

EL DORADO COUNTY FIRE PROTECTION DISTRICT
STANDARD OPERATING GUIDELINE

ARTICLE 4: ROUTINE PROCEDURES

EFFECTIVE DATE:

**SECTION 5: USE OF TELECOMMUNICATION
EQUIPMENT**

REVISED: 07-01-2020

- 4.5.1 **PURPOSE:** To establish guidelines for utilization of District Telephones, Cellular Phones and Fax Machines.
- 4.5.2 **POLICY:** Utilization of the telecommunication equipment shall be as follows:
- 4.5.3 Telephone and Fax Machine – Long Distance Calls
- 4.5.3.1 Personal calls are not permitted on either the District telephone or the District fax machines, unless they are charged to the calling party's credit card or home phone number.
- 4.5.3.2 Personal Use of District Telephone and Fax Machine
- 4.5.3.3 Personal use of the Fire District's telephone(s) and of the District's fax machine(s) is a privilege and is permitted as long as it is done in a reasonable manner that does not interfere with District operations.
- 4.5.3.4 Personal telephone calls are to be kept to a maximum of five minutes between 0800 hours and 1700 hours.
- 4.5.4 Cellular Phones
- PURPOSE:** To enhance communications between the base hospital, supervisor (Captain or Chief Officer), ECC and other priority contacts.
- To reduce radio airtime in emergency situations and at the scene, when telephone contact is required with the hospital or parents, etc.
- To give the apparatus/units an additional resource for communications.
- 4.5.5 **POLICY:** Cellular telephone are to be used as a means to reduce radio traffic when traffic is heavy (when non-emergency or priority airtime is needed). Under no circumstances are cellular telephones to replace the radio communications of the apparatus/units.
- 4.5.5.1 Cellular telephones are to be used as a resource to enhance communication capabilities. Cellular telephones are not to be used for non-essential communication.
- 4.5.5.2 Personal Use: The cellular telephone is not intended for personal use, however cellular phones may be utilized when situations are deemed necessary.