



RUSSELLVILLE FIRE DEPARTMENT
POLICY MANUAL

Policy Number:
Section:
Original Date:
Revised Date:

PURPOSE

The purpose of this policy is to establish a Fire Department Policy regarding personal telephone calls. It is the responsibility of the uniformed and civilian members of the Fire Department to know and adhere to this policy.

POLICY

Personal telephone calls shall be limited and shall not take precedence over normal operations. Personal long distance telephone calls shall not be charged to the City of Russellville.

When an employee has business dealings outside of their normal course of employment with the City, those business matters shall not be conducted on City time using City property or telephones.

This policy does not preclude an employee from making necessary medical, dental or similar type appointments while on-duty.

Cell phones shall not be used at any time while driving / operating apparatus or other equipment, and shall not be used while responding to emergency incidents by any other members of the crew - unless it is mission critical such as radio failure.

Cell phones should be silenced during meetings and training sessions.

Approved

Fire Chief

1 of 1