



RUSSELLVILLE FIRE DEPARTMENT  
POLICY MANUAL

Policy Number:  
Section:  
Original Date:  
Revised Date:

**PURPOSE**

This policy outlines the times and subject matter that the Department's computer system can be used by Department personnel.

It shall be the responsibility of all personnel to follow this policy concerning the use of Department owned computers or computers on city property.

**POLICY**

Computer Use:

- Computers may be used anytime during the shift to complete NFIRS, EMS reports, fire department reports, pre-incident surveys, training or any fire department related work requiring Information Technology.
- Computers may not be used prior to 5:00 p.m. for personal use, viewing, or games with the exception of the weather channel during inclement weather or other breaking news impacting fire department operations.
- Computers shall not be used by fire department personnel for profit, or personal company or business use.
- The viewing of pornography, questionable material or chat rooms which may be questionable or cause embarrassment to the department, shall be strictly prohibited.

Approved

Fire Chief

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