

USE OF TELEPHONES/CELLULAR PHONES

I. PURPOSE

To provide employees with a means of communications outside of the District without creating disruptions in the workplace.

II. SCOPE

This policy applies to all employees of the District.

III. POLICY

It is the policy of the District to place telephones in all District facilities for reasonable use by employees and to either provide a cell phone allowance or provide District issued cellular phones to certain employees for whom the District deems it necessary for business needs.

IV. GUIDELINES

District Telephones

- A. Telephones are placed in all facilities so that employees may complete their assigned duties and communicate with others outside the District.
- B. District phones may be used for personal calls, as long as their use does not interfere with the effective operation of the employee's normal daily activities. Additionally, employees may not conduct other business on District phones. When possible, suppression employees shall limit the use of the telephone for personal calls.
- C. Employees are encouraged to be considerate of the needs of other employees, therefore limiting their calls to a reasonable duration. Additionally, as a courtesy to other employees, incoming phone calls shall be restricted to prior to 2100 hours, unless in the case of an emergency.

District Issued Cellular Phones and Cellular Phone Allowance

- D. At the discretion of the Fire Chief, certain employees may either be provided a District-issued cellular phone or given a cell phone allowance for use in carrying out District business.
- E. In order to protect an employee issued a District cellular phone from incurring a tax liability for personal use, the District cellular phones are to be used primarily for District-related business. Personal use of the District cellular phone shall be restricted to infrequent and emergency events.

~~E. —~~ Instead of providing a District-issued cell phone, the District has the option to provide a cell phone allowance to employees who may be required to use the cell phone in carrying out their duties. In accepting payment for such, the employee understands that he is responsible for carrying the cell phone at all times while on duty. The employee shall further understand that the cell phone is subject to monitoring and any District-related use may be subject to disclosure under a public records request. Any damage or loss to the employee's cell phone shall be the responsibility of the employee.

E. If the employee's use of the District-issued cell phone results in the District incurring additional expense, the employee shall be notified by the Fire Chief to provide reimbursement to the District for that expense. If said use continues, the District may take the District cellular phone away from the employee and the employee may then be subject to progressive disciplinary action per policy.

F. If an employee loses or damages a District-issued cellular phone, that employee is responsible for the cost of replacing that phone at the discretion of the Fire Chief.

G. Any employee whose job responsibilities require regular or occasional driving are expected to use extreme caution when using the cellular phone. Whenever possible, an employee using a cellular phone shall use hands-free equipment to further increase safety. Additionally, employees shall pull off to the side of the road and stop the vehicle before placing or accepting a call.

Personal Cellular Phones

H. Personal cell phones shall not be used while performing duty-related tasks or on emergency calls unless related to the call itself. Excessive personal calls during the workday may interfere with employee productivity; if that occurs, the employee will be subject to progressive disciplinary action per policy.

I. The District shall not be liable for any damage or loss of personal cellular phones brought into the workplace.

Cellular Phone Cameras or other Video Recording Devices

J. Employees are cautioned in the use of cell phone cameras in the workplace; any photos and/or videos taken on duty and/or on emergency scenes are subject to monitoring and review and are the property of the District. Employees are prohibited from taking photographs or videos of patients involved in any District-related scene, unless authorized by the Chief Officer on duty. If so authorized, the photographs/videos must be provided to the Chief Officer and shall remain as property of the District.

Employees are prohibited from using any type of video recording device to record any individual without their permission.

Telephone Contact

- K. All employees are required to maintain a personal telephone contact in order to facilitate notification and communication between the District and the employee. This telephone contact may be via cellular phone and will be handled with discretion, as is all personal contact information.

Monitoring/Review

- L. Employees shall not expect privacy in their District telephone use and communications; management retains the right to review all employee activities on District phones, including District-issued cell phones. Additionally, the use of personal cell phones during work time shall be subject to monitoring and review