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| <b>Wintergreen Fire and Rescue<br/>Standard Administrative Policy</b> |                      |
| <b>Subject:</b>   | Telephones and Usage |
| <b>Reference Number:</b>  | Adm 04-002           |
| <b>Effective Date:</b>  | 16-Apr-03            |
| <b>Last Revision Date:</b>  | 24-Jan-05            |
| <b>Signature of Approval</b>  | Curtis Sheets, Chief |

**Purpose:**

This SAP is to establish a standard set of guidelines for personnel using the telephones.

**Policy:**

Telephones are for company business – personal use shall be limited.

If a personal phone call is dialed or received, the member should keep the phone call duration to a minimum.

If the member needs to place a long distance call, he/she will use the fax line at each station and keep the call duration to a minimum.

No personal phone calls should be received after twenty three hundred (2300) hours or before zero seven hundred (0700) hours.

Members should not use department cell phones for personal use unless in an emergency situation.