



<b>Wintergreen Fire and Rescue Standard Administrative Policy</b>	
Subject:	Telephones and Usage
Reference Number:	ADM 02-002
Effective Date:	16-Apr-03
Last Revision Date:	3-Mar-21
Signature of Approval	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.

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

**Cell Phones**

Cell phones are not to be used while driving under emergency conditions or while transporting patients unless used for emergency transmission of information pertinent to the incident.

When on duty, all personal cellular phones should be kept on a silent or vibrate alert function when out of the stations. This pertains to both on and off incidents.

Excessive use of personal cell phones for conversations or texting is discouraged.