

CLARENCE FIRE DISTRICT NO. 1
CELL PHONE USAGE POLICY

- I. **SCOPE:**
This policy applies to all individuals assigned cell phones owned by Clarence Fire District No. 1.
- II. **OBJECTIVE:** The objective of this policy is to set forward guidelines for the use of cell phones.
- III. **GUIDELINES:**
- A. The responsibility to assign cell phones to individuals lies with the Commissioners of Clarence Fire District No. 1.
 - B. Cell phones are assigned to the individuals to facilitate communication between officers and make officers accessible to Fire District Commissioners, firefighters and the community they serve. Personal use of District cell phones is highly discouraged. However, personal use during off-peak (non-chargeable) hours is permissible. Phones are also available in the firehall to conduct District business. The use of landline phones is greatly encouraged while at the fire hall.
 - C. Individuals must be diligent in the use of assigned cell phones. Individuals with cell phones should ensure that their monthly guidelines are not exceeded.
 - D. Cell phones will be assigned to as follows:
 - 1. Chief
 - 2. Assistant Chiefs
 - 3. Building Manager
 - 4. Ambulance (#8) and Rescue Truck (#5)
 - 5. Or any other individual deemed appropriate by the Board of Fire Commissioners.
 - E. Guidelines for usage are based on recommendations of the Chief and the Board of Fire Commissioners. All phones will have 200 minutes per month but phone minutes are pooled and calls to other Verizon phones are not part of the 200 minutes.
 - F. The Commissioner responsible will review the usage of all assigned cell phones. He shall make a report to the Board of Fire Commissioners each month and recommend changes as necessary. The Fire District Treasurer can supply individuals exceeding their monthly minutes with a copy of the calls made during that month. Overages must be justified. Usage above the set limits will be reviewed with the cell phone user to determine reasonably appropriate (authorized) use.
 - G. For unauthorized cell phone use, the Board shall require reimbursement at the rate charged by the cell phone company. Text or picture messaging and game downloads are not authorized.
 - H. Damage/loss of cell phones will be addressed on an individual basis.
 - I. Failure to comply with these guidelines may result in the recall of assigned cell phones.
- IV. This policy was initially adopted effective July 11, 2005 but was updated on July 10, 2006.
- V. This policy may be amended at any time.

By Order of the Board of Fire Commissioners Clarence Fire District No. 1
Policy Number 06-07-25