

Santa Barbara City Fire Department - Standard Operating Procedures <b>Routine Operations</b>	Code: <b>R-I-6</b>
<b>Telephone Use</b>	
Chpt: I Station Operations	Revised: 7/1/12 Pages: 2

## I. CELL PHONES

A. Cell phones have been placed on each frontline apparatus. The purpose is to provide better service to the citizens and assist the firefighters in performing their jobs.

B. They are to be used for the following:

1. On incidents to make contact when needed with family members or employers of the incident victims.
2. To contact the Battalion Chief, Dispatch, CAL-OSHA, etc.
3. As needed to bring the incident to a positive conclusion.
4. Daily business, to contact the Battalion Chief.
5. Contacting other City or County agencies or departments.

C. They are **not** to be used for the following:

For making or receiving personal phone calls. The Cell phone is charged for all use.

D. Exception for Personal Use:

While out of town on a Strike Team, each member may make 1 personal call each day. This phone call shall not be longer than 5 to 10 minutes. The Captain is responsible for the proper use of these phones.

**E. Personal Cell phone Use:**

**1. Cell phones may be used in the station when necessary**

**2. Cell phones should not be used on calls for any reason unless mandated by the circumstances of the call.(i.e. the engine cell phone is not working and dispatch needs to be called)**

**3. Cell phone use will not be permitted during any classes.**

**4. There is zero tolerance for anyone operating any fire department vehicle to use a cell phone while in motion (except for Fire staff where exempt by law)**

## Telephone Use

### II. TELEPHONES

- A. Employees may use telephones for personal long distance calls but only if they charge the call to their home phone or personal telephone credit card.