



Rogers Fire Department Standard Operating Procedures

Policy Title:	Personal Cell Phone Usage		
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Approved By:	Tom Jenkins	Last Updated:	May 2017
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PURPOSE

The purpose of this policy is to provide guidance in the use of personal cell phones while on-duty and the use of city email on a personal phone.

POLICY

The use of personal cell phones while on duty should be minimized. The use of cell phones for personal business is never permitted in the following circumstances:

- While driving or riding in fire apparatus
- While at incident scenes, public events, or at departmental functions
- During designated training activities or meetings

Personal cell phones may be carried while on duty, but damage caused to the cell phone caused by work-related conditions is not the responsibility of the City of Rogers or Rogers Fire Department. It is incumbent upon company officers to ensure that firefighters focus on their respective job duties and not personal business.

City Email Access

Members of the department, both civilian and sworn, are permitted to have access to city email on their cell phones upon approval from the fire chief. Members should not regularly respond and use city email on their phones while off duty. Rather, they should minimize its use and only respond to emails that are of an urgent nature (e.g. overtime requests). It is assumed by the department that employees will spend no longer than ten (10) minutes checking email on their phones while off duty.