

## CELLULAR PHONE POLICY

### PURPOSE:

To provide River Falls Ambulance personnel with guidelines for proper use of cellular phones. This policy outlines how cellular phones are used in the course of operations to enhance communications.

### POLICY:

- A. Service owned, issued or subsidized cellular phones.
  1. Cellular phones are authorized for official ambulance business. Exceptions may be made for family situations or personal matters that require attention and where alternative forms of communication are not suitable or easily available.
  2. Cellular phones may be used in an off-duty capacity by members for conducting ambulance business or as otherwise authorized by the Director.
  3. Cellular phone numbers for ambulance phones should not be provided to members of the public. Exceptions may be made when necessary to facilitate city business and adequate communication with the member.
  4. **Members are prohibited from using cellular phones while also driving a city/service owned vehicle.** Members should pull off the highway in a safe location when using cellular phones.
  5. Any financial charges incurred by cellular phone use should be limited and linked to the facilitation of service related business. Random and periodic audits of city/service owned or issued cellular phones may be made at any time. Members do not have an expectation of privacy in the use of any service owned or issued cellular phone.
  6. The use of a picture phone or device that may capture visual images is prohibited in locker rooms, restrooms, on ambulance calls and any other area where members of the public or co-workers would enjoy a reasonable expectation of privacy and in any area in which sensitive or closely guarded municipal or business materials are used or housed.
  7. Cellular phones should not be used if they may be disruptive to others.
  8. City of River Falls Department Heads and other authorized personnel within each specific department may have personal cellular phones that are city subsidized to conduct business. Those cellular phones are authorized for personal use while on city business consistent with this policy.
- B. Personal cellular phones.
  1. The city of River Falls discourages the carrying or use of personal cell phones by on-duty personnel.
  2. Engagement in conversations unrelated to ambulance business that interferes with the performance of duty is prohibited. The standard procedure for personal cell phones is to leave them on vibrate or silent while on duty and not to answer any incoming calls or data while in the ambulance or on a scene with a patient. However, the EMT may use their personal phone for ambulance related communications during a call as long as it does not interfere with their performance. (*Example:* contacting medical control)
  3. The use of personal cellular phones is governed by the same safety regulations as provided by departmentally owned cellular phones.
  4. Personal cellular phones may not be used if they may be disruptive to others.

### SPECIAL NOTES:

1. Any member that wishes not to follow this policy may be subject to disciplinary actions up to and including termination.