

Tempe Fire Department Policies and Procedures
Use of Department Cellular Phones, Pagers and PDAs
503.02
Rev 07-24-08

POLICY

Cell phones, pagers and personal digital assistants (e.g. blackberry) are provided to allow our members to be more effective and efficient in their jobs. Examples of proper use of cell phone devices include; use at emergency scenes, contacting members with important messages, appointment management for fire inspectors, etc.

PROCEDURE

Cell phone bills will be closely monitored Departmentally on a monthly basis and have been added to the organizational audit checklist of the City Audit Division. All cell phone usage will now be charged directly to the appropriate Department, Division, Section.

The following guidelines are in effect when using Department cell phones:

- Use at emergency scenes as appropriate.
- Use primarily for business of the City.
- Any personal calls on Department phones may require reimbursement to the Department by personal check or money order only (no cash).
- Lengthy conversations for non emergency situations should be carried out on land lines, not on cell phones or personal digital assistants.

Also in accordance with Tempe City Rules and Regulations 612D, cell phones and personal digital assistants shall never be used for:

- Intentionally accessing any type of pornographic or inappropriate telephone number.
 - Note: Employees who inadvertently access any pornographic or inappropriate telephone number shall report this to their supervisor immediately.
- Commercial for financial gain such as operating a business.
- Soliciting, including charitable campaigns, except as specially authorized as part of office City sponsored events.
- Soliciting for political campaigns.
- Sending threatening, slanderous, racially or sexually harassing messages.