

Stillwater Fire District
Stillwater, New York

Fire District Policy and Procedure

Policy Number: 11 of 2010

Policy Name: Cell Phone Policy

Date Issued: September 15, 2010

Effective: September 15, 2010

Revised: _____

Review Date: January 2020

I. PURPOSE

A. The purpose of the cell phone policy is to provide governance related to the issuance and use of cell phones provided by the Stillwater Fire District.

II. POLICY

A. The Board of Fire Commissioners shall approve the use of cell phones by employees and staff who will qualify under the guidelines of this policy.

1. Assignment of cell phones shall be restricted to members of the fire district who;
 - a. Have the written approval of the Board of Fire Commissioners as resolved at a Board meeting
 - b. Travel from their assigned work site on district business for a significant part of their normal work day, or
 - c. Must frequently communicate with staff or supervisors while away from their assigned worksite, or
 - d. Must be accessible to conduct the business of the Fire District.

III. PROCEDURE

A. The Fire District will provide each eligible and approved staff member with a cellular phone package. The package shall consist of, but not limited to, the phone, a/c charger, car charger, protective cover or case or other items provided by the cell service provider. Some fire district staff shall be provided GPS service in relation to response operations at the expense of the Fire District. Expenses related to cell phones and related items requested by the individual which are in addition to the basic phone package provided by the District shall be the responsibility of the individual.

1. For those additional services not provided or approved by the Fire District it shall be the responsibility of the individual to reimburse the Fire District at an interval agreed to the by Board and the Treasurer.

B. All cell phones provided by the Fire District will be provided under the rate plan negotiated and selected by the district. The district will pay the monthly plan costs plus any other cost associated with the procurement of the equipment, plus usage charges and applicable taxes associated with district business.

1. The district will also provide an allowance for personal calls in the amount of \$5.00 (five dollars) per billing statement plus applicable taxes which is subject to periodic audit.
 2. Any staff member wishing to upgrade the plan provided by the District shall do so at their own expense and shall notify the district treasurer.
- C. An employee shall be responsible for charges using the following guidelines.
1. The employee shall be responsible for any charges to include any plan enhancements or personal usage over and above the allowance included in this policy. Charges for which an employee may find themselves responsible for over and above the allowance included in this policy shall include any applicable fees or taxes.
- D. Employees shall be responsible for reimbursing the district for charges as determined by the applicable guidelines at an interval determined by the fire district treasurer but no more than annually.
- E. Employees are mandated to pull off the road and cease driving while using a District cell phone, or to use an approved hands free device in compliance with NYS law.
- F. Upon termination of position, employees must surrender their cell phones and associated equipment to the Board of Fire Commissioners prior to leaving their position.
- G. Re-issuance of the surrendered cellular phone shall not occur without the completion of the necessary documentation with the cell phone provider designating the individual in possession of the cell phone.

By Order of Board of Fire Commissioners – Stillwater Fire District

Chairman Board of Fire Commissioners