

	<b>Nokomis Fire Department</b>		
	<b>Date</b>	<b>Directive</b>	<b>Number</b>
	April 30, 2019	#1	#101
		<b>Category</b>	
	<b>Administrative Policy</b>		
<b>Cellular Phone and Personal Computer/Tablet Usage</b>			

**PURPOSE:**

To establish a policy for the use of department issued or personal cellular telephones and personal computer/tablet devices by all personnel.

**POLICY:**

Nokomis Fire Department recognizes the need for certain personnel to be able to use issued cellular phones to conduct business while driving with hands-free devices only. This ability will only be afforded to specific personnel of the Nokomis Fire Department as described below:

**• Battalion Chief Vehicle Operations:**

Vehicle operators assigned to Battalion Chief or Acting Battalion Chief positions are permitted to use cellular phones or smartphones for department business while driving provided they are using hands-free devices. Employees are not permitted to read or respond to e-mails or text messages from a cell phone, smartphone or personal computer/tablet of any type while operating a motor vehicle.

**• Line Vehicle Operations:**

Vehicle operators assigned to Engines, Ladder Trucks, Tankers and all other specialty units are not permitted to use cellular phones, smartphones or personal computers/tablets of any type while vehicles are in motion.

Use of personal cell phones and personal computer/tablet devices in the station are permitted but shall not interfere with assigned duties. Personnel shall not utilize their personal cell phone at the scene of an emergency unless it is for the benefit of the public. However, the department will not reimburse employees for minutes used, fees, or damage to the device itself.