


HR LF	HR HF	Fire Department Town of Belmont NH 03220	GENERAL ORDER	GO NO: GO 10-004
LR LF	LR HF		Title: Personal Cell Phones and Pagers	EFFECTIVE DATE: 09/01/2010 Supersedes SOP A 007
				REVISION NO: 00

I) PURPOSE, SCOPE, APPLICATION

- A) This General Order is being established to outline the approved use of personal cell phones and pagers
- B) This General Order will cover the wearing and use of personal cell phones and pagers while on Duty.
- C) This General Order will apply whenever a member is on duty. On duty also applies to call back.

II) REFERENCE DOCUMENTS

- A) N/A

III) DEFINITIONS

- A) N/A

IV) ROLES AND RESPONSIBILITIES

- A) It shall be the responsibility of the Officer in Charge to enforce this General Order.
- B) All members of the Belmont Fire Department shall know and understand the General Order.

V) SAFETY


- A) N/A

VI) ENFORCEMENT

- A) Failure to understand and follow this Standard Operating guideline may result in disciplinary action.
- B) Any deviation from this guideline shall require a written report to the Officer in Charge and the Deputy Chief.
- C) This policy is for internal use only and does not enlarge an employee's civil liability in any way. The policy should not be construed as creating a higher duty of care, in an evidentiary sense, with respect to third party civil claims against employees. A violation of this policy, if proven, can only form the basis of a complaint by this department for non-judicial administrative action in accordance with the laws governing employee discipline.

VII) GENERAL ORDER


- A) Personal cell phones and pagers will be allowed to be worn on duty provided the following conditions are met:
 - 1) Phones and or pagers must be set on a "silent" or "vibrate" mode.
 - 2) No personal calls or text messages are to be made or received while:

HR LF	HR HF	Fire Department Town of Belmont NH 03220	GENERAL ORDER Title: Personal Cell Phones and Pagers	GO NO: GO 10-004
LR LF	LR HF			EFFECTIVE DATE: 09/01/2010 Supersedes SOP A 007
				REVISION NO: 00

- (a) Responding to or operating at an emergency scene
 - (b) Conducting an inspection
 - (c) In attendance at any class or training activity
 - (d) Participating in any fire prevention activity
 - (e) Conducting Pre-Plans or facility tours
 - (f) Or any other department business
- 3) The only exception to the above rule is when a family emergency exists.
- 4) Department cell phones are not included in this General Order.
- B) The Belmont Fire Department will not be responsible for any damage to, or loss of, personal cell phones or pagers that are worn on duty.

VIII) RECORDS, REPORTS, CHARTS

A) N/A

<u>AUTHENTICATION</u>
GO NO: <u>10-004</u>
Number of Pages: <u>2</u>
Approved By: 
Revision: <u>00</u>

GO Review Dates:
03/12/2013 dlp
06/12/2014 dlp