

Hurricane Fire & Rescue

Hurricane, WV

Administrative Guidelines

Subject
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Mobile Telephones
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Purpose: To provide guidelines for the use of mobile telephones to those members who use telephones in Fire and EMS Vehicles.

Scope: All Personnel who use a Hurricane Fire & Rescue mobile phone

Responsibility: It is the responsibility of all department mobile phone users.

The mobile phones owned by the department are for business use. They may be used for minimal personal use as agreed upon by an officer. The Treasurer will receive the mobile phone invoices to review each month.

Hurricane Fire & Rescue is not responsible for the overage on the mobile phone invoices unless the usage is work related. The member will reimburse Hurricane Fire & Rescue for personal usage if the invoice is above the normal monthly rate as prescribed on the department's mobile phone plan. The employee will reimburse Hurricane Fire & Rescue for the personal phone usage or the amount the invoice exceeds the normal monthly rate, whichever is less. The remainder of the invoice should be work related phone usage.