North Kingstown Fire Department

Standard Operating Guidelines		2000 Series
Effective Date:	Department Issued Cell Phones	Human Resources
05/2021		2120
Revision Date:		
05/2021		Page 1 of 2

I. PURPOSE

To establish guidelines for the appropriate use of the North Kingstown Fire Department's (Department) issued cell phones.

I. POLICY

A. Town-issued cell phones are provided to select apparatus for the purpose of promoting a more efficient work-environment and improving public safety.
B. Department policies related to internet and computer usage, communication and consent monitoring, digital imagery, and employee webmail shall apply to all activity and communications on department issued cell phones.
    a. The Department reserves the right to examine cell phone bills, usage reports, and text messages at any time, with or without notice.
    b. Department cell phone bills, usage reports, and text messages may be subject to public disclosure. See RIGL [§§ 38-2 Access to Public Records]
C. Department policies related to harassment and bullying shall apply to all activity and communications on department issued cell phones.
D. Personnel shall not engage in communications related to personal gain or profit on any Department issued cell phone.

II. PROCEDURE

A. Department issued cell phones shall be answered as follows: "Firefighter and/or Officer's Rank / Last name"
    a. Example: "Captain Smith"
       "Fire Marshal Jones"
B. Department issued cell phones shall be answered in a courteous and helpful manner.
C. All Applications, Downloads, Programs, and other related hardware and software installations shall be installed by the Town's Information Technology (IT) Department, Shift Commanders, and/or Fire Chief's designee.
    a. All other personnel shall not install any applications, downloads, programs, or other related hardware and software to any Department cell phone without the express authorization of the Fire Chief, or his/her designee.
D. Department issued cell phone camera features may be utilized in the furtherance of:
    a. EMS care, consistent with RI Statewide Emergency Medical Service Protocols.
    b. Training Purposes

i. Fire and/or EMS Training
   1. Personnel shall carefully evaluate all images and remove any personal identification…. Etc.

E. Images taken on department issued cell phones consistent with EMS services shall be attached and uploaded with the Patient Care Report.
   a. Images taken on department issued cell phones shall not be transmitted via text, or email and shall not be reproduced unless otherwise specifically authorized by this policy or by the RI Statewide Emergency Medical Service Protocols.
   b. All other images taken on department issued cell phones shall be downloaded/uploaded by the Fire Chief, his or her designee, or shift commanders through computer hardware to ensure compliance with state and federal laws, regulations, and Department policy.