

		<p>MUKWONAGO FIRE DEPARTMENT</p> <p>OPERATING PROCEDURES</p>	
Cellular Telephone Usage		Approved by: Chief Jeffrey R. Stien	
POL #7	Draft Date: Unknown	Revision Date: 10/13/09, 4/24/12	Effective Date: 05/07/12

PURPOSE: The purpose of this policy is to establish procedures for maximizing the safety of personnel and operation efficiency while responding and dealing with emergency calls.

SCOPE: This procedure is to be followed by all officers and members of the Mukwonago Fire Department. Authority to deviate from this procedure rests with the officer in charge who will be responsible for the results of any deviation.

A. Mukwonago Fire Department Cellular Phone Use

1. From this date, all cellular telephones that are or may be placed into service shall have clearly marked on the handset and the cradle the cellular telephones individual telephone number.
2. It shall be the responsibility that the user of the cellular telephone ends each transmission with the telephone number of the cellular telephone being used.
3. This will ensure that if the receiver of the cellular telephone call should have the need to recontact the caller, they will have the number.

B. Personal Cell Phone Usage

1. It is the policy of the Mukwonago Fire Department, that no person will **talk or text** on a cellular phone when he /she is the driver of any fire department vehicle.
2. In the event that a phone call needs to be answered while the vehicle is moving, a **passenger** of the vehicle shall operate the phone and voice any information to the driver.
3. Any misuse of this policy will result in disciplinary action starting with a driving suspension.
4. Reference the Village / Town of Mukwonago Handbook for further information.

5. See Policy #10 Image Recording regarding the use of cellular telephone use for image recording.