SUBJECT:	Telephone Use	**SECTION:**	200.11
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PURPOSE

To properly manage telephone usage for personal calls during Fire Department work hours.

POLICY

A. Personal calls shall not normally be made on Fire Department business telephone lines.

B. The Shift Supervisor may allow brief personal calls on Department business lines if such conditions exist to warrant such calls and as long as no toll charges will be incurred by or charged to the City of Reading.

C. During business hours (0800 to 1700), except during mealtimes and/or regular recognized breaks, members shall avoid making personal calls unless they have permission from the Shift Supervisor.

D. No personal calls on the phone are to last longer the ten (10) minutes in duration.

RESPONSIBILITY

All members are responsible to utilize good judgement and abide by Departmental policy concerning telephone usage.