



POLICY MANUAL

Daily Operations - Miscellaneous

Telephone Use

Revised: 07-29-99

Code: 1 – 14 – 13

Book Chapter Subject

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13.0 Purpose: To clarify department policy regarding personal long distance telephone calls made from City telephones.

13.01 Scope: All Fire/EMS personnel.

13.02 GUIDELINE

Department personnel may not charge personal long distance telephone calls to the City. If it is necessary to make a personal long distance telephone call from a City telephone, the charges will be assessed to a home telephone or telephone calling card.

Under no circumstances will they be charged to the City.