

CELLULAR TELEPHONE USE POLICY

Philosophy:

All personnel are acting as representatives of the Yaphank Fire District (“District”) when using any cellular telephone communication resources provided by the District. Users of District provided cellular telephone communication resources are held to the same standards whether the telephone is being used for business related or personal use.

Policy:

Cellular telephone communications resources are intended primarily for business use. The District recognizes, and permits, occasional personal use of this District communication resources, provided that such use does not interfere with work responsibilities, other business needs or violate the law or District policy, and provided such use does not expose the District to added expense beyond the basic coverage / use plan purchased from the cellular telephone communications provider. The District acknowledges that all forms of communication resources are integral to our business and can be helpful tools in maintaining a balance between work and life.

All individuals are acting as representatives of the District when using any cellular telephone communication resource provided by the District. Users of District provided cellular telephone communication resources are held to the same standards whether the use is business related or personal.

All Fire District cell phone use shall be approved by the Board of Fire Commissioners at its annual Organizational Meeting.

Application of Internet Computer Use Policy:

Users must abide by the Internet Computer Use Policy as it relates to cellular telephone use. The standards of conduct discussed in that policy are considered a part of this policy as if restated herein with the exception of provisions herein that conflict, and in that case, the provisions of this policy shall govern with regard to cellular telephone use.

Policies and Costs Associated With Cellular Telephones Issued by the Board:

The Board of Fire Commissioners will retain discretion to determine the personnel to which it will issue cellular telephone communication resources purchased at District expense and will select the plans entered into with cellular telephone providers. Personnel may refuse to accept assignment of a District purchased cellular telephone, but if they accept the equipment, they agree to abide by District policies and the contracts set up with cellular telephone providers. Persons refusing a District issued cellular telephone communication resource will not be permitted to submit a bill for business expenses incurred on a personal cellular telephone communication resource.

The Board of Fire Commissioners will set up the cellular telephone communication resource plan for each unit with the cellular telephone provider, and will advise District personnel that are issued cellular telephones of the charges for which the District will be liable and the charges for which the District will seek reimbursement from the employee issued the equipment. Thereafter, the District Treasurer will send a bill to the employee for any charges that are his or her responsibility, and the employee shall pay such charges to the District Treasurer within two weeks. Failure to make payment in a timely manner or the making of a payment with a check that is dishonored will be a violation of this policy and an act of misconduct subjecting the member to disciplinary action. A refusal to pay a bill rendered in accordance with this policy shall be grounds for removal from office, dismissal from membership, and/or removal from paid employment as an act of grievous misconduct. Failure to pay a bill within one month of submittal by the District Treasurer shall be deemed a refusal to make such payment for the purposes of this paragraph.

The Board of Fire Commissioners shall adopt by resolution at regular meetings amendments to this policy that will govern that actual financial arrangements that govern the financial plan for the cellular telephone communication resource assigned to each employee or groups of employees and such resolutions shall become a part of this policy.

The Board of Fire Commissioners will supply a District cellular phone to any authorized individual. If the authorized individual prefers to keep their own personal cellular phone the Board of Fire Commissioners will reimburse them fifty five dollars.

The names of all persons authorized to have cell phones shall be indentified in the minutes of the Organizational Meeting or the Regular Meetings conducted thereafter. One of the objectives of this policy is to limit the expenses of the Fire District in providing such phones and to make employees liable for personal telephone calls by making them liable for charges beyond the basic plan monthly fees.

Who Is Included In This Policy:

All personnel are included in this policy. The Board of Fire Commissioners is responsible for determining which personnel have a District business need for the issuance of a cellular telephone. For the purposes of this policy, the terms “Personnel” and “Employee” refers to all members and officers of the Yaphank Fire Department, the Fire Companies of the department and all employees, officers and agents of the Yaphank Fire District.

Chairman Skidmore	AYE
Commissioner Peters	AYE
Commissioner Austin	AYE
Commissioner Schaaf	NOT PRESENT
Commissioner Thebold	NOT PRESENT

Adopted this 19th day of December 2018 by the Board of Fire Commissioners.

Re-adopted this 2nd day of January 2024 by the Board of Fire Commissioners

Attest by:

Paulamarie Rosso-Thompson
District Secretary