TOLEDO FIRE & RESCUE DEPARTMENT

B-13 Department Telephone System

Non-Emergency Manual

Date Revised: 02/01/2018

Last Modified: 08/29/2024 08:47

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Policy/Procedure

1. It shall be the daily responsibility of the Company Commander to make certain all fire phones within their station are operational.

2. Department Telephone System

1. When answering Department telephones, or 'Fire Phones", members shall clearly identify themselves by giving their station or office, rank, and name.
    - EXAMPLE: "Number Seven Station, Lieutenant Smith."

2. Fire Phones shall be used for Toledo Fire and Rescue Department business only.

3. Personal phone calls shall not be received through the fire board unless there is a family emergency.

4. Outside calls shall not be placed through Fire Phones in stations. The only exceptions to this rule will be:

    1. Chief Officers making calls regarding Department business.

    2. Company Officers making calls regarding Department business.

5. All long distance calls made on the fire phone shall be entered in the Journal.

See Also:

Permanent link:
https://www.tfrdpolicies.com/dokuwiki/doku.php?id=b_manual:b13

Last update: **08/29/2024 08:47**