

SCOTTS VALLEY FIRE PROTECTION DISTRICT



**STANDARD
OPERATING
PROCEDURES**

ARTICLE: I

SOP: 1402

SECTION: General Orders

SUBJECT: Engine Cell Phones

DATE APPROVED:

December 18, 2024

APPROVED:

A handwritten signature in black ink, appearing to be "J. L. ...", written over a horizontal line.

1. Purpose

This Standard Operating Procedure (SOP) outlines the proper use and handling of district-issued cell phones assigned to each fire engine's company officers to ensure effective communication, documentation, and operational efficiency while maintaining professional standards.

2. Scope

This SOP applies to all company officers within the Scotts Valley Fire District who are responsible for the shared cell phone assigned to their fire engine.

3. Responsibility

Company officers are responsible for adhering to this SOP and ensuring that the shared district-issued cell phone is used appropriately and effectively during on-duty hours and properly handed off during shift changes.

4. General Guidelines

1. Issuance and Possession:

- Each fire engine will be equipped with a district-issued cell phone.
- The on-duty company officer must have the cell phone with them at all times while on duty, except during firefighting or rescue tasks where carrying the phone may pose a risk or hinder operations.
- At the end of each shift, the on-duty company officer must hand off the cell phone to the incoming shift's company officer.

2. Operational Use:

- Cell phones are to be used primarily for district-related communications, including but not limited to:
 - Coordination with dispatch and other emergency services.
 - Communication with other company officers, Duty Chief, and personnel.
 - Access to district-supported applications necessary for operations.
- Cell phones will have all district-supported applications pre-installed. Officers are responsible for ensuring these applications remain up-to-date.

3. Incident Documentation:

- Company officers are authorized to use the district-issued cell phone to take photos of incidents for documentation purposes.

SCOTTS VALLEY FIRE PROTECTION DISTRICT



**STANDARD
OPERATING
PROCEDURES**

ARTICLE: I

SOP: 1402

SECTION: General Orders

SUBJECT: Engine Cell Phones

- Photos should be relevant to incident reporting and investigation and must adhere to privacy and confidentiality standards.
- All incident photos must be transferred to the district's secure storage system as soon as practicable and deleted from the cell phone afterward.

4. Restrictions:

- Personal use of district-issued cell phones should be limited and must not interfere with official duties.
- The use of cell phones for any illegal activities, inappropriate content, or activities that could bring disrepute to the Scotts Valley Fire District is strictly prohibited.
- Cell phones should not be used while driving district vehicles unless using hands-free technology.

5. Care and Maintenance:

- Company officers are responsible for the care and maintenance of the district-issued cell phone during their shift.
- Any damage, loss, or technical issues must be reported immediately to the on-duty Battalion chief.
- Officers should ensure that the phones are charged and functional at the start and end of each duty shift.
- During shift change, the outgoing company officer must ensure the phone is in good working condition before handing it off to the incoming officer.

6. Confidentiality and Security:

- All communications and data on district-issued cell phones are subject to district confidentiality and data security policies.
- Officers must take appropriate measures to safeguard the phone against unauthorized access, including using passcodes or biometric locks.

7. Handover Procedure:

- The outgoing company officer must briefly check the cell phone's functionality and condition.
- Any issues or concerns must be documented and communicated to the incoming officer.
- The incoming officer must acknowledge receipt of the phone and its condition at the start of their shift.

5. Compliance

Adherence to this SOP is essential for maintaining the efficiency and effectiveness of district operations. All company officers are expected to follow these guidelines.