

**ESCAMBIA COUNTY FIRE-RESCUE***Standard Operating Guidelines***1205.025****Personal Visits / Phone Calls**

Implemented: 12/28/10

Revised:

James L. Sanders, Fire Chief

Page 1 of 2

***PURPOSE***

To set a policy to regulate and limit personal business and personal visitors in the work place which may interfere with county business or performance of duties.

***OBJECTIVE***

To ensure all ECFR personnel limit their personal visits and phone calls to an acceptable limit and that these activities do not interfere or interrupt other personnel.

***SCOPE***

All Personnel

**PROCEDURES**

Personal visits and business shall be conducted in a manner that does not interfere with the conduct of county business or performance of duties.

Employees or members working on a 12 or 24-hour work shift will be allowed visitors and to conduct personal business during lunch-time and after normal business hours and/or after standard daily duties and training have been completed. Personal visits in times other than those listed above will be kept to an absolute minimum and are at the discretion of the Company Officer, District Chief, or Battalion Chief. Visitors, including students, are not permitted to be on department premises after 10 p.m. unless prior approval has been given by the Company Officer, District Chief, or Battalion Chief.

For employees or members working an 8, 9, or 10 hour work-day, personal business and visits will be kept to an absolute minimum. Employees and members will make every effort to conduct personal business during the breaks and lunch hour provided by county policy. Personal business and visits will not be permitted to interfere with county business.

Personal visitors will not be permitted to roam throughout the work place. This includes visitors from other county departments who are not conducting county business.

Personal phone calls on county/station telephones will be kept to a minimum and are not to interfere with county business. Receipt of personal phone calls on county/station phones will not be permitted after 10:00 P.M., except in rare cases or emergencies.

County cell phones shall not be used for personal phone calls unless deemed an emergency and approved and documented by the Company Officer, District Chief, or Battalion Chief. Long distance phone calls are permitted for county business and must be approved and documented by the Company Officer, District Chief, or Battalion Chief.

Personal cell phones may be used when necessary as long as they do not interfere with county business, training or perceived as interfering with job performance and are not to be used in direct view of the public when possible.