

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:

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Last update: 08/29/2024 08:47

