



HIGHLAND PARK FIRE DEPARTMENT

POLICY MANUAL

POLICY #8



PERSONAL NOTIFICATION SYSTEMS

EFFECTIVE

01/OCTOBER/2001

REVISED

26/OCTOBER/2020

1.0 Purpose

- 1.1 The purpose of this Policy is to document the use of cellular telephones and other electronic communication devices.

2.0 Responsibility


- 2.1 It is the responsibility of all personnel to know and understand all aspects of this Policy.

3.0 Policy

- 3.1 Highland Park Fire Department personnel are allowed to carry on his or her person, a cellular telephone while on duty.
- 3.1.1 Phones must be in vibrate or silent mode.
 - 3.1.2 Personnel carrying a cellular phone may not utilize the camera function at any time.
 - 3.1.3 Personal cellular phones are not to be used during an incident, unless for official Fire Department business when the Department issued phone is unavailable.
 - 3.1.4 The City of Highland Park will not be responsible for damage caused to personal cellular phones that are carried while on duty.
- 3.2 Fire Department pages will be sent utilizing the dispatch CAD system.
- 3.3 Glenview Public Safety Dispatch will test the paging system(s) quarterly.
- 3.4 Test pages for the various Highland Park Fire Department groups will be sent via Text Message.
- 3.5 Do not call the Dispatcher regarding the test. If tests are not received, submit a letter to the Deputy Fire Chief advising of such.
- 3.6 Recall of Firefighters for working fires, or the activation of a Special Team will be sent via Text message detailing the nature and location of the incident.

4.0 Reference

- 4.1 Highland Park Fire Department

Approved:  Fire Chief