

BODEGA BAY FIRE PROTECTION DISTRICT  
***STANDARD OPERATING GUIDELINES***

WRITTEN BY: Elson

APPROVED BY: Grinnell

NUMBER: 17

SUBJECT: Station Telephone

DATE: 18May85

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The station telephone is used for business or operational communications. All long distance outgoing calls shall be related to the administration or operations of the District.

The phone should only be answered with a greeting of "Bodega Bay Fire". No other greeting should be used unless approved by the Chief. An employee may state his/her name following the greeting.

The station telephone has been pre-programmed with specific numbers related to the operation of the District and shall not be changed without approval of the Chief.

All personal calls shall be limited to the lunch hour or after 1700 hours, as to not interfere with operations.

All personal outgoing calls should be charged to a personal credit card. Most outgoing calls from the station telephone are long distance calls.

The station telephone ringer will be left on at all times.

The outgoing message on the station telephone answering machine will be approved by the Chief.