



**HORRY COUNTY
FIRE / RESCUE DEPARTMENT**
PROUD * PREPARED * PROFESSIONAL



STANDARD OPERATING GUIDELINE

APPROVED BY GARRY ALDERMAN, FIRE CHIEF:

DATE: 12/01/10

SOP 220

Cell Phone Issuance and Replacement Policy

PURPOSE OF THIS STANDARD

To establish policies and procedures for the issuance and replacement of county cellular phones and associated equipment assigned to individuals by the HCFR Department.

SECTION I -GENERAL

1. **APPLICABILITY**

A. This standard applies to all Horry County Fire/Rescue Personnel issued a cell phone by the department.

2. **RESPONSIBILITY**

A. All Personnel whose responsibilities are deemed as such, at the discretion of the Fire Chief, to need a cell phone will be issued one through the department.

B. The Department will assume the cost of the initial phone, activation, monthly reoccurring cost and initial needed accessories.

C. In the event the phone and/or accessories are lost or physically damaged either by water **or** other means, the replacement cost will be the responsibility of the user.

- D.** Any monthly charges incurred beyond those pre-approved within the phone plan, by the department, could subject the employee to reimbursement for the additional charges.
- E.** Any and all exceptions to this policy will be at the discretion of the Fire Chief and or his/her designee.