

River Valley Therapeutic Residence Policy and Procedure		
Staff Use of Personal Cell Phones		
Effective: 4/25/2023	Revised:	Due to Review: 4/25/2025

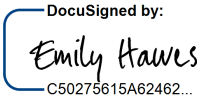
POLICY

Staff at River Valley Therapeutic Residence (RVTR) may not have their personal cell phones in the workplace, unless approved by the Program Director or Nurse Manager. Personal cell phones are prohibited and should not be visible in direct care areas including med room and staff office areas.

Note: This policy does apply to Apple Watches or other watches that can double as cell phones. While you can use them as a watch, any use of those devices as cell phones is a violation of this policy.

PROCEDURE

1. Staff may use the main line to make and receive calls if these calls are reasonable in duration.
2. Staff may submit a request to the Program Director or Nurse Manager concerning temporary use of their personal cell phone, and the continued need will be reviewed at an identified interval.
3. Individuals who are approved for temporary use of their cell phone are responsible for any loss, breakage, or adverse consequences that arise from carrying the personal cell phone. RVTR assumes no responsibility or liability for any loss, damage, or harm to a personal cell phone.
4. Individuals who are approved to carry their personal cell phone must make and receive calls/texts in a private location outside of resident care areas.
5. Unauthorized use of personal phones or use of personal phones in prohibited areas if approval is provided by the Program Director or Nurse Manager, may result in progressive disciplinary action up to and including termination.

Approved by	Signature	Date
Emily Hawes Commissioner Vermont Department of Mental Health	 <p>DocuSigned by: Emily Hawes C50275615A62462...</p>	4/26/2023