



## MONTANA STATE HOSPITAL POLICY AND PROCEDURE

### PERSONAL CELL PHONE/ELECTRONIC COMMUNICATION DEVICE USE BY EMPLOYEES

**Effective Date:** March 2, 2011

**Policy #:** HR-24

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- I. **PURPOSE:** To provide guidelines for use of personal cell phones/electronic communication devices by employees in the workplace. To ensure the safety and security of the therapeutic treatment environment and to ensure patient and employee privacy and confidentiality.
- II. **POLICY:** Use of personal cell phones/electronic communication devices by Montana State Hospital Employees is limited during work hours. Employees may use cell phones/electronic communication devices during lunch or break periods in private space away from all patients, common patient care areas, and common work areas. Personal cell phones/electronic communication devices are to be turned off and stored during working hours and are not to be kept on person.

Cell phones/electronic communication devices owned by the hospital and issued to employees may be used for business purposes or other use consistent with policy on State Telephone Network Usage found in the Montana State Government Telephone Directory. Personal cell phones/electronic communication devices may be used to conduct hospital business by employees issued Montana State Hospital pagers as needed.

#### III. DEFINITIONS:

Cell Phone /Electronic Communication Device – A wireless telephone that uses radio-frequencies to send and receive communications with other telephones, both wireless and land-based which may or may not have the capability to take pictures and videos. Cell phones /electronic communication devices may also be considered any device capable of being networked by a private network provider to obtain information and send information over the internet.

#### IV. RESPONSIBILITIES:

- A. All employees are required to follow this policy.
- B. Supervisors are responsible for initiating progressive disciplinary actions for employees who fail to comply with this and other hospital policies.

