



Division Guideline # 44

Date: June 22, 2015

Title: Use of Personal Cell Phones

Application: All state employees of the Department of Mental Health, Division of Developmental Disabilities Regional Offices

Purpose: To provide general guidelines to employees on the use of personal cell phones while on duty.

1. Any use of personal cell phones shall be a minimal number of times during the day, not to exceed the amount of time allowed for breaks.
2. During work hours, cell phones shall be kept on vibrate mode or low volume ring tones. Ring tones may not be offensive or otherwise disrupt the workplace.
3. Managers and supervisors are responsible and accountable for implementing the provisions of this guideline. Responsibilities include, but are limited to:
 - A. Ensure that all supervisors review and adhere to this policy;
 - B. Notify new employees of this policy.
4. Employees may not text and drive while on duty. Unless using a hands free device, employees are encouraged to pull off the road to a safe area while using cell phones while traveling on duty.

This guideline will be reviewed and updated annually, if needed.