

**MILLE LACS BAND OF OJIBWE
HEALTH AND HUMAN SERVICES POLICY & PROCEDURE**

Department: Substance Use Disorders- Four Winds Lodge **Policy Number:** HHS-SUD-FW 4734

Policy Title: Personal Telephone Calls and the Use of Cellular Phones

Attachments:

Revision History: 4/2018

Revised by/Date: Lindsay Misquadace-Berg 6/2021

Approved by:

Lindsay Misquadace-Berg, Four Winds Treatment Director



Date:

7/15/2021

Approved by:

Nicole Anderson, Commissioner of HHS



Date:

8-13-2021

POLICY STATEMENT: In addition to the Mille Lacs Band of Ojibwe Personnel Policy and Procedure on Use of Phone, Cell Phones and Mail Systems, it is the policy of Four Winds Lodge to implement specific phone use procedures and expectations as a way to ensure safety and quality of care provided at the facility.

PURPOSE: The purpose of this policy is to establish uniform procedures to ensure the appropriate use of all phones/cellular phones.

PROCEDURE: Excessive personal calls during work, regardless of the phone used, can interfere with employee productivity and be distracting to others. Employees are asked to make personal calls on non-work time, such as designated breaks, and ensure that friends and family members are aware of the expectation.

Flexibility will be provided in circumstances demanding immediate attention, upon approval of your supervisor. Employees should use a secure area for private communications.

Employees shall not bring cellular phones into the work areas, unless preauthorized by their supervisor. Employees are expected to leave cellular phones locked in their vehicle, in the break room or left at home.

In NO circumstance are clients allowed to use staff cell phone.

Internal and/or External References	Mille Lacs Band of Ojibwe Policy and Procedure Manual-Use of Phone, Cell Phones and Mail Systems
Compliance - Posting Date	8/13/2021 <i>ML</i>
Replaces – Policy Number	
Next Review - Due Date	8/2024