

## GUIDELINES FOR CELL PHONES

1. Please use your phone safely. Cell phone use takes your attention away from driving. The Center's recommendation is that you not use your cell phone while you are driving. For your own personal safety, please avoid use of the cell phone while you are driving. Initiate calls only when you have safely parked or pulled over to the side of the road. For incoming calls, request a moment to pull over (if you can do so safely) or take a number and call back when you are safely parked.
2. Minnesota Law 2010 on "electronic message" – see attached Statute 169.475
3. Clinical detail should not be discussed on cell phones; cell phone conversations can be intercepted in analog areas.
4. Limit your use - limit length of calls.
5. Do **NOT** use cell phones for personal calls; this does not include calls needed for your personal safety.
6. Excessive charges for cell phone use will be brought to the attention of the program manager.
7. Excessive or wrongful use of a cell phone belonging to the Center could result in discontinuation of your service or other corrective action.
8. Center phones will have **Roaming Charges** if used in Canada or other countries. Roaming calls have extra charges for use and are not included in free minutes. Unless you have an emergency, please turn off your phones in these areas.
9. Texting, including sending pictures, is an additional charge to the Center's Plan. Supervisors must approve the use of texting for client's services. Texting is not allowed for personal messages unless needed for your personal safety.
10. Purchase or repair needs of cell phones need to go through the Financial Director unless otherwise authorized.
11. Employees are required to use phone courtesy while attending meetings and while in public places. Do **NOT** allow a ringing phone to interrupt people around you. Use your phones outside of meeting rooms.
12. In the event of loss of a cell phone, notify the Financial Director immediately.

**169.475 USE OF WIRELESS COMMUNICATIONS DEVICE.**

Subdivision 1. **Definition.** For purposes of this section, "electronic message" means a self-contained piece of digital communication that is designed or intended to be transmitted between physical devices. An electronic message includes, but is not limited to, e-mail, a text message, an instant message, a command or request to access a World Wide Web page, or other data that uses a commonly recognized electronic communications protocol. An electronic message does not include voice or other data transmitted as a result of making a phone call, or data transmitted automatically by a wireless communications device without direct initiation by a person.

Subd. 2. **Prohibition on use.** No person may operate a motor vehicle while using a wireless communications device to compose, read, or send an electronic message, when the vehicle is in motion or a part of traffic.

Subd. 3. **Exceptions.** This section does not apply if a wireless communications device is used:

- (1) solely in a voice-activated or other hands-free mode;
- (2) for making a cellular phone call;
- (3) for obtaining emergency assistance to (i) report a traffic accident, medical emergency, or serious traffic hazard, or (ii) prevent a crime about to be committed;
- (4) in the reasonable belief that a person's life or safety is in immediate danger; or
- (5) in an authorized emergency vehicle while in the performance of official duties.

**History:** 2008 c 350 art 1 s 38