



AVALON
wellness & recovery

Operational Policy and Procedure			
Policy Name:	Cell Phone Policy		
Department:	Program	Policy Number:	Prog-0019
Contact: Kenneth Vick			
Status:	final	Date of Approval:	5/1/2025
Date Reviewed/Revised:		Effective Date:	
Number of Pages:	2		

Policy Statement

Avalon Wellness & Recovery Center recognizes the importance of maintaining client connections while preserving the integrity of the therapeutic environment. This policy establishes clear guidelines for appropriate cell phone use among residents.

Scope

This policy applies to all residents in the Avalon Wellness & Recovery Center residential treatment program.

Definitions

Cell Phone Access Period: The daily scheduled time when residents are permitted to use personal cell phones.

Common Area: Shared spaces within the facility where residents may use phones under staff supervision.

Procedure

1. Approved Cell Phone Use Hours

- Residents may use personal cell phones from 4:45 PM to 7:00 PM daily.
- All phone use must take place in the designated common area within view of staff.
- Phone use outside these hours is not permitted unless arranged through the resident's Case Manager.

2. Supervision and Conduct

- Residents must use phones in a manner consistent with program rules and recovery goals.
- Any misuse of phones, including accessing inappropriate content or disruptive communication, may result in restricted privileges.
- Use of phones for harassment, threats, or non-recovery-related illegal activity is strictly prohibited.

3. Outside Scheduled Phone Calls

- Residents who need to make or receive calls outside of the designated access period must coordinate with their Case Manager in advance.
- Approval will depend on clinical necessity and staff availability.

4. Consequences for Misuse

- Staff will document violations of this policy.
- Repeated misuse may result in temporary or permanent restriction of cell phone access.
- Violations may be addressed in treatment planning and involve therapeutic interventions.

5. Adjustments and Exceptions

- Adjustments to this policy may be made on a case-by-case basis at the discretion of the clinical team.
- Exceptions may be granted temporarily for legal, medical, or family emergencies.

Responsibility

Residents: Responsible for following the guidelines outlined in this policy.

Staff: Responsible for supervising phone use and enforcing policy expectations.

Case Managers: Responsible for approving and scheduling calls outside of regular hours.

Approval and Review

Approved by: Kenneth Vick Executive Director

Date of Approval: 5/1/2025

Next Review Date: [Insert Date]