

## Wireless Communication Daily Use Log Form - W.1.4

	Date	Employee Name	Employee #	Reason	Time Out	Time In
1					:	:
2						
3						
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**3.05 Departmental Responsibilities**

1. The department must maintain **Form W.1.4 "Wireless Communication Daily Use Log" (the "log")** for each wireless communication device that is issued directly to the department and not an individual. The log should include the following:
  - The name and employee number of the employee who was issued wireless communication device;
  - The reason why the wireless communication device was issued to the employee;
  - The time the wireless communication device was issued out; and
  - The time the wireless communication device was returned;
2. Ensures wireless communication devices are stored in a secure location while not in use; and
3. The department must periodically review the number and frequency of use of each wireless communication device to assess whether changes should be considered.