1/26/2021 SS

LDH TELECOMMUNICATIONS DEVICE SIGN OUT/IN LOG

(FORM SHOULD ONLY BE USED WHEN AN EMPLOYEE IS CHECKING OUT A DEVICE ON A TEMPORARY BASIS FROM SECTION TC/TL)

PHONE NUMBER OF DEVICE	SPECIFY CELL/MIFI	EMPLOYEE NAME (CHECKING OUT/IN DEVICE	EMPLOYEE PERSONNEL # OR LAST 4 DIGITS OF SSN	INITIAL "AFTER" READING BELOW	TIME/DATE OUT	TIME/DATE IN

Location Keeps Original on File for Annual Asset Certification and Auditing Purposes for 5 years.

SIGNATURE of Agency/Facility Telecom Liaison/Coordinator Responsible for this log: _____

It is the goal of LDH to provide telecommunication services for those employees for whom it is deemed necessary to perform the essential functions of their jobs. It is further the goal of LDH to assure that such provision is the most cost efficient and effective. In compliance with the Louisiana Administrative Code, Title IV, Part 9, Chapter 9. Telecommunications device and service shall be used for official state business only. Personal use (calls, texting, data usage or tethering) is prohibited. LDH is not responsible for the purchase of personal accessories (i.e. phone chargers, cases, screen protectors, etc.)

Employee Responsibilities:

1) Safeguard telecommunication device
2) Maintain liability for the payment of damages whenever wrongful or grossly negligent act or omission causes any loss, theft, disappearance, damage or destruction of property of their agency for which he/she is responsible as provided herein, and such damages shall be recoverable in a civil lawsuit therefore prosecuted on behalf of the State by the Attorney General.
3) Provide state owned asset(s) to any LDH official or their designee, at any time, for inspection of the equipment.
4) Remain responsible for the property until release of responsibility by the agency/district/facility TC or TL
5) Immediately report any lost, stolen, or damaged equipment to your immediate supervisor and agency/district/facility TC or TL
6) When turning in your device, you must provide passcode if you added one to the device.
7) Device must be turned back into the Agency TC or TL that you checked out with. (NO EXCEPTIONS)