

# Security Shift Report Template



## Shift Information

<b>Shift Date</b>	
<b>Shift Start Time</b>	
<b>Shift End Time</b>	
<b>Security Officer Name</b>	
<b>Location / Area Covered</b>	

## Patrol Details

<b>Patrol Start Time</b>	<b>Patrol End Time</b>	<b>Duration</b>	<b>Patrol Routes</b>	<b>Patrol Findings</b>

## Access Controls

<b>Entry and Exit Logs</b>	
<b>Authorized Visitors / Personnel</b>	
<b>Unauthorized Access Attempts</b>	

## Incidents and Observations

<b>Security Incidents</b>	
<b>Health and Safety Hazards</b>	
<b>Actions Taken</b>	

## Equipment and System Check

<b>Surveillance System Status</b>	
<b>Security Equipment Used</b>	
<b>Equipment Issues</b>	

## Special Assignments / Tasks

<b>Assignment Details</b>	
<b>Task Outcomes</b>	
<b>Additional Notes</b>	

## Communications Log

<b>Radio / Phone Communication</b>	
<b>Briefings / Handovers</b>	
<b>Supervisor Interaction</b>	

## Handover Notes

<b>Handover to</b>	
<b>Pending Issues / Alerts</b>	
<b>Special Instructions</b>	

## Incident Report Details (attach if applicable)

Incident Number	Time of Incident	Witness Details	Actions Taken / Outcomes

## Supervisor Review / Sign-Off

Supervisor Name	
Supervisor Signature	
Review Date	
Review Time	

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