**Security Shift Report Template**

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| Shift Information |  |  |
| **Shift Date** | MM/DD/YY |  |  |
| **Shift Start Time** | 12:00 AM |  |  |
| **Shift End Time** | 7:00 AM |  |  |
| **Security Officer Name** | Name |  |  |
| **Location / Area Covered** | Specify the area under surveillance during the shift |  |  |
| Patrol Details |  |  |
| **Patrol Start Time** | **Patrol End Time** | **Duration** | **Patrol Routes** | **Patrol Findings** |
| 1:00 AM | 2:00 AM | 1 hour | Detail the routes or areas covered during each patrol. | Record any observations, such as suspicious activities, hazards, or equipment checks. |
| 1:00 AM | 2:00 AM | 1 hour |   |   |
| 1:00 AM | 2:00 AM | 1 hour |   |   |
| 1:00 AM | 2:00 AM | 1 hour |   |   |

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| Access Controls |  |  |
| **Entry and Exit Logs** | Record all significant entries and exits, including names and ID numbers if available. |
| **Authorized Visitors / Personnel** | List names and purpose of visit for any authorized personnel. |
| **Unauthorized Access Attempts** | Detail any attempts by unauthorized individuals to gain access. |
| Incidents and Observations |
| **Security Incidents** | Describe any incidents such as alarms triggered, unauthorized access attempts, or trespassing. |
| **Health and Safety Hazards** | Record any hazards observed, such as spills, fire risks, or unsafe conditions. |
| **Actions Taken** | Outline the measures taken in response to each incident or hazard. |
| Equipment and System Check |
| **Surveillance System Status** | Check the status of cameras, alarms, and monitoring systems. Note any malfunctions. |
| **Security Equipment Used** | Record details of equipment used during the shift, such as radios, flashlights, or safety gear. |
| **Equipment Issues** | Record any malfunctions or equipment needing maintenance or repair. |
| Special Assignments / Tasks |  |  |
| **Assignment Details** | Describe any specific assignments given during the shift, such as guarding a specific area or monitoring an event. |
| **Task Outcomes** | Record the outcome or status of each assignment or task completed. |
| **Additional Notes** | Include any observations or remarks related to the special tasks. |
| Communications Log |  |  |
| **Radio / Phone Communication** | Log significant communications during the shift, including calls to the control center or emergency services. |
| **Briefings / Handovers** | Detail briefings received at the start of the shift and information passed on to the next officer. |
| **Supervisor Interaction** | Record any interactions with supervisors, including instructions given or received |
| Handover Notes |  |  |
| **Handover to** | Name the next Security Officer on duty. |
| **Pending Issues / Alerts** | Note any outstanding issues, assignments, or alerts. |
| **Special Instructions** | Outline specific instructions for patrol routes, events, or other important updates. |
| Incident Report Details (attach if applicable) |  |  |
| **Incident Number** | **Time of Incident** | **Witness Details** | **Actions Taken / Outcomes** |
| 1234 | 2:00 AM | Record names and contact information of any witnesses. | Summarize the steps taken and the current status or resolution of the incident. |
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| Supervisor Review / Sign-Off |  |  |
| **Supervisor Name** |  |  |  |
| **Supervisor Signature** |  |  |  |
| **Review Date** | MM/DD/YY |  |  |
| **Review Time** | 1:00 PM |  |  |

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