

Security Guards' Daily Report

Instructions: Each guard is to keep a notebook on his/her person in which to note any important activities, observations, and facts to be reported on this form. Before going off-duty, complete the appropriate section below with, or inform the chief of, any details that the management or the other shift should know about. Initial your own comments.

Date: _____

Day of Week: _____

First Shift
Guard Names: (1) _____
(3) _____
(5) _____

(2) _____
(4) _____
(6) _____

Report Details: _____

Report signed by: _____

Second Shift
Guard Names: (1) _____
(3) _____
(5) _____

(2) _____
(4) _____
(6) _____

Report Details: _____

Report signed by: _____

Third Shift
Guard Names: (1) _____
(3) _____
(5) _____

(2) _____
(4) _____
(6) _____

Report Details: _____

Report signed by: _____

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