HALO PRIVATE SECURITY

PRINTABLE TEMPLATE

Daily activity report (DAR)

Log each round, check, visitor and observation as it happens. One line per event, with the exact location.

Site _____ **Post** _____

Officer _____ **Date** _____

Shift start _____ **Shift end** _____

Post received from _____

Shift log

	TIME	LOCATION	ACTIVITY OR OBSERVATION	ACTION TAKEN
☐				
☐				
☐				
☐				
☐				
☐				
☐				
☐				
☐				
☐				
☐				
☐				
☐				
☐				

Patrol rounds

	ROUND	START	END	ALL CHECKPOINTS REACHED	ANYTHING FOUND
☐	Round 1				
☐	Round 2				
☐	Round 3				
☐	Round 4				
☐	Round 5				
☐	Round 6				

Visitors and vehicles

	NAME OR COMPANY	PLATE	TIME IN	TIME OUT	VISITING OR PURPOSE
☐					
☐					
☐					
☐					
☐					
☐					

Maintenance and safety hazards seen

	LOCATION	WHAT WAS SEEN	REPORTED TO	TIME
☐				
☐				
☐				

Keys and equipment

	ITEM	RECEIVED	RETURNED	CONDITION
☐	Keys			
☐	Access cards			
☐	Radio			
☐	Flashlight			
☐	Other			

Shift summary

☐ Incident reports written this shift (reference nos.):

☐ Open items passed to the next officer:

☐ Hazards still unresolved:

☐ Anything the property manager should hear about today:

Signatures

	ROLE	NAME	SIGNATURE	DATE
☐	Officer			
☐	Supervisor review			

Notes