Security post orders checklist

Use one sheet per post and tick each line your written orders already answer.

Property _____ **Post** _____

Reviewed by _____ **Date** _____

Post, hours and equipment

- ☐ Exact post spot marked on a floor plan or site map
- ☐ Shift start and end times, weekends and holidays included
- ☐ Entrances and areas the post is responsible for
- ☐ Armed or unarmed post noted
- ☐ Keys, access cards and radios listed, with where they are kept
- ☐ Officer parking, break area and personal storage set
- ☐ Uniform expectations written down

Shift duties and rounds

- ☐ Task list for opening, daytime, evening and overnight
- ☐ Patrol checkpoints listed in walking order
- ☐ Rounds per shift written in
- ☐ Lock and unlock times for doors, gates and roll-up doors
- ☐ Lighting, alarm panels and fence lines checked on rounds
- ☐ Camera views included in the assignment, if any
- ☐ Closing steps for people still inside

Access, visitors and deliveries

- ☐ Who enters without signing in
- ☐ Visitor sign-in, ID check and badge or pass steps
- ☐ Vendor and service crew hours, check-in and escorts
- ☐ Delivery hours, receiving doors and package drop spot
- ☐ Parking rules and steps for cars in fire lanes or reserved spaces
- ☐ Steps for a person who will not leave or tries to reach a closed area

Logs, reports and escalation

- [ ] Daily log contents and how often entries are made
- [ ] Events that need an incident report with photos
- [ ] Who receives reports, and your daytime contact
- [ ] After-hours call list in order, with second and third names
- [ ] Police, fire and medical numbers, plus the address for dispatch
- [ ] Alarm company number and alarm steps
- [ ] Situations where the officer calls you before acting

Shift handoff

- [ ] Relief arrival time and handoff spot
- [ ] Open items passed on: unlatched doors, visitors, late deliveries
- [ ] Keys, radios and access cards counted and signed over
- [ ] Log read and initialed by both officers
- [ ] Steps for the outgoing officer if relief is late

Keeping the orders current

- [ ] Orders reviewed after a tenant, hours or door change
- [ ] Quarterly review date set
- [ ] Orders compared with the post at a supervisor inspection

Notes