HALO PRIVATE SECURITY

PRINTABLE TEMPLATE

Shift handoff and pass-down log

Outgoing officer fills this in before relief arrives. Read it together, count keys and equipment, then both sign.

Site _____ **Post** _____

Date _____ **Handoff time** _____

Officers

	HANDOFF	NAME	SHIFT HOURS
☐	Outgoing officer		
☐	Incoming officer		

Open items

	ITEM	WHERE	WHERE IT STANDS	NEXT STEP
☐				
☐				
☐				
☐				

Post order changes

	WHAT CHANGED	GIVEN BY	WHEN
☐			
☐			
☐			

Keys and equipment count

	ITEM	COUNT OUT	COUNT IN	MATCH	CONDITION OR NOTE
☐	Keys				
☐	Access cards				
☐	Radios				
☐	Phone				
☐	Vehicle keys				
☐	Other				

Incidents this shift

	TIME	ONE-LINE SUMMARY	INCIDENT REPORT NO.
☐			
☐			
☐			

People expected next shift

	NAME OR COMPANY	EXPECTED TIME	MEETING OR PURPOSE	NOTE
☐				
☐				
☐				
☐				

Hazards

	LOCATION	HAZARD	MARKED OFF	REPORTED TO
☐				
☐				
☐				

Sign-off

	OFFICER	NAME	SIGNATURE	TIME
☐	Outgoing			
☐	Incoming			

Notes