

Daily Activity Report

1. Header Information

Officer Name	Badge Number
Date	Site / Location Name
Shift Start Time	Shift End Time

2. Patrol Log

Log each patrol separately — time, area covered, what you observed, and any action taken.

Time	Area / Zone Covered	Observations	Action Taken
23:15	Back of MainWearhouse	The side door was unlocked.	Locked the door

3. Incident Entries

For anything beyond routine, log the incident type, time, who was involved, and what action was taken. Note whether a separate incident report was filed.

Time	Incident Type	Persons Involved	Action Taken	Incident Report Filed?

4. Visitor Log

Record each visitor's time in, name, purpose of visit, and time out.

Time In	Visitor Name	Purpose of Visit	Time Out

5. Equipment and Vehicle Checks

Note the condition of any assigned equipment or vehicle and flag issues right away.

Equipment / Vehicle	Condition	Issues Noted

6. End-of-Shift Summary

Summarize the overall status of the shift and anything the incoming officer needs to know.

7. Signature

Officer Signature	Date
Supervisor Signature (if required)	Date

Customize this template's fields, patrol zones, and incident categories to match your site.