**SECURITY GUARD DAILY CHECKLIST**

**Date:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
**Shift Time:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ to \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
**Guard Name:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
**Post Location:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**START OF SHIFT CHECKS**

* ☐ Clocked in on time
* ☐ Received post orders and briefing
* ☐ Radio/communication device checked
* ☐ Flashlight and required gear inspected
* ☐ Uniform presentable and ID visible
* ☐ Logged into tour or tracking system (if applicable)

**PATROL CHECKPOINTS**

| **Time** | **Area/Checkpoint** | **Observations** | **Initials** |
| --- | --- | --- | --- |
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**INCIDENT LOG**

| **Time** | **Description** | **Action Taken** | **Report Number (if any)** |
| --- | --- | --- | --- |
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|  |  |  |  |

**END OF SHIFT TASKS**

* ☐ Final patrol completed
* ☐ Equipment returned
* ☐ Notes for next shift left in log
* ☐ Clocked out
* ☐ Supervisor notified (if needed)

**GUARD SIGNATURE:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
**SUPERVISOR SIGNATURE:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_