**Security Guards’ Daily Report**

**Instructions:** Each guard is to keep a notebook on his/her person in which to note any important activities, observations, and facts to be reported on this form. Before going off duty, complete the appropriate section below with, or inform the chief of, any details that the management or the other shift should know about. Initial your own comments.

 Date

 Day of Week

**First Shift
Guard Names**

 (1) (2) (3) (4)

 (5) (6)

Report Details

 Report Signed by

**Second Shift
Guard Names**

 (1) (2) (3) (4)

 (5) (6)

Report Details

 Report Signed by

**Third Shift
Guard Names**

 (1) (2) (3) (4)

 (5) (6)

Report Details

 Report Signed by

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