

# DAILY ACTIVITY REPORT

## SECURITY REPORT FORM

**SITE NAME**

**DATE**

**SECURITY OFFICER NAME**

**DAY / SWING / GRAVE**

**SUNDAY**

**MONDAY**

**TUESDAY**

**WEDNESDAY**

**THURSDAY**

**FRIDAY**

**SATURDAY**

APPROXIMATE  
TIME OF SHIFT

SECURITY OFFICER MUST LOG EACH PATROL, SECURITY CHECK AND ALL PERTAINING INFORMATION

SECURITY OFFICER IS TO REPORT FIRE, VANDALISM, & THEFT TO THE POLICE. SUPERVISOR MUST BE IMMEDIATELY NOTIFIED.

**SECURITY OFFICER SIGNATURE** \_\_\_\_\_

PAGE \_\_\_\_\_

OF \_\_\_\_\_

**DATE** \_\_\_\_\_