SECURITY OFFICER DAILY ACTIVITY REPORT

(MUST BE TURNED IN TO SUPERVISOR)

PAGE ____OF ____

SHIFT:	DATE:	DAY:	POST:

TIME	DESCRIPTION OF DAILY ACTIVITY

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

SECURITY OFFICER: _____ **SIGNATURE:**_____

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