



Daily occurrence book

Written at the time, in sequence, with nothing left blank to come back to.

Rule off any unused space before you sign. Correct a mistake with a single strike-through, initialled, with the correction alongside — never obliterate and never use correction fluid, because one erased entry makes every page arguable. Record routine hours as well as events: a book with four entries and nine blank hours is a weaker record than one where nothing happened and it says so.

SITE	POST	DATE
OFFICER	SHIFT TIMES	SHEET __ OF __

HANDOVER IN

Time on duty	
Relieved — name	
Anything outstanding passed to me	
Keys received — number and tags	
Equipment and radio received	
Site condition on taking over	

TIMED ENTRIES

In sequence, as they happen. Time — entry.

Time — entry	
Time — entry	
Time — entry	
Time — entry	
Time — entry	
Time — entry	
Time — entry	
Time — entry	
Time — entry	
Time — entry	
Time — entry	
Time — entry	
Time — entry	
Time — entry	
Time — entry	
Time — entry	
Time — entry	
Time — entry	

Time — entry

RECORDED THIS SHIFT

Tick what occurred. Detail goes in the timed entries above, or on its own report.

	OCCURRED	REPORT RAISED
Patrols completed — see patrol record	☐	☐
Visitors or contractors on site	☐	☐
Deliveries received	☐	☐
Vehicle movements recorded	☐	☐
Keys issued or returned	☐	☐
Alarm activation	☐	☐
Fault or defect found	☐	☐
Anything found insecure	☐	☐
Incident — separate report raised	☐	☐
Physical intervention — separate record raised	☐	☐
Police attendance	☐	☐
Supervisor visit	☐	☐
	☐	☐
	☐	☐
	☐	☐

HANDOVER OUT

Time off duty

Relieved by — name

Anything outstanding passed on

Keys handed over — number and tags

Equipment and radio handed over

Site condition on handover

SIGNATURE

This book records identifiable people and sometimes allegations. Keep it secure and do not leave it open on a desk.

OFFICER SIGNATURE

DATE

UNUSED SPACE RULED OFF?

CHECKED BY SUPERVISOR ON