VANTAGE
SECURITY GUARDS

PRINTABLE TEMPLATE

Shift handoff log

Go through this sheet together at changeover. Count every item in person, and both officers sign before the outgoing officer leaves.

Property _____ **Post** _____

Date _____ **Handoff time** _____

Outgoing officer _____ **Incoming officer** _____

Open items

	ITEM	WHERE	OPEN SINCE	WAITING ON
☐				
☐				
☐				
☐				

Changes to post orders

	CHANGE	GIVEN BY	INCOMING INITIALS
☐			
☐			

Keys and equipment count

	ITEM	OUTGOING COUNT	INCOMING COUNT	MATCH?
☐	Keys			
☐	Access cards			
☐	Radios			
☐	Post phone			
☐	Flashlights			
☐	Other:			

Incidents this shift

	TIME	WHAT HAPPENED	INCIDENT REPORT FILED?
☐			
☐			
☐			

People and deliveries expected

	WHO	EXPECTED TIME	INSTRUCTIONS
☐			
☐			
☐			

Hazards to watch

- ☐ Wet or damaged floors:
- ☐ Lights out:
- ☐ Doors, gates or locks not working:
- ☐ Work areas or barriers:
- ☐ Other:

Sign-off

		NAME	SIGNATURE	TIME
☐	Outgoing officer			
☐	Incoming officer			
☐	Supervisor (count did not match)			

Notes