

## **DAILY ACTIVITY REPORTS**

A well written Daily Activity Report (DAR), also known as a Shift Report, are permanent legal records of incidents, circumstances and/or conditions that a security officer has witnessed, had brought to his attention, overheard, observed or in which he or she was involved. The reports provide facts, dates, data and serve as the basis for further investigations. These reports may play an important part in current or future civil suits, claims or complaints. Therefore, DAR training is a requirement for all SAI, Inc. security personnel.

Supervisory staff and management departments uses these reports to record circumstances surrounding accidents, fires, injuries, safety hazards, and any other incident or condition that the security officer believes requires further action or correction. In addition, clients used the contents of the DAR to evaluate and, if deemed necessary, request removal of the security officer assigned to them.

Here are some basic uses of the DAR for the clients:

- To learn what transpired the previous night on their property.
- To determine if a resident deserves a three of seven-day notice or an eviction notice.
- To prove cause for disciplinary action against their employees
- To learn of any safety hazards or unknown property damage
- To budget for security needs

SAI, Inc. may use DAR reports for other reasons:

- To help ensure that the officer is not held liable for equipment being lost or damaged.
- To submit as evidence in a court of law.
- To evaluate training needs.
- To evaluate the staff needed in order to meet the client's needs.

### Completing a DAR

The proper way to complete a DAR is to include detailed facts about all events that occurred on site, as well as all activity of the officer patrolling. When seemingly nothing of consequences happens during a shift, officers are still required to complete a detailed DAR. Instead of writing "no activity" or "all secure," officers are required to detail what was done with affirmative statements in order to validate the "no activity" or "all was secure" status.

Examples of affirmative statements include, "walked all areas of the property" and "checked all access doors." Additional guidelines to correctly complete a DAR include the following:

1. The report must be legible.
2. The officer's name, the proper date of when the shift began and the site location must appear on the report.
3. Use only black ink.
4. Form must be typed or printed – cursive is not accepted.
5. Correct any errors by drawing a line through the incorrect word(s) and initial the correction. Never use correction fluid or tape.
6. Report is to be neat and clean.
7. State only facts - not opinions or theories. If it is necessary to include personal opinions, rumors, or hearsay for clarity, this type of information must be identified as such.
8. Writing is to be of a professional nature and include only relative information. Messages like "have a nice day" and "enjoy your weekend" are not acceptable notations.
9. Do not leave blank spaces between entries. Write on every line of the report. At the end of the report draw a line through the remaining lines and sign at the bottom.
10. Always use the terms male or female. Do not write man/woman/boy/girl.
11. Do not commit to a certain color when describing something. Do not write, "The vehicle was black," because under different light a green vehicle could appear black. Write that the vehicle was a dark colored vehicle.
12. Be sure to identify any incidents, violations or occurrences that happened.
13. Describe how you handled any violations and how they were resolved.
14. Update your log entries every hour, with added time for specific incident entries.
15. Note when staff members or supervisors are observed on post.
16. Entries should be detailed, but also direct and to the point.
17. When lacking the proper information to complete a section of the report, enter "N/A" (not applicable) or "Unk" (unknown) so that the person(s) reading the report knows that section has not been overlooked.
18. Use the proper document to write all reports.
19. When completed, reports are to be signed and deposited in the assigned location.
20. Use military times with the standard A.M. or P.M. designations.
21. It is necessary that correct spelling be used to avoid misunderstanding and possible misidentification of persons.

As mentioned previously, SAI, Inc. requires all security officers on duty to carry on their persons either writing paper or a small notebook such as a 3x5 pad along with a working black ink pen. Security officers are expected to take real time, accurate notes that can be transferred into the shift report.

### Basic Elements of the Report

1. *What?* - Describe exactly what took place from start to finish.
2. *When?* - Give the exact time, day, month and year of the incident.
3. *Why?* Explain why the incident occurred. This will go hand in hand with #6 *How*.

4. *Who?* – Who were the people involved? Give names, ages, residences, telephone numbers, occupations, and any other identifying data.
5. *Where?* - Give the exact location of the incident, the location of persons involved and any other specifics to help identify the area.
6. *How?* - Any information that will help to show how an incident occurred.

Officers should always treat Daily Activity Reports as if they were a witness statement for the police.