ALLIED UNIVERSAL SECURITY SERVICES

DAILY ACTIVITY REPORT

INSTRUCTIONS: Security Professional must complete Sections 1-4 for each day worked. Use additional pages if necessary (section 2 only needs to be completed on Page 1). Section 3 – Activity Details is for time activity only. Activity is to be logged at least hourly or as incidents occur, must be ***printed in ink*** and must be ***neat and legible.*** Any security or "significant" incidents must also be written separately on an "Incident Report" form and attached to this log. Place an asterisk * in the margin of Section 3 by the line where the incident has been recorded to draw immediate attention to it. Also list any relevant "passdown" information for the person working this post after your shift to advise them of any situations.

SECTION I: EMPLOYEE INFORMATION

OFFICER ON DUTY: _____ **TODAY'S DATE** _____

CLIENT/SITE: _____ **BRANCH:** _____

SCHEDULED SHIFT: _____ **PAGE:** _____ **OF** _____

RECEIVED ITEMS: **RADIO:** _____ **PAGER:** _____ **#OF KEYS:** _____ **DETEX:** _____ **OTHERR:** _____

SECTION II: RECORD OF HOURS WORKED AND BREAKS

Time In (shift start): _____ **AM / PM** **Time Out (meal break*):** _____ **AM / PM**

Time Out (shift end): _____ **AM / PM** **Time In (meal break*):** _____ **AM / PM**

Rest Break Out: _____ **In** _____ *** Check here if your post has an "On-Duty" paid meal period:** _____

Rest Break Out: _____ **In** _____

SECTION III: ACTIVITY DETAILS

TIME		DAILY REPORT
From	To	Record all activity below. Attach all Incident Reports and supporting documents.

SECTION IV: EMPLOYEE SIGNATURE

By your signature, you acknowledge that the information on this DAR is a true and accurate record of your time and account activity today. If you did not receive a meal period or rest break today, you must indicate such on this DAR, along with an explanation of the reason(s), otherwise the Company will assume that you received all meal periods and rest periods as required by law.

_____ I did not receive my ☐ Rest break ☐ Meal period today. Explain: _____

SIGNATURE: _____ **SUPERVISOR:** _____

Continuation **Page _____ of _____**