

Module 4

General Rules:

- Date each Shift
- Print in block letters and enter the time in the margin for each entry
- Use black or blue pen only
- Do not skip lines or pages, and do not erase mistakes
- Write what happened not your opinion
- Write the notes as soon as possible after the event to avoid any mistakes

It is the security guard's responsibility to make sure that their notebook is secure (for example, the guard must not leave a notebook unattended in a place where a member of the public could access it).

