



### Shift Commander Summary Report

Officer Assignments:		Shift Date:	Shift Code:	
Name	Patrol Assignment	Building Checks	Vehicle	Other Duties/Assignments

  

Attendance – List all personnel out sick, on leave, in training, etc. (Include dispatchers and security division personnel)		
Name	Type of Leave	Shift Covered By:

  

Directed patrol activities – List watcher orders and other targeted activities to promote safety and crime reduction	
Location	Activity

  

Cases/Arrests – List all reported crimes, arrests and other noteworthy cases reported during the shift			
Offense/Incident	Case #	Location	Times of Occurrence/Remarks/Case Status

  

Remarks – Include new BOLO's, Watch Orders, Intelligence Info, Hazards to Officer Safety and/or Public Welfare (attach copies if applicable)		
rthwrbsy		

  

Report completed by:	(print name)	Signature/ID #
Received by relief:	(print name)	Signature/ID
	Date/Time Received:	

**UCR Crime? YES  NO**  If yes, Form 1 - 101A MUST BE COMPLETED

Original and attachments to relieving shift commander, who will sign and make a copy. Original to Patrol Lieutenant, copy for squad room.