



# Shift Commander Summary Report

Officer Assignments:		Shift Date:	Shift Code:	
Name	Patrol Assignment	Building Checks	Vehicle	Other Duties/Assignments
<b>Attendance – List all personnel out sick, on leave, in training, etc. (Include dispatchers and security division personnel)</b>				
Name	Type of Leave	Shift Covered By:		
<b>Directed patrol activities – List watcher orders and other targeted activities to promote safety and crime reduction</b>				
Location	Activity			
<b>Cases/Arrests – List all reported crimes, arrests and other noteworthy cases reported during the shift</b>				
Offense/Incident	Case #	Location	Times of Occurrence/Remarks/Case Status	
<b>Remarks – Include new BOLO's, Watch Orders, Intelligence Info, Hazards to Officer Safety and/or Public Welfare (attach copies if applicable)</b>				
Report completed by:		(print name)	Signature/ID #	
Received by relief:		(print name)	Signature/ID	
		Date/Time Received:		

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