



# Shift Commander Summary Report

Officer Assignments:		Shift Date: 04_24_2012_14		Shift Code:
Name	Patrol Assignment	Building Checks	Vehicle	Other Duties/Assignments
Enid	master	Enid	Enid	Enid
Ben	commander	Ben	Ben	Ben
Heather	seargent	Heather	Heather	Heather
Olivia	janitor	Olivia	Olivia	Olivia
Brendan	pro	Brendan	Brendan	Brendan
<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:		
UCR Crime? YES <input type="checkbox"/>		NO <input type="checkbox"/>	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.