



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)				
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

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