



Shift Commander Summary Report

| Officer Assignments: | | Shift Date: | Shift Code: | |
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| Name | Patrol Assignment | Building Checks | Vehicle | Other Duties/Assignments |
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| Attendance – List all personnel out sick, on leave, in training, etc. (Include dispatchers and security division personnel) | | | | |
| Name | Type of Leave | Shift Covered By: | | |
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| Directed patrol activities – List watcher orders and other targeted activities to promote safety and crime reduction | | | | |
| Location | Activity | | | |
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| 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 | |
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| Remarks – Include new BOLO's, Watch Orders, Intelligence Info, Hazards to Officer Safety and/or Public Welfare (attach copies if applicable) | | | | |
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| 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

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