



### 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>				
<p>I am the newest report :)</p> <p>Look at me!!!</p>				
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.