SECURITY

Jacksonville Security Professionals

Northwest City College Shift Report

Officer SO John Smith		First Aid Kit: Yes	Patrol Vehicle: Unit #102		Start Mileage: 22810	From: (Date) 07/15/17	Time: 2300 hours
Radio Unit: U12	Badge Number: 21	Gas Tank: Full	Jumper Charged: Yes	Vehicle Status: No Damage	End Mileage: 22825	To: (Date) 07/16/17	Time: 0700 hours

Time START	Time STOP	Activity	Location	Details and Action Taken
23:00	23:10	In Service	Front Office	Relieved 2nd shift. Took custody of radio, phone and patrol car keys. Advised that students are still occupying the gym.
23:15	23:30	Email	Front Office	Checked incoming emails and made responses as necessary.
23:55	0:10	Patrol	Site	Patrol of campus. Conducted stop of green Ford Taurus, OH tag #XYS-456 in southwest quad for loitering. That subject left the site.
0:15	0:25	Assist	#1500	Custodian locked himself out of maint closet. SO assisted w/unlock and re-lock.
0:30	1:15	Alarm Response	#800	Staff leaving building tripped alarm. Responded to building and reset alarm. Filed as Incident Report #2017-233.
1:30	2:30	Patrol - Foot	Site	Foot Patrol - Found Bldg #800 Rooms 2930 and 1103 unlocked. SO secured.
2:40	3:10	Lunch		Lunch Break - On-Site
3:20	3:50	Patrol	Site	Vehicle Patrol - Dog park, parking garage, student lots. Ticketed car left in lot north of 2900 bulding -- plate #ORP-456.
5:00	5:45	Unlock of Site	Site	Unlock of scheduled buildings. Women's restroom in Bldg #1500 Room 1300 unlocked. SO did not secure due to campus open.
6:50	7:05	Briefing	Front Office	Brief on-coming officer - hand-off keys and phone.
7:05			Front Office	SO Off Duty