



OfficerReports.com

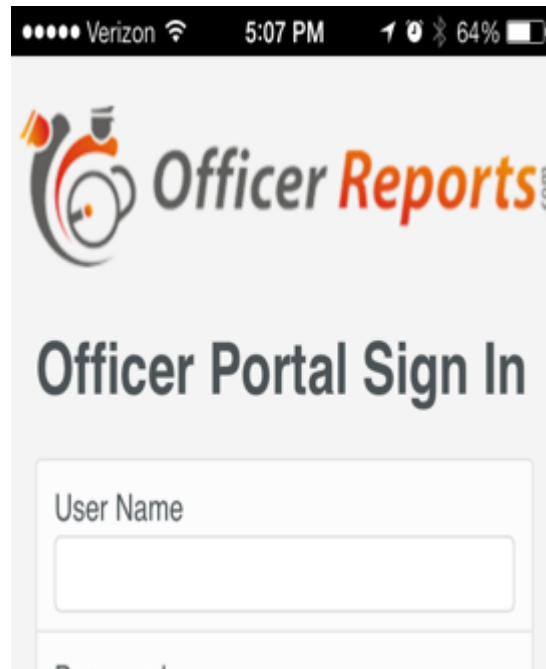
***Security Officer
Quick Start Guide***

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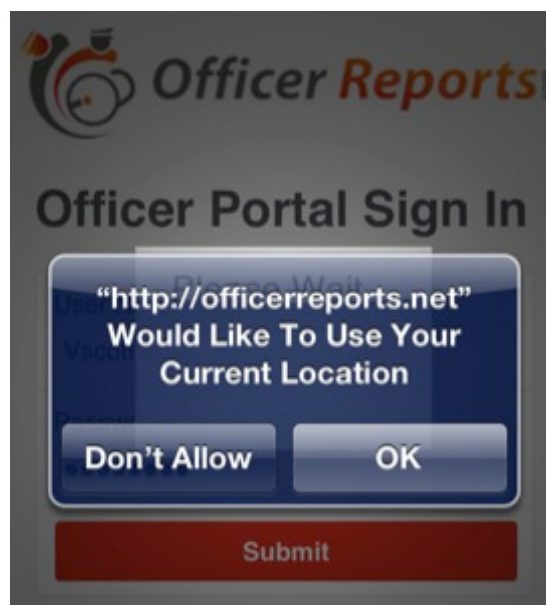
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Security Officer Login

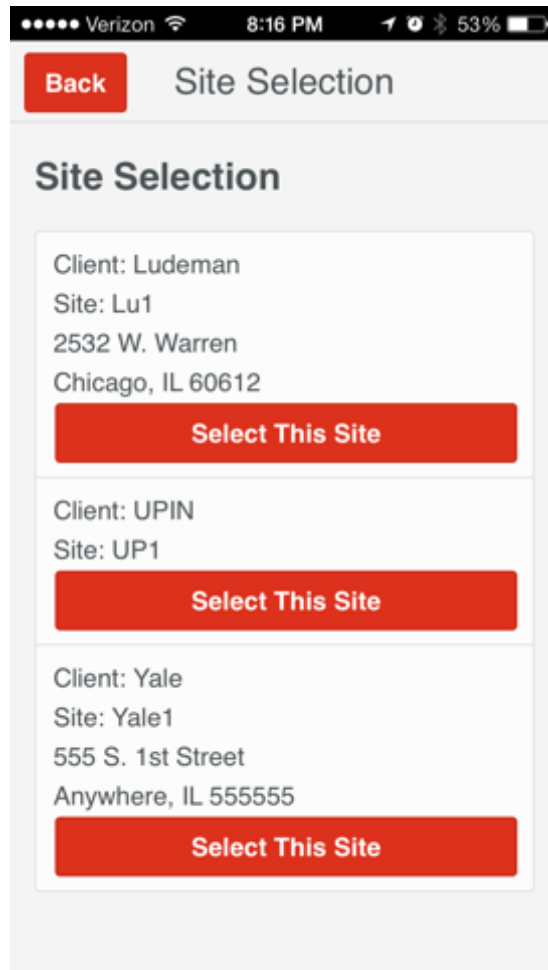
1. Click the OfficerReports.com icon on your device to open the app
2. Enter your User Name and password into the appropriate fields and click submit.



3. If you get the message "<http://officerreports.net>" Would Like To Use Your Current Location click "OK". (Note: If you receive an error that says contact your system administrator click ok then submit again"



4. Choose the site that you are currently working at by clicking “Select This Site”.



5. You have now logged into the Security Guard Reporting App

Security Guard Reporting App Overview



| App Feature | Description |
|-----------------------|--|
| Daily Activity Report | Record what happened during your shift |
| Incident Report | Submit an incident report for review by your client and |
| Incident Checklist | See what you should do if there is an incident on site |
| Maintenance Report | Submit a report for a maintenance issue like lights out, leaking water, |
| Parking Violation | Report parking violations on your site |
| Pass on Log - Write | Pass on info to other officers such as suspicious activity that you noticed, instructions from your client, etc. |
| Pass on Log - Read | Record what happened during your shift |
| Policy Manual | Record what happened during your shift |

| | | |
|-------------------|--|--|
| Post Orders |  | Review the Post Orders for your site. |
| Temperature Log |  | Submit equipment temperatures that you are responsible for |
| Truck Check-In |  | Record inbound truck information |
| Truck Check-Out |  | Check out truck that you have checked in to your property. |
| Vacation Request |  | Submit vacation requests for approval to your supervisor |
| Vacation Review |  | Review the status of any vacation requests that you have made. |
| Visitor Check In |  | Collect information for visitors that arrive at your site |
| Visitor Check Out |  | Check out visitors that you have signed in at your site. |
| Sign Out |  | Sign out of the application |

Daily Activity Report



Report Menu - Select Other Reports

Officer Reports

Daily Activity Report

User: Victor Scott
 Client: Ludeman
 Site: Lu1

Shift Start Notes

Post/Shift: * - 2. Enter your shift and post name

Special Instructions - 3. If there are special instructions given prior to shift note them here.

Post Items Received * - 4. Indicate which items you received at the beginning of your shift.

Observations
 For every observations, click the "Add Observation" button below.

Add Observation - 5. Add a general observation or other type of note. while you are on duty.

Photos, Videos, Audio

+ Add Photo, Video, or Audio - 6. Add information to describe what you are noting. on duty.

Relieving Officer Information

Relieving Officer First Name * - 7. Add pictures, audio, or video if necessary. on duty.

Relieving Officer Last Name * - 8. Indicate the relieving officer.

Submit - 9. Submit your report.

Add Observation

Type of Observation *
 -- Select Observation Type --

Comments *

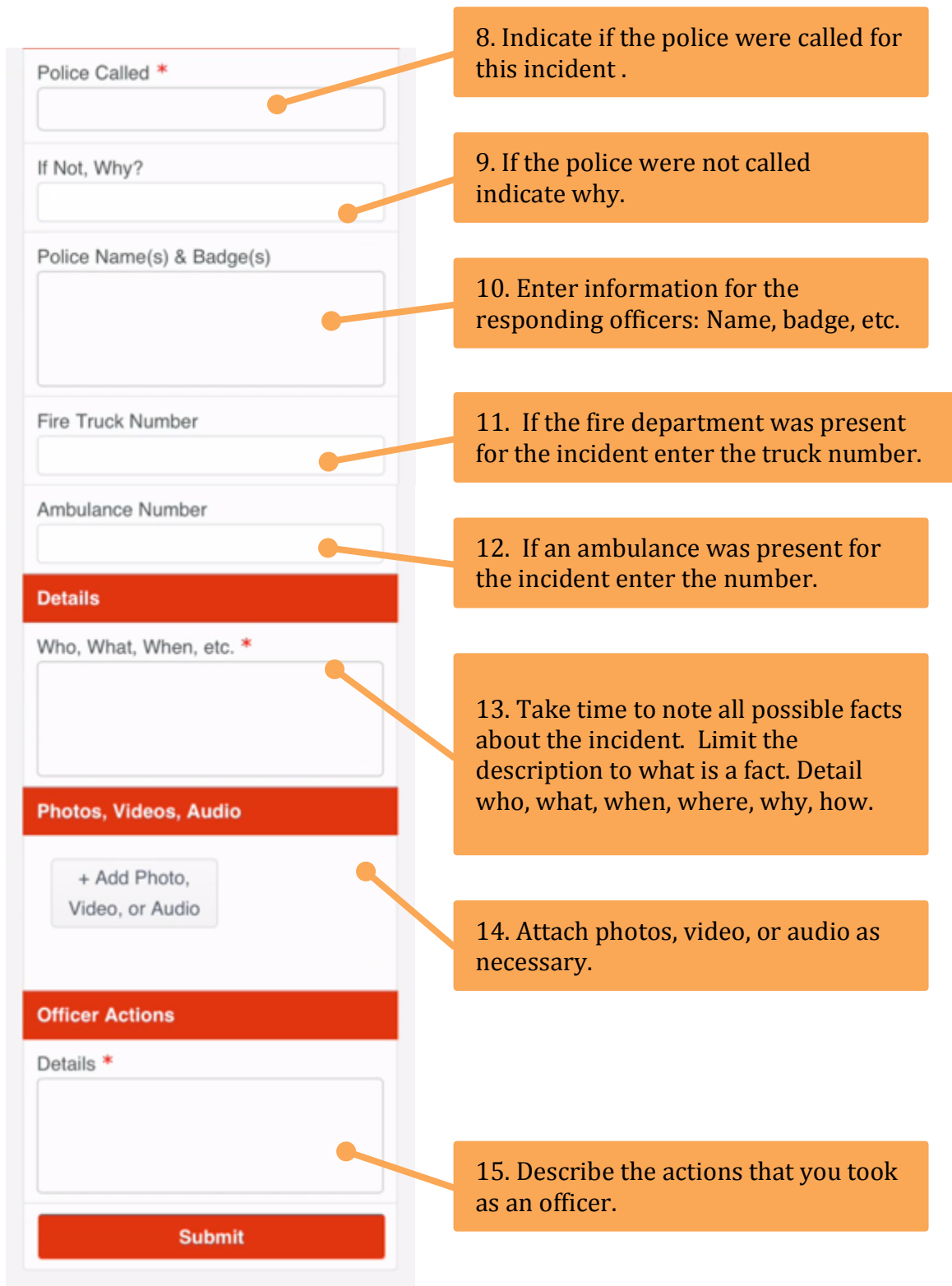
Submit Cancel

Incident Report



The image shows a screenshot of the Officer Reports web application interface for creating an incident report. The form is titled "Incident Report" and includes a header with the logo and name. The form is divided into sections: "Overview" (highlighted in red), "Responder Info" (highlighted in red at the bottom), and several input fields. Seven numbered callout boxes with orange backgrounds and lines pointing to specific fields provide instructions:

- 1. Current Officer and Site Information:** Points to the "User:" field containing "Victor Scott", the "Client:" field containing "Ludeman", and the "Site:" field containing "Lu1".
- 2. Enter an Incident Report Number:** Points to the "Incident Report #" text input field.
- 3. Enter the date and time of the incident:** Points to the "Date and Time of Incident *" text input field.
- 4. Select the incident type from the customized list:** Points to the "Incident Type *" dropdown menu.
- 4. If you selected "Other" for the incident type, indicate the type of incident:** Points to the "If Other, What Type" text input field.
- 5. Enter the victim's name, enter multiple names if necessary:** Points to the "Victim Name(s)" text input field.
- 5. Enter the suspect's name, enter multiple names if necessary:** Points to the "Suspect Name(s)" text input field.
- 6. Enter the location of the incident:** Points to the "Incident Location *" text input field.
- 7. Enter a brief description of the incident:** Points to the "Incident Summary *" text area.

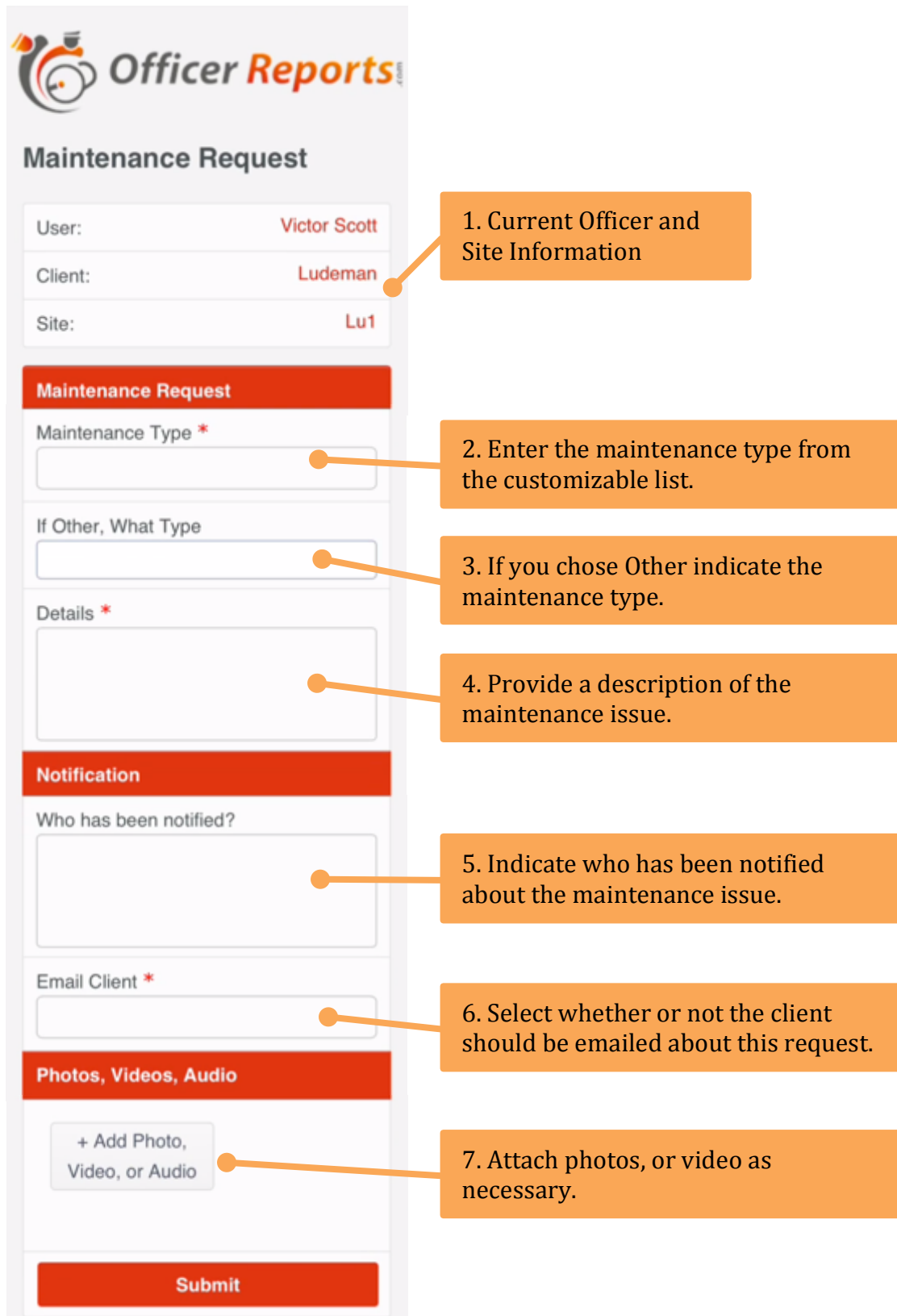


The image shows a vertical form with several sections. Callouts point to specific fields:

- 8.** Points to the "Police Called *" field.
- 9.** Points to the "If Not, Why?" field.
- 10.** Points to the "Police Name(s) & Badge(s)" field.
- 11.** Points to the "Fire Truck Number" field.
- 12.** Points to the "Ambulance Number" field.
- 13.** Points to the "Who, What, When, etc. *" field.
- 14.** Points to the "+ Add Photo, Video, or Audio" button.
- 15.** Points to the "Details *" field under the "Officer Actions" section.

The form includes a "Submit" button at the bottom.

Maintenance Request




The screenshot shows a web form for submitting a maintenance request. The form is titled "Maintenance Request" and includes the following sections and fields:

- User Information:** Fields for "User" (Victor Scott), "Client" (Ludeman), and "Site" (Lu1).
- Maintenance Request Section:**
 - Maintenance Type ***: A dropdown menu.
 - If Other, What Type**: A text input field.
 - Details ***: A large text area for describing the issue.
- Notification Section:**
 - Who has been notified?**: A text input field.
 - Email Client ***: A dropdown menu.
- Attachments:** A section titled "Photos, Videos, Audio" with a button labeled "+ Add Photo, Video, or Audio".
- Submit:** A red button at the bottom of the form.

Seven numbered callouts point to specific fields in the form:

1. Current Officer and Site Information (points to the User, Client, and Site fields)
2. Enter the maintenance type from the customizable list. (points to the Maintenance Type dropdown)
3. If you chose Other indicate the maintenance type. (points to the If Other, What Type text field)
4. Provide a description of the maintenance issue. (points to the Details text area)
5. Indicate who has been notified about the maintenance issue. (points to the Who has been notified? text field)
6. Select whether or not the client should be emailed about this request. (points to the Email Client dropdown)
7. Attach photos, or video as necessary. (points to the + Add Photo, Video, or Audio button)

Incident Checklist



Officer Reports

Incident Checklist

| | |
|---------|--------------|
| User: | Victor Scott |
| Client: | Ludeman |
| Site: | Lu1 |

Follow the instructions below for each incident type

Fire

Step 1:
Alert all residents via the PA system

Step 2:
Unlock the front doors and prop all the doors open.

Step 3:
Stand outside of the doors and direct all residents to the evacuation area.


Step 4:
Contact the property manager at 555-555-5555

Step 5:
Contact the supervisor at the call center at 111-111-1111

1. Current Officer and Site Information

2. Instruction that the officer should follow in the event of an incident.

Write POL (Pass On Log)



Officer Reports

Pass On Log Entry

| | |
|---------|--------------|
| User: | Victor Scott |
| Client: | Ludeman |
| Site: | Lu1 |

Write to POL

Post/Shift: *

Note: *

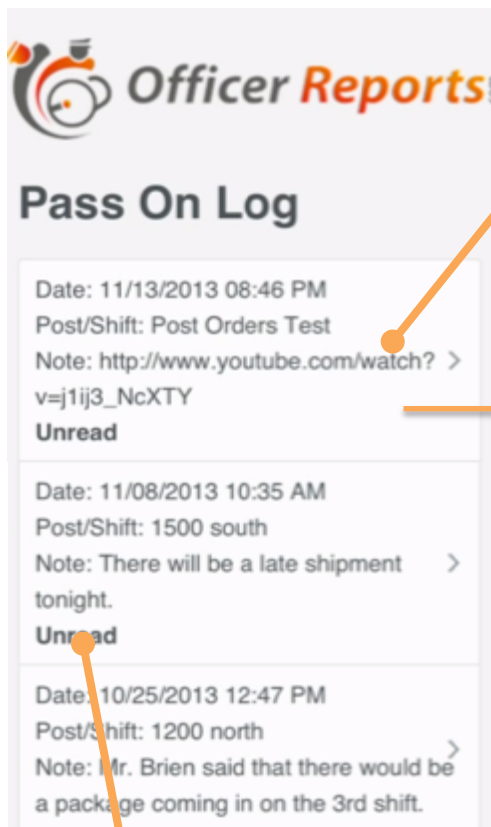
Submit

1. Current Officer and Site Information

2. Enter in your post and shift.

3. Enter in any pertinent information for officers on other shifts. The client cannot see this record.

READ POL (Pass On Log)



Officer Reports

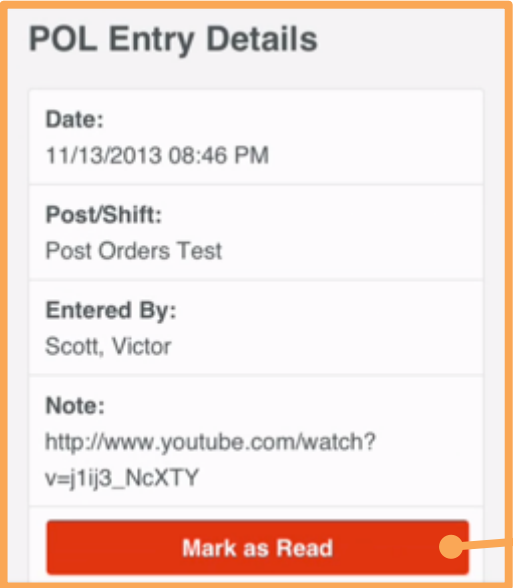
Pass On Log

Date: 11/13/2013 08:46 PM
Post/Shift: Post Orders Test
Note: [http://www.youtube.com/watch? v=j1ij3_NcXTY](http://www.youtube.com/watch?v=j1ij3_NcXTY) >
Unread

Date: 11/08/2013 10:35 AM
Post/Shift: 1500 south
Note: There will be a late shipment tonight. >
Unread

Date: 10/25/2013 12:47 PM
Post/Shift: 1200 north
Note: Mr. Brien said that there would be a package coming in on the 3rd shift. >

1. A list of all messages for your site. Click any message to see the details.



POL Entry Details

Date:
11/13/2013 08:46 PM

Post/Shift:
Post Orders Test

Entered By:
Scott, Victor

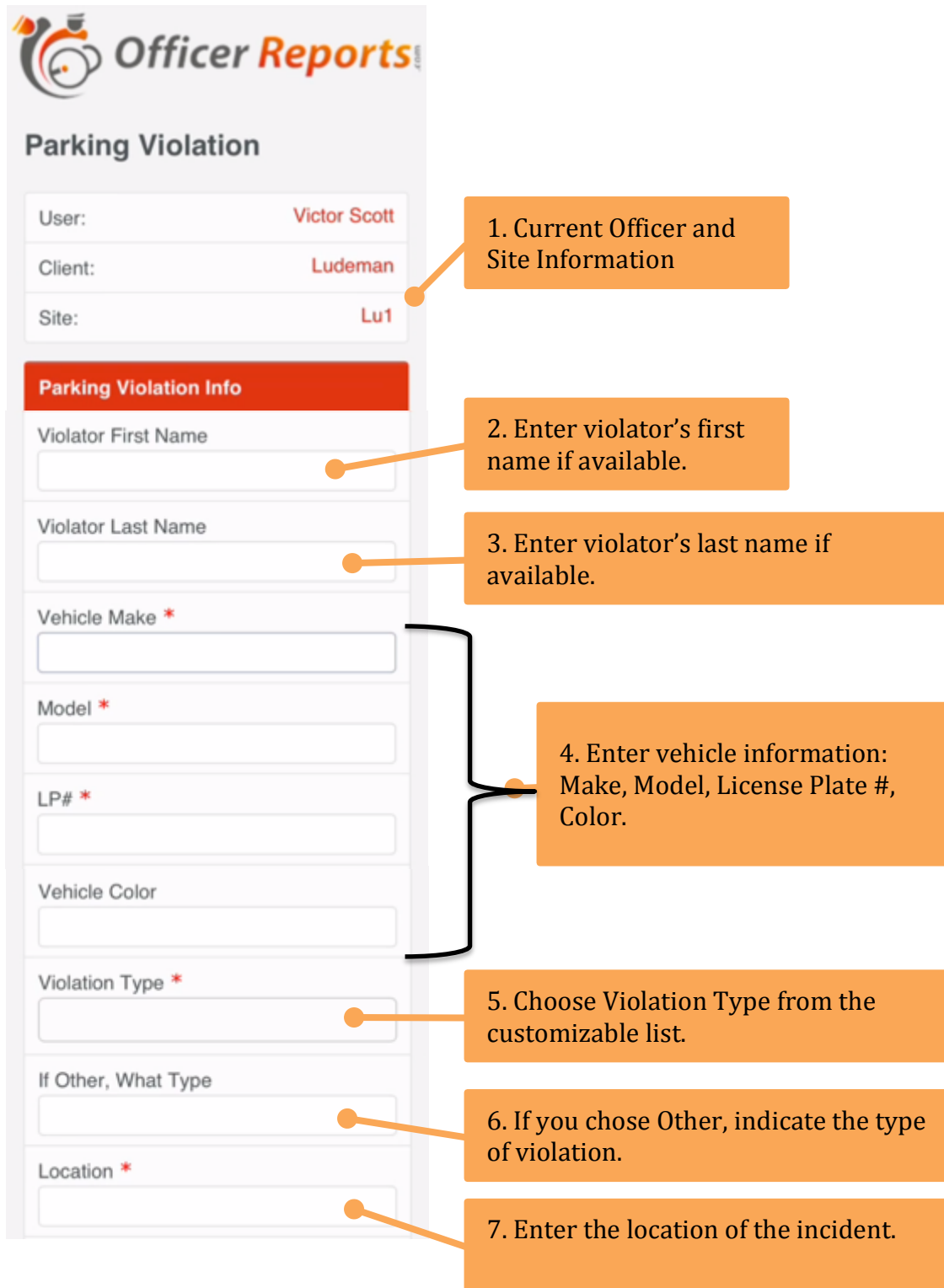
Note:
[http://www.youtube.com/watch? v=j1ij3_NcXTY](http://www.youtube.com/watch?v=j1ij3_NcXTY)

Mark as Read

2. Click "Mark as Read" after reading the message.

3. Your unread messages are marked.

Parking Violation Log



The image shows a screenshot of the 'Officer Reports' web application interface for a 'Parking Violation' form. The form is divided into several sections. At the top, the 'Officer Reports' logo is visible. Below it, the title 'Parking Violation' is displayed. The form contains several input fields and a dropdown menu, with orange callout boxes providing instructions for each field. The callouts are numbered 1 through 7. Callout 1 points to the 'User', 'Client', and 'Site' fields. Callout 2 points to the 'Violator First Name' field. Callout 3 points to the 'Violator Last Name' field. Callout 4 points to the 'Vehicle Make', 'Model', 'LP#', and 'Vehicle Color' fields. Callout 5 points to the 'Violation Type' dropdown menu. Callout 6 points to the 'If Other, What Type' field. Callout 7 points to the 'Location' field.

Officer Reports

Parking Violation

User: Victor Scott
Client: Ludeman
Site: Lu1

Parking Violation Info

Violator First Name
Violator Last Name
Vehicle Make *
Model *
LP# *
Vehicle Color
Violation Type *
If Other, What Type
Location *

1. Current Officer and Site Information
2. Enter violator's first name if available.
3. Enter violator's last name if available.
4. Enter vehicle information: Make, Model, License Plate #, Color.
5. Choose Violation Type from the customizable list.
6. If you chose Other, indicate the type of violation.
7. Enter the location of the incident.

Detail

Photos, Videos, Audio


+ Add Photo,
Video, or Audio

Submit

8. Enter any relevant details for the parking violation.

9. Attach photos, videos, and audio as necessary.

Equipment Temperature Log



Temperature Log

User: Victor Scott
Client: Ludem
Site: Lu1

Temperature Log

Equipment Type *

If Other, What Type

Equipment ID *

Temperature *

Fuel Level

Submit

1. Current Officer and Site Information

2. Choose the equipment type from the customizable list.

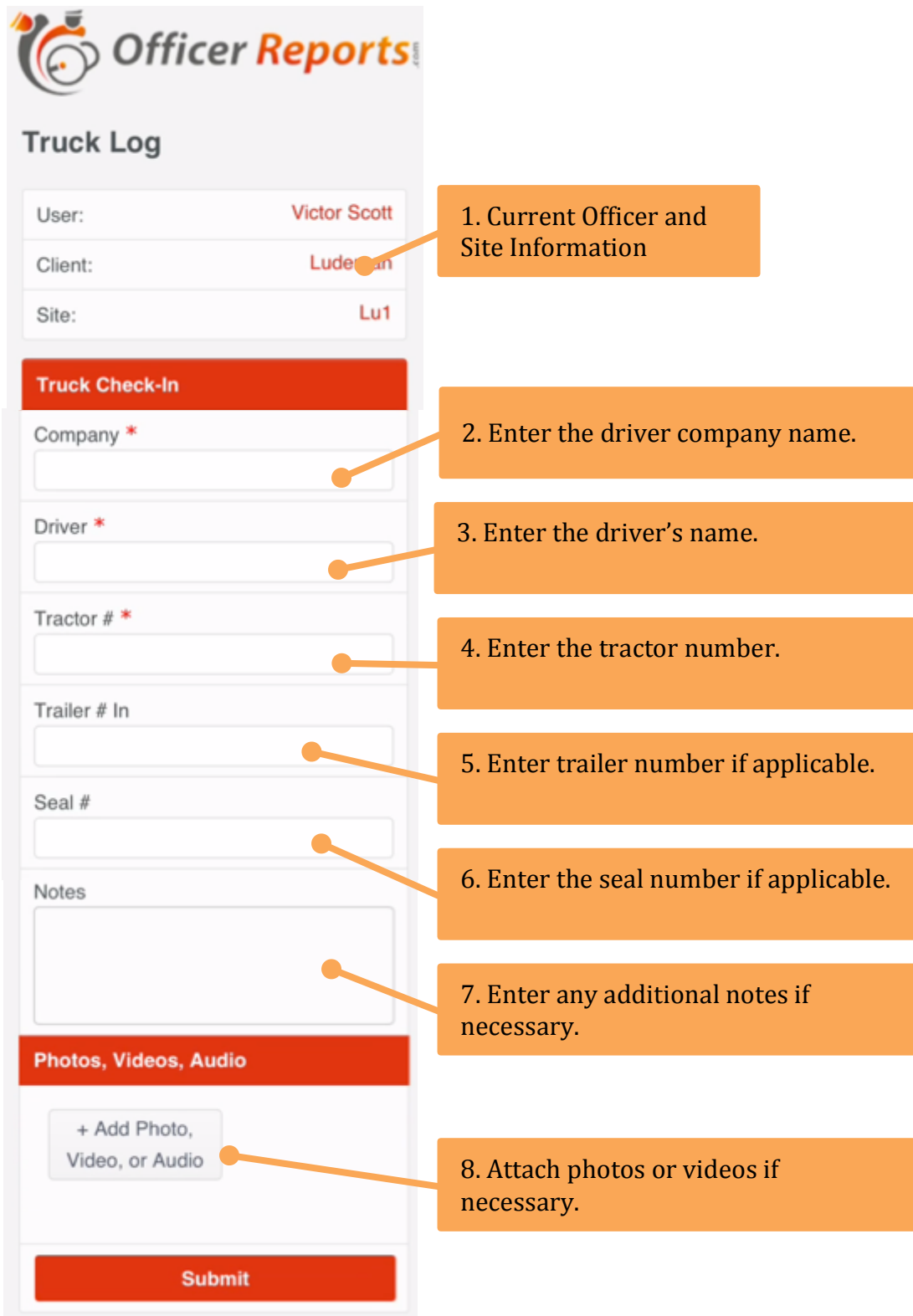
3. If you chose Other indicate the equipment type.

4. Provide an equipment ID #, name, or other description.

5. Indicate the equipment temperature.

6. If applicable indicate the fuel level.

Truck Check In Log



The image shows a screenshot of the 'Truck Log' form on the Officer Reports website. The form is titled 'Truck Log' and includes a header with the Officer Reports logo. Below the header, there are three input fields for 'User', 'Client', and 'Site', which are pre-filled with 'Victor Scott', 'Ludean', and 'Lu1' respectively. A red bar labeled 'Truck Check-In' is followed by several input fields: 'Company *', 'Driver *', 'Tractor # *', 'Trailer # In', and 'Seal #'. Below these is a 'Notes' section with a text area. A red bar labeled 'Photos, Videos, Audio' is followed by a button that says '+ Add Photo, Video, or Audio'. At the bottom is a red 'Submit' button. Eight orange callout boxes with numbered text are connected to the form by lines, providing instructions for each field.

Officer Reports

Truck Log

User: Victor Scott

Client: Ludean

Site: Lu1

Truck Check-In

Company *

Driver *

Tractor # *

Trailer # In

Seal #

Notes


Photos, Videos, Audio

+ Add Photo, Video, or Audio

Submit

1. Current Officer and Site Information
2. Enter the driver company name.
3. Enter the driver's name.
4. Enter the tractor number.
5. Enter trailer number if applicable.
6. Enter the seal number if applicable.
7. Enter any additional notes if necessary.
8. Attach photos or videos if necessary.

Truck Check Out Log



Truck Check-Out

| | |
|---|---|
| Date: 11/11/2013 09:06 PM Company: Huge Transport Driver: Hugh David Tractor #: 16283 | > |
| Date: 11/11/2013 09:06 PM Company: Matterhorn Express Driver: David Roberts Tractor #: 556 | > |
| Date: 11/11/2013 09:05 PM Company: Star Modal Driver: Sam Samuels Tractor #: 1267 | > |

1. A list of all trucks currently on site. Click the appropriate truck to check it out.

Truck Details

| |
|--|
| Date: 11/11/2013 09:06 PM |
| Company: Matterhorn Express |
| Inbound Driver: David Roberts |
| Tractor #: 556 |
| Outbound Driver * <input type="text" value="David Roberts"/> |
| Trailer # <input type="text"/> |
| Seal # <input type="text"/> |
| Notes on Exit <input type="text"/> |
| Check Out |

2. Change the outbound driver if necessary.


3. Input the outbound trailer number.

4. Enter the seal number is necessary.

5. Add notes if necessary.

6. Click Check Out to check the truck out.

Post Orders



Post Orders

| | |
|---------|--------------|
| User: | Victor Scott |
| Client: | Yale |
| Site: | Yale1 |

Address
555 S. 1st Street
Anywhere, IL 555555

Client Contact
Barb Schoop
Phone
222-222-2222

Maintenance
Mr. Joe Flynn
Phone
333-333-3333

Police
Nowhere Sheriff's Dept.
Phone
444

Towing Company
Got Your Car Towing
Phone
666-666-6666

Comments
1. On 1st patrol lock gates.
2. On 2nd Patrol lock doors.
3. On 3rd patrol shut off lights.
See Post Orders for more details.

File Attachment
[Yale Post Orders.pdf](#)

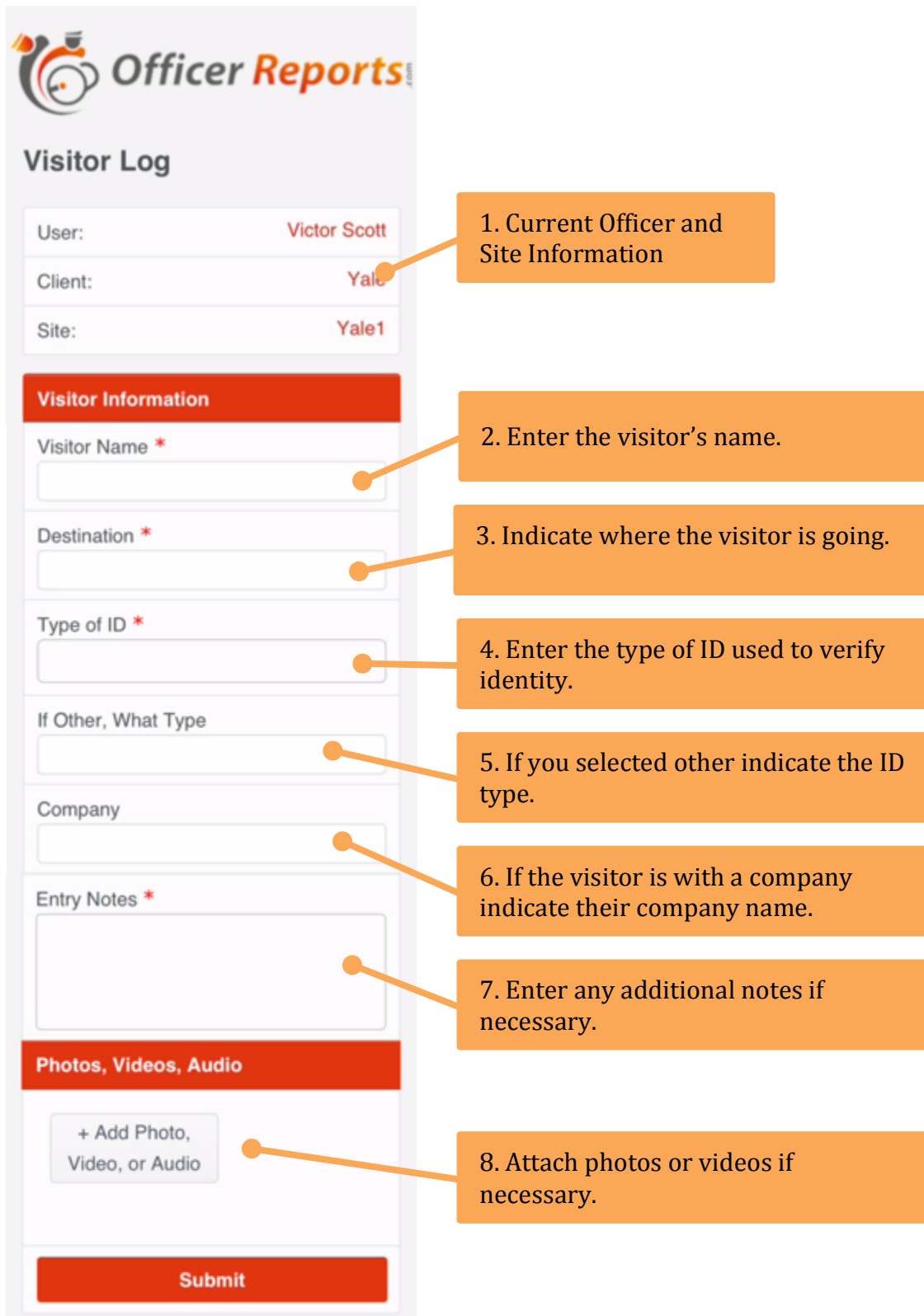
1. Current Officer and Site Information

2. Site information including:
-Client
-Maintenance
-Police
-Towing company

3. General comments about the sites.

4. Clickable link to download full post orders.

Visitor Check In Log



Officer Reports

Visitor Log

User: Victor Scott
Client: Yale
Site: Yale1

Visitor Information

Visitor Name *
Destination *
Type of ID *
If Other, What Type
Company
Entry Notes *


Photos, Videos, Audio

+ Add Photo, Video, or Audio

Submit

1. Current Officer and Site Information
2. Enter the visitor's name.
3. Indicate where the visitor is going.
4. Enter the type of ID used to verify identity.
5. If you selected other indicate the ID type.
6. If the visitor is with a company indicate their company name.
7. Enter any additional notes if necessary.
8. Attach photos or videos if necessary.

Visitor Check Out Log



Officer Reports

Visitor Check-Out

| | |
|---|---|
| Visitor Name: Emily Prentiss Date: 10/25/2013 02:14 PM Company: CBS Destination: Studio | > |
| Visitor Name: Robert Partetson Date: 10/25/2013 02:13 PM Company: Johnson Tires Destination: Mr. Smith | > |

1. A list of all visitors currently on site. Click the appropriate visitor to check them out.

Visitor Details

| |
|--|
| Visitor Name: Emily Prentiss |
| Date/Time In: 10/25/2013 02:14 PM |
| Company: CBS |
| Destination: Studio |
| Notes on Exit <input type="text"/> |
| Check Out |

5. Add notes if necessary.

6. Click Check Out to check the visitor out.

Vacation Request



The image shows a web form for submitting a vacation request. The form is titled "Vacation Request" and includes the Officer Reports logo. It contains several input fields and a submit button. Six numbered callouts in orange boxes point to specific fields with instructions:

- 1. Current Officer and Site Information (points to User, Client, and Site fields)
- 2. Enter in your phone number (points to Phone field)
- 3. Enter you email if applicable to be notified by email (points to Email field)
- 4. Enter the date that you would like to start your vacation. (points to Start Date field)
- 5. Enter the date that your vacation will end. (points to End Date field)
- 6. Enter the reason for your vacation request. (points to Reason field)

The form fields are: User: Glen Gary, Client: Ludeman, Site: Lu1, Contact Info and Vacation Request, Phone, Email, Start Date *, End Date *, Reason *, and a Submit button.

Vacation Review



1. Each officer can see their active vacation requests in the app.

2. The status of the request is determined easily.

If you have questions, please feel free to
contact us

Phone: (888) 511 -9811

Email: Support@officerreports.com