GILROY SECURITY

PRINTABLE CHECKLIST

Post Orders Review Checklist

Hold your current post orders next to this sheet and tick each item they already cover.

Property _____ **Post** _____

Reviewed by _____ **Date** _____

The post

- ☐ Exact post location named
- ☐ Start and end times for each shift, weekends and holidays included
- ☐ Armed or unarmed post stated
- ☐ Buildings, lots, yards and fence lines the post covers
- ☐ Keys, gate codes, radio or site phone issued
- ☐ Officer parking and arrival entrance

Duties by shift

- ☐ Daytime: visitors, vendor and driver sign-in, lobby watch
- ☐ Closing: stragglers checked, doors locked behind the last staff
- ☐ Overnight: rounds, gate, dock doors, trailer row
- ☐ Opening: unlock order and pre-opening checks
- ☐ Seasonal or one-off tasks listed

Rounds and access

- ☐ Round route with each checkpoint named
- ☐ How often rounds run; timing varied night to night
- ☐ Checks at each stop: locks, lights, fence, gates, alarm panels
- ☐ Who may enter after hours and what ID they show
- ☐ Visitor log use and location
- ☐ Delivery door, hours and who signs
- ☐ Steps for a door found open or a gate unlatched

Logs and reports

- ☐ Every round logged with its time
- ☐ What counts as an incident report
- ☐ Photos of anything damaged, open or out of place
- ☐ Morning shift report recipients
- ☐ Who hears right away instead of in the morning

Emergencies and escalation

- ☐ Call list in order, day and night numbers
- ☐ Events that go to 911 first
- ☐ Events that go to your contact first
- ☐ Alarm company number and panel location
- ☐ Fire alarm panel, sprinkler riser and utility shutoffs located
- ☐ Steps while waiting for police or fire

Shift handoff

- ☐ In-person meeting at the post
- ☐ Open items passed along
- ☐ Keys, radio and issued gear checked and handed across
- ☐ Log closed out by the outgoing officer

Notes