

# SIGN-IN SHEET INITIAL PO#20151009-22

**Dispatch INSTRUCTIONS**

Provide overnight security at \_\_\_\_\_ starting \_\_\_\_\_ from \_\_\_\_\_ hrs until \_\_\_\_\_ or when the first manager arrives the following morning. Guard must checkin with the manager upon arrival and call Initial Security (877) 870 4771 to check as well. Guard must be alert and make sure all areas and merchandise is secure at all times. Guard must get the sign in sheet signed by the manager at the beginning and the end of the shift .

**MANAGER’S SIGNATURE START OF THE SHIFT**

Signature  
 Print Name:  
 Date:

STORE STAMP  
  
MANDATORY

**MANAGER’ SIGNATURE END OF THE SHIFT**

Signature  
 Print Name:  
 Date:

SPECIAL INSTRUCTIONS

DATE	TIME IN	TIME OUT	SECURITY OFFICER’S NAME		TOTAL HOURS

