Daily Activity Report (D.A.R.)

Officer name	
Badge / ID	
Site / post	
Client	
Date	
Shift start	
Shift end	
Supervisor	

Activity log

Time	Activity / observation

Officer signature: _____ Date: _____

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Daily Activity Report (D.A.R.) — Filled-in example

Officer name	J. Rivera
Badge / ID	MR-1042
Site / post	Harbor Logistics, Gate 3
Client	Harbor Logistics LLC
Date	10/14/2026
Shift start	18:00
Shift end	06:00
Supervisor	S. Patel

Activity log

Time	Activity / observation
18:00	On post. Received pass-down from day officer; no open issues.
18:30	Exterior patrol complete. All dock doors secured.
20:15	Vendor truck (ACME Freight) admitted after manifest check.
22:40	Found Gate 5 padlock unlatched. Secured; photo taken; supervisor notified.
01:10	Interior patrol complete. No issues.
04:00	Exterior patrol complete. Lights out at north fence, reported to facilities.
06:00	Pass-down to relief officer. Off post.

Officer signature: J. Rivera Date: 10/14/2026

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