Security Officer Timesheet

Client:				Start Date: End Date:					
Location Name:									
Address:			Ci	City:		State:	Zip:	Zip:	
Sec	urity Office	r: Fill out be	low accurate	ely and legil	bly – Obtain	manager signa	ture		
Print Name	Date	Time In	Lunch Out	Lunch In	Time Out	Approved By	Officer Signature	Total Hrs.	
_									
	1				1	TOTAL H	IOURS:	1	
NOTE: Security Officers and P	olice Officers a	re expected to	work in full unif	orm and be pre	epared to assun	ne their duties at the	eir scheduled start	ing time.	

The "Time In" will show the actual start time, unless you are late or were requested by a supervisor to start earlier. The "Time Out" column will show the actual time you went off duty, and or the actual time you were relieved of duty. REMEMBER a Security Officer NEVER leaves His/Her post unmanned

STORE STAMP_____

unless you are instructed to do so by a member of the Management team.

MANAGER SIGNATURE_____