

SECURITY POST ORDERS

Fillable post orders template — the written instructions for a security post: hours, duties, rounds, access rules, contacts and emergencies.



SITE / CLIENT

POST NAME / #

EFFECTIVE DATE

REVISION

SITE ADDRESS

POST HOURS / DAYS

OFFICERS PER SHIFT

CONTACTS

CLIENT CONTACT (NAME, PHONE)

AFTER-HOURS CONTACT (NAME, PHONE)

SUPERVISOR / DISPATCH (PHONE)

ALARM / MONITORING COMPANY (PHONE)

DUTIES & PATROLS

GENERAL DUTIES AT THIS POST

PATROL ROUTE, CHECKPOINTS AND FREQUENCY

ACCESS CONTROL & SITE RULES

WHO MAY ENTER, ID / BADGE RULES, VISITOR AND DELIVERY PROCEDURE, KEY CONTROL

EMERGENCIES

FIRE, MEDICAL, ALARM, INTRUDER, UTILITY FAILURE — STEPS AND WHO TO CALL (ALWAYS 9-1-1 FIRST)

UNIFORM / EQUIPMENT REQUIRED

REPORTS REQUIRED (DAR, INCIDENT, VISITOR LOG...)

APPROVED BY CLIENT (NAME, SIGNATURE)

OFFICER ACKNOWLEDGMENT (NAME, SIGNATURE, DATE)