Post Orders Checklist

Use one sheet per post and tick each line your post orders already answer.

Property _____ **Post** _____

Reviewed by _____ **Date** _____

Post location and hours

- ☐ Exact post named (lobby desk, garage entry, main gate)
- ☐ Shift start and end times, weekends and holidays included
- ☐ Dress standard for the post written down
- ☐ Officer parking, break area and personal-item storage set
- ☐ Keys, fobs, radios and equipment listed
- ☐ Meal-break cover arranged

Duties and patrol rounds

- ☐ Tasks listed for opening, daytime, evening and overnight
- ☐ Patrol route, check points and frequency set
- ☐ Doors and gates to lock or unlock, with times
- ☐ Lights, alarm panels and equipment checked each round
- ☐ Lockup steps for people still inside
- ☐ Requests outside the post listed

Access and visitors

- ☐ People who may enter without signing in identified
- ☐ Visitor sign-in, ID check and badge steps
- ☐ Approved contractor list, hours and escort rules
- ☐ Delivery hours and drop-off points
- ☐ Parking rules and steps for vehicles breaking them
- ☐ Steps for someone who refuses to leave

Reports, logs and escalation

- ☐ Daily shift report contents and email recipients
- ☐ Incident report steps with photos, times and names
- ☐ Post logs: visitors, keys, rounds and deliveries
- ☐ Emergency contacts in calling order with after-hours numbers
- ☐ When to call 911 first
- ☐ Events that need an immediate call to the property contact
- ☐ Press and tenant questions referred to a named manager

Shift handoff

- [ ] In-person briefing between outgoing and incoming officers
- [ ] Open issues, unfamiliar vehicles and expected visitors passed on
- [ ] Keys, radios and equipment counted and signed over
- [ ] Handoff time entered in the log
- [ ] Post stays covered when relief runs late

Upkeep

- [ ] Review date set after the first weeks of reports
- [ ] Orders updated after any serious incident
- [ ] Contacts and codes checked when tenants or staff change

Notes