

Daily Activity Report



Time Zone: America/Chicago

DATE, CLIENT, & SITE
Date Entered: 08/08/2014 11:19 AM
Client: Ludeman
Site: Lu1

OFFICER INFORMATION
Officer Name: Jones, Tara

SHIFT START NOTES
Post/Shift: 0700 - 1500 south gate
Special Instructions: I received instructions from the property manager prior to the shift not to go up on the third floor. Leaving this message in the Pass-On-Log for the other officers.
Post Items Received: Radio - Functioning. Flashlight - Functioning. Rain Coat - Left sleeve torn. iPhone - Functioning but has a scratched screen.

OBSERVATIONS			
#	Type	Time	Comments
1	*Add'l Officers	08/08/2014 10:42 AM	Officer Smith is on duty at the north gate.
2	General Notes	08/08/2014 10:43 AM	Starting first patrol of the property at this time. Will start at tour location 1.
3	Lights On	08/08/2014 10:45 AM	I found the lights on in the main office. Last month I was instructed by the property manager to turn off all lights in the building when I find them on. I am turning off the lights.
4	General Notes	08/08/2014 10:45 AM	Checked the entire first floor and Mr. Smith is in his office early today.
5	Fire Hazard	08/08/2014 10:51	I patrolled the second floor and found a profuse amount of debris overflowing

		AM	from the corner receptacle. I have told the property manager on previous occasions that fire code necessitates the expeditious removal of such items. Lack of action will allow litigants who choose to avail themselves of legal representation easier access to compensatory funds.
6	Window Open	08/08/2014 10:52 AM	I found an open window on the 4th floor east side of the building near the exit.
7	General Notes	08/08/2014 10:53 AM	Patrolled the fifth floor and there is nothing to report.
8	*Add'l Officers	08/08/2014 10:54 AM	Finished patrolling the 6th floor. When I looked out the west window I saw S/O Smith walking an employee to her car.
9	General Notes	08/08/2014 10:54 AM	I just completed my patrol. It took approximately 45 minutes.
10	General Notes	08/08/2014 10:55 AM	Starting 2nd patrol.
11	Incident Report	08/08/2014 10:58 AM	Encountered a 10-51. See incident report.
12	General Notes	08/08/2014 10:58 AM	Completed 2nd Patrol. Going on lunch break.
13	General Notes	08/08/2014 10:59 AM	Returned from lunch break
14	General Notes	08/08/2014 11:00 AM	Employees are starting to arrive at the office.
15	General Notes	08/08/2014 11:06 AM	There were several teenagers walking through the parking lot. I approached them and they ran off. There were three of them all white males wearing black hooded sweatshirts. They all looked to be about 16 - 17 years of age. They were all between 5'8" to 6'00" tall. They ran south toward the train tracks. I will leave a note in the Pass On Log as I found this activity to be suspicious.
16	General Notes	08/08/2014 11:09 AM	Starting 3rd Patrol.
17	General Notes	08/08/2014 11:11 AM	While on the 2nd floor I looked out the west window and saw a red car in the parking lot that I did not recognize. I will radio Officer Smith to check the permit number. Taking photo of vehicle.
18	General Notes	08/08/2014 11:18 AM	I am off duty. I am being relieved by Officer Paul.

RELIEVING OFFICER INFORMATION**First Name:** Sean**Last Name:** Paul**ADDITIONAL NOTES****Additional Notes:****PHOTOS**

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**Uploaded By:** Jones, Tara**Date:** 08/08/2014 11:19 AM**Comments**

Date	Entered By	Related Section	Comment
08/08/2014 11:30 AM	Doe, Joe	Observation 17	Tara that is a consultants car please advise the other officers that she is authorized to park in the lot. Thanks!