Post orders checklist

Check your draft post orders against this sheet, one tick per line answered.

Property _____ **Post** _____

Reviewed by _____ **Date** _____

The post

- ☐ Station named exactly (desk, booth, dock office, gate)
- ☐ Shift start and end times, weekends and holidays included
- ☐ Officer parking, break spot and gear storage
- ☐ Keys, radios and badges listed with sign-out steps
- ☐ Site map with post, doors and round route marked

Duties and rounds

- ☐ Separate duty lists for day, swing and overnight
- ☐ Lock and open times for each door and gate
- ☐ Round route with named checkpoints
- ☐ Number of rounds per shift
- ☐ Round start times varied
- ☐ Standing tasks, such as gate openings or escorts to cars

Access and visitors

- ☐ After-hours entry list by name or role
- ☐ Visitor sign-in steps and who to call up to
- ☐ Driver and delivery check-in, with paperwork to see
- ☐ Badge or ID rules for staff and vendors
- ☐ Steps for a person not on the list
- ☐ After-hours deliveries: accept or turn away

Logs and reports

- ☐ Log entries show time, place and finding
- ☐ When to write an incident report, with photos
- ☐ Shift report recipient named
- ☐ Maintenance items to log (lights, doors, leaks)
- ☐ Lost and found steps

Escalation

- [ ] Call list in order, with a backup for each name
- [ ] Situations that go straight to 911
- [ ] Contacts for fire alarm, leak and power failure
- [ ] Alarm panel, fire panel and shutoff locations
- [ ] What wakes your manager vs what waits for morning

Shift handoff

- [ ] Open issues briefed and written down for the incoming officer
- [ ] Keys, radios and logbook counted and signed over
- [ ] Post covered until relief is in place

Notes