3.6 Logs – Hard Copy Desk

**Purpose**

The Security Services Department will maintain a written record of all incidents, actions, phone records and any other actionable event that impacts on the Security operations of the Campus.

**Guideline**

The Daily Events Log is the contemporaneous record of the events and incidents that have occurred on every shift of every day and maintained by the CCO.

The Daily Events Log is a legal document that may be called upon as evidence in Court.

The style and layout of the Daily Events Log will always be subject to change. It is important to understand the concept of an archival record of activity for each shift.

The Daily Events Log shall be:

- There will be a new Daily Events Log issued when the current diary is full.
- The previous month’s Daily Events Log will be filed by the CCO and archived for seven years.

The Daily Events Log will have 5 columns. The **Day** and **Date** are to be clearly written across the start of the new day.

The Control Centre Operator is to place their name at the start of each shift, identify the shift, and list of all officers on duty.

Each column will contain the following information:

1. **Event Number**: Every individual entry in The Daily Events Log will be assigned an Event Number in the 1st column. The Event Number is a two-part digit to signify the month of the year and the event number.

   e.g. The fifth entry in January 2001 will simply be written as 01.05. The next entry will be 01.06 etc.
2. **Time:** The second column is for the time of the event, incident, phone call etc. This is most important as the contents of The Daily Event Log be called as evidence in a court case or for an official report. The 24 hour clock is to be used.

   e.g. Instead of writing 2.30pm use 1430 hrs.

3. **Occurrence:** Column 3 is the area used for the confirmation of a job completed, a brief description of an incident which is CCOss-referenced to a complete report, a running log of phone calls, requests, events etc. All activities, actions, contacts and other information must be entered.

   *Remember! It is The Daily Events Log that is the basis for establishing and measuring all activities and work loads of Security. It is also the source of information for the Supervisor’s Report that is completed at the end of every shift.*

4. **CCO:** The name or initials of the Control Centre Operator.

5. **Guard:** Who attended to the event.

<table>
<thead>
<tr>
<th>Contact Officer</th>
<th>Campus Security Manager</th>
</tr>
</thead>
<tbody>
<tr>
<td>Date Approved</td>
<td>1 July 2012</td>
</tr>
<tr>
<td>Approval Authority</td>
<td>Director Property</td>
</tr>
<tr>
<td>Related Policies, Procedures, Guidelines, Forms or Templates</td>
<td>Security Services Section – Standard Operating Procedures</td>
</tr>
<tr>
<td>Next Date of Review</td>
<td>1 July 2013</td>
</tr>
</tbody>
</table>