



Staff members are to use this log to record significant incidents that occur at any time during the 24-hour period of the above date. This includes the normal entries of time on duty, time curfew check made, time building secured, etc., that have traditionally been kept on the Staff Duty Log. A new page is to be used each day, even if the log for the previous day has only two or three short entries.

Name of staff duty officer	
TIME	ENTRY