



DAILY SECURITY REPORT

State Form 24408 (R3 / 10-15)

INDIANA DEPARTMENT OF CORRECTION

Shift <input type="checkbox"/> 6A-6P <input type="checkbox"/> 6P-6A		Date (month, day, year)
Area	Name of reporting officer	

AREA	OFFICER	ZONE SUPERVISOR	COMMENTS
1. Glass and Screens			
2. Windows / casings / frames			
3. Walls / partitions / ceilings			
4. Grills and air ducts			
5. Doors / locks / hinges			
6. Padlocks			
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1. Fences			
2. Gates			
3. Manhole covers / Fire hydrants			
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1. Safety condition			
2. Sanitary condition			
3. Preventive maintenance			
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1. Other			

Upon completion by the officer, this form shall be forwarded to the Zone Supervisor. The Zone Supervisor will check area and noted security checks and forward to the Shift Supervisor.

The Shift Supervisor will take action as necessary where security has lapsed. He shall then forward the security report to the Custody Supervisor, after:

The reporting officer will list on the reverse side of this form, the number of work orders that have been forwarded for repairs.

In the event that this form is not completed, or items listed are not checked, a report will be made and attached to this form stating the reason why.