



SECURITY OFFICER EVALUATION/INSPECTION REPORT

Security Officer's name _____ Date of Report _____ Date Hired _____
Installation _____ Date Employee Assigned _____
Was security officer seen by client? _____ If so, name of person _____
Client comments: _____

Evaluator's instructions: If the security officer lacks knowledge in the performance of his/her duties, be sure that he/she is properly instructed and the appropriate notations made.

Employee Security Knowledge/Performance Inspection: (Yes, No or N/A)

- Did you make a round with the security officer?
Does the security officer understand his/her duties and responsibilities?
Does the security officer properly report irregularities?
Does the security officer properly complete the Daily Activity Report?
Is the Site Security Manual up-to-date, and are emergency numbers available?
Was the Site Security Manual signed by the security officer?
Does the security officer know who to call in case of emergency?
Has the security officer been instructed on how to handle a fire alert and who to call?
Does he/she know the fire department number and police department number?
Does the security officer know the location of main gas, water, and electrical shut-off valves and switches?
Does the security officer understand the alarm system?
Has the security officer been trained in handling fire extinguishers?
Does the security officer know the operation of the fire extinguishers, hoses, and any other fire fighting equipment, and their locations?
Does the security officer know what areas of the building the sprinkler system covers?
Does the security officer know how the sprinkler system operates?
Does the security officer know where the sprinkler shut-off valves are located?
Is the security officer sufficiently familiar with all areas of his/her assignment to have a sharp eye for the unusual?
Does the security officer need more training? If so, what areas?
(explain further in evaluation section if necessary)
Did you review with the security officer all items in the 3 sections of the Daily Activity Report?
Does the security officer review each item on each round?
Does the security officer observe and understand safety and accident prevention in reporting irregularities?
Does the security officer understand what is meant by fire hazard?
Does the security officer carry a flash light when on patrol?
Is the security officer security conscious?

LIST SUGGESTIONS AND CORRECTIVE MEASURES TAKEN FOR IMPROVEMENTS IN THE AREAS OF SECURITY PERFORMANCE EVALUATION:



SECURITY OFFICER GENERAL UNIFORM APPEARANCE AND GROOMING EVALUATION:

GUARD UNIFORM (NC = needs cleaning, NR = needs replacement, OK = acceptable)

CAP _____ PANTS _____ General Appearance/Grooming _____
SHIRT _____ SHOES _____
TIE _____ JACKET _____

SECURITY OFFICER PERSONAL EVALUATION:

- Is the security officer frequently tardy? _____
- Is the security officer frequently absent? _____
- Does the security officer have the proper attitude regarding his/her job assignment? _____
- Is the security officer ever critical of company policy? _____ If yes, please explain in evaluation section.
- Does the security officer ever criticize other employees or supervisors? _____
- Is the security officer thoughtful of others? _____
- Does the security officer make suggestions and contribute ideas? _____
- Does the security officer seem to respond truthfully? _____
- Does the security officer get along with other security personnel and plant personnel in the performance of his/her duties? _____
- Does the security officer produce complete, accurate and detailed DAR's and LOI's? _____
- Does the security officer know and perform his/her duties to the best of his/her abilities? _____
- Does the security officer regularly review the Site Security Manual? _____
- Is the security officer always properly uniformed? _____
- Is the security officer observant and alert? _____
- Does the security officer always show a willingness to learn? _____

LIST SUGGESTIONS FOR IMPROVEMENT OF THE PERSONAL PERFORMANCE OF THE SECURITY OFFICER:

EVALUATION:

Security Officer Signature _____

Date: _____

Evaluator _____

Date: _____

Evaluation Reviewed by _____

Date: _____