



PO Box 1221
Manor, Texas 78653

Reference. Officer Report Training

Welcome to our Asset Protection Team.

We use an App called Officer Reports while on duty. Employees are given a monthly phone data stipend of \$6 per month.

To download the app on your smartphone, visit either the [Apple App Store](#) or the [Google Play Store](#).

Please go online and review the following short training videos at [Officer Reports website](#)

1. Downloading to An **Android Device** (2:02)
- or**
2. Downloading to An **Apple Device** (2:12)
 3. Clocking In & Out (1:30)
 4. Tour Tracking (1:07)
 5. Daily Activity Report (2:52)
 6. Incident Report (2:32)
 7. Maintenance Request (1:28)
 8. Pass On Log (2:14)
 9. Policy Manual (1:21)
 10. Truck Log Check In /Out (1:36)
 11. Vacation Request (1:09)
 12. Visitor Check In / Out (1:32)

You are required to complete the video training prior to reporting for Post Training.