

# General Incident Report for Security Guard

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## 1. Title

- Security Incident Report

## 2. Basic Information

- **Date of Report:** [Insert date]
- **Time of Incident:** [Insert time]
- **Date of Incident:** [Insert date]
- **Location of Incident:** [Insert location, e.g., parking lot, lobby, restricted area]
- **Reported By:** [Insert name of the security guard]
- **Position/Role:** [e.g., Security Officer, Patrol Officer]

## 3. Description of Incident

- **Type of Incident:** [e.g., trespassing, theft, vandalism, suspicious activity]
- **Details:**
  - What happened? (Provide a detailed account of the events).
  - Who was involved? (Include descriptions or names if known, e.g., intruder, staff, or witness).
  - When and where did the incident occur?
  - How was the situation resolved? (E.g., suspect detained, authorities contacted).

## 4. Actions Taken by Security Guard

- **Immediate Response:**
  - Describe the steps you took during the incident (e.g., issuing a warning, calling law enforcement, de-escalating a situation).
  - Mention any equipment used (e.g., CCTV footage reviewed, alarm triggered).
- **Notification:**
  - Specify who was informed (e.g., supervisor, police, or property management) and when.

## 5. Observations

- **Environmental Factors:** [e.g., low visibility, unlocked doors, broken cameras].
- **Behavioral Factors:** [e.g., suspicious movements, refusal to comply with protocols].

## 6. Witness Information

- List the names and contact details of any witnesses (if available).
- Summarize their observations or statements.

## 7. Follow-Up Actions

- Recommendations for future prevention (e.g., repair of broken locks, increased patrols, staff training).
- Indicate if further investigation or follow-up is required.

## 8. Attachments (if applicable)

- CCTV footage, photographs, access logs, or other relevant evidence.

## 9. Signatures

- **Reported By:** [Name, Signature, Date]
- **Supervisor/Manager Review:** [Name, Signature, Date]

## 10. Follow-Up Section (if applicable)

- **Resolution Actions:** Outline any corrective measures or outcomes (e.g., intruder apprehended, item recovered).
- **Date of Completion:** [Insert date].
- **Responsible Team/Person:** [Insert name and role].