

# Incident Report Writing for Security Officer

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## Header Information

**Date:** February 12, 2025

**Time:** 11:45 PM

**Location:** Main Entrance, Global Tech Solutions

**Reported by:** Michael Harris, Security Officer

## Description of the Incident

At approximately 11:30 PM, a security breach occurred at the main entrance of the Global Tech Solutions facility. The incident involved an unauthorized individual attempting to gain access to the premises by tailgating a company vehicle through the automated security gate. The security cameras captured the individual as they closely followed the vehicle, exploiting the brief moment before the gates closed.

## Parties Involved

- **Security Personnel on Duty:** Michael Harris (reporting officer) and Susan Clark (assistant security officer)
- **Unauthorized Individual:** Male, approximately 30-35 years old, wearing a dark hoodie and jeans
- **Driver of the Company Vehicle:** John Carter, IT department staff member

## Actions Taken

Upon noticing the unauthorized entry, I immediately activated the facility's lockdown protocol and approached the individual with the assistance of Officer Susan Clark. The individual was detained without resistance and questioned. Local law enforcement was alerted and arrived on the scene within 10 minutes to take the individual into custody for further investigation. The company vehicle

driver, Mr. John Carter, was also interviewed to clarify the incident and confirm that there was no acquaintance or intentional assistance provided to the intruder.

### **Recommendations for Future Prevention**

1. **Enhanced Surveillance and Gate Control:** Implement more robust surveillance measures at all entry points and upgrade gate mechanisms to prevent tailgating.
2. **Security Awareness Training:** Regular training for all employees on security protocols, especially focusing on the importance of preventing unauthorized access.
3. **Increased Security Personnel:** Stationing additional security officers at critical entry points during non-business hours.
4. **Periodic Security Audits:** Conducting regular audits of security practices and infrastructure to identify and rectify potential vulnerabilities.
5. **Improved Lighting and Signage:** Enhancing visibility around entry points with better lighting and clear security signage to deter potential intruders.

### **Attachments**

- **Security Camera Footage:** Shows the sequence of events including the unauthorized access and the immediate response by the security team.
- **Incident Report Forms:** Completed by both responding officers, detailing their observations and actions taken during the incident.
- **Police Report:** Document issued by the local police, providing details of the arrest and statements from the involved parties.
- **Interview Transcript with John Carter:** Record of the post-incident interview conducted with Mr. Carter, providing his account of the events.