

# Security Incident Report Writing

---

## Header Information

**Date:** February 12, 2025

**Time:** 8:20 PM

**Location:** Downtown Corporate Tower, Security Office

**Reported by:** Henry Gomez, Chief Security Officer

## Description of the Incident

At around 7:55 PM, a security incident occurred in the lobby of the Downtown Corporate Tower. A suspicious individual was observed attempting to access several floors without proper authorization. The individual bypassed the main security checkpoint by tailgating an employee entering the building during the busy after-hours traffic.

## Parties Involved

- **Henry Gomez:** Chief Security Officer, managed the incident response.
- **Tina Morris:** Receptionist, first noticed the suspicious behavior.
- **Suspicious Individual:** Male, approximately 30-35 years old, unidentified at the time of the incident.
- **John Bradley:** Building Employee, inadvertently allowed tailgating by the individual.

## Actions Taken

- Tina Morris alerted the security team upon noticing the individual attempting to use an unauthorized access card.
- The security team immediately responded, locating and detaining the individual in the lobby.

- The local police were notified and arrived at the scene within 10 minutes to take the individual into custody for further questioning.
- Security footage was reviewed to track the individual's movements within the building and to identify any potential breaches.
- A full security audit was initiated to assess any vulnerabilities exposed by the incident.

### **Recommendations for Future Prevention**

1. **Enhanced Security Training:** Conduct regular training sessions for all staff on security awareness and tailgating prevention.
2. **Improved Access Control:** Upgrade access control systems to include biometric identifiers to prevent unauthorized access.
3. **Increased Surveillance:** Install additional cameras in key areas, especially near entry and exit points, to monitor and record all activity.
4. **Regular Security Audits:** Conduct comprehensive security audits regularly to identify and mitigate potential security threats.
5. **Community Awareness Programs:** Engage with employees through workshops and seminars to emphasize the importance of security protocols and personal responsibility in maintaining building security.

### **Attachments**

- **Security Camera Footage:** Documenting the incident and the movements of the suspicious individual.
- **Police Report:** Details from the police regarding their intervention and the custody of the individual.
- **Security Audit Report:** Initial findings from the security audit conducted post-incident.
- **Employee Statements:** Accounts from John Bradley and other witnesses present during the incident.

