VANTAGE
SECURITY GUARDS

PRINTABLE TEMPLATE

Incident report

Fill in before you leave the post. Record facts in the order they happened; leave opinions and guesses out.

Reporting officer _____ **Property** _____

Post or location _____ **Date** _____

Incident time _____ **Time reported** _____

What kind of incident (tick any that fit)

- ☐ Injury or medical
- ☐ Theft or missing property
- ☐ Damage or vandalism
- ☐ Trespass or unwanted person
- ☐ Alarm activation
- ☐ Fire, smoke, leak or other hazard
- ☐ Vehicle or parking
- ☐ Argument or disturbance
- ☐ Other (describe):

Everyone involved

	ROLE (STAFF, TENANT, VISITOR, VENDOR, UNKNOWN)	NAME	DESCRIPTION	CONTACT NOTED?
☐				
☐				
☐				

Witnesses

	NAME	HOW TO REACH THEM	WHERE THEY WERE	WHAT THEY REPORT SEEING
☐				
☐				

Account of events, in time order

	TIME	WHAT THE OFFICER SAW, HEARD OR WAS TOLD
☐		
☐		
☐		
☐		
☐		
☐		

Officer actions

	TIME	ACTION	RESULT
☐			
☐			
☐			

Calls and notifications

	CALLED	PERSON REACHED	TIME CALLED	ARRIVED OR REPLIED	REFERENCE NO.
☐	Supervisor				
☐	Client contact				
☐	Police				
☐	Fire or EMS				

Evidence

	TYPE	DETAILS (HOW MANY, WHICH CAMERA, TIME SPAN, WHERE KEPT)
☐	Photos	
☐	Video	
☐	Items	

Follow-up

- ☐ Repair or maintenance asked of:
- ☐ Footage to be pulled by:
- ☐ Report copies sent to:
- ☐ Still open, and who owns it:

Sign-off

		NAME	SIGNATURE	DATE AND TIME
☐	Reporting officer			
☐	Supervisor review			

Notes