HALO PRIVATE SECURITY

PRINTABLE TEMPLATE

# Security incident report

Complete during the same shift. Write what you saw and did, in time order; attach photos where safe.

**Site** _____ **Post** _____

**Date** _____ **Time of incident** _____

**Time reported** _____ **Officer** _____

## Incident type (tick all that apply)

- ☐ Theft
- ☐ Trespass
- ☐ Vandalism or property damage
- ☐ Injury or fall
- ☐ Medical call
- ☐ Alarm
- ☐ Disturbance or refusal to leave
- ☐ Fire, smoke or other hazard
- ☐ Other:

## People involved

| | NAME | ROLE (TENANT, EMPLOYEE, VISITOR, CONTRACTOR, UNKNOWN) | CONTACT TAKEN | DESCRIPTION IF UNNAMED |
|---|---|---|---|---|
| ☐ | | | | |
| ☐ | | | | |
| ☐ | | | | |

## Witnesses

| | NAME | HOW TO REACH | WHAT THEY SAY THEY SAW |
|---|---|---|---|
| ☐ | | | |
| ☐ | | | |

## Narrative, in time order

| | TIME | WHAT HAPPENED (FACTS ONLY) |
|---|---|---|
| ☐ | | |
| ☐ | | |
| ☐ | | |
| ☐ | | |
| ☐ | | |
| ☐ | | |

## Actions taken

| | TIME | ACTION BY THE OFFICER |
|---|---|---|
| ☐ | | |
| ☐ | | |
| ☐ | | |

## Notifications

| | WHO | NAME | TIME CALLED | ARRIVAL OR REPLY | REPORT OR REFERENCE NO. |
|---|---|---|---|---|---|
| ☐ | Police | | | | |
| ☐ | Fire / EMS | | | | |
| ☐ | Client contact | | | | |
| ☐ | Supervisor | | | | |

## Evidence

- ☐ Photos taken (how many, where stored):
- ☐ Camera footage to request (camera, time span):
- ☐ Items collected or left in place (what, where):

## Follow-up

- ☐ Repair or maintenance request sent to:
- ☐ Footage request or callback still open:
- ☐ Other open item:

## Signatures

| | ROLE | NAME | SIGNATURE | DATE |
|---|---|---|---|---|
| ☐ | Officer | | | |
| ☐ | Supervisor | | | |

## Notes