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# Incident Report for Security Guard

## 1. Incident Details

- **Date of Incident:** [Insert Date]
- **Time of Incident:** [Insert Time]
- **Location of Incident:** [Specify location, e.g., lobby, parking lot, etc.]
- **Type of Incident:** [e.g., Suspicious Activity, Trespassing, Theft, etc.]

## 2. Security Guard Information

- **Name:** [Full Name]
- **Badge/ID Number:** [Insert ID]
- **Contact Information:** [Phone Number/Email]

## 3. Incident Description

- **What Happened:** [Detailed account of the security concern]
- **Involved Individuals:** [Names and descriptions of those involved]
- **Immediate Actions Taken:** [Steps taken, such as confronting the individual, calling police, etc.]

## 4. Evidence Collected

- **Surveillance Footage:** [Mention if video evidence is available]
- **Physical Evidence:** [Any items collected]
- **Witness Statements:** [Details from witnesses]

## 5. Follow-Up Actions

- **Notified Authorities:** [Specify if police or management were informed]
- **Additional Measures:** [Recommendations for future prevention]

## 6. Signatures

- **Security Guard Name:** [Full Name]
- **Signature:** [Signature]
- **Supervisor Name:** [Full Name]
- **Signature:** [Signature]