## horizontal line**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]