

Incident(s) and Report Writing

Security requires constant documentation and record keeping of all incidents, no matter the magnitude or seriousness of the event. After dealing with or observing an incident, Officers are **REQUIRED** to document what happened in great detail. In the event of an incident, the report should be written in such detail that anyone who reads it can easily understand exactly what happened, where it happened, and the series of events associated. While gathering all the needed information to write the Incident Report, the officer will answer the following questions: **WHO?**, **WHAT?**, **WHEN?**, **WHY?** and **HOW?**. This information the Officer obtains will assist them in writing the required detailed reports. Let's briefly discuss those:

WHO: Get the names of the individuals involved if possible. Some individuals will refuse to provide their name as we are Security officers and not actual Police, Fire or Medical. If they do provide this information to EMS / Police, ask them politely and respectfully if you could have their information for your report. Most of the time they will give the information to you. If they still refuse to provide their name, provide a complete description of the individual and describe the individual in the report, including height, weight, hair color and length, facial hair, ethnicity, clothing, gender, etc.

WHEN: Describes the time and date the incident happened. Provide as specific of timing as possible. If you cannot recall the exact time of the event, provide an estimated account of how much time has passed between events you are describing.

WHY: Provide objective and deductive explanations as to why an event occurred. Is this an accident or an incident where someone was stealing? Was there a motivation for the actions or planned, or was it seemingly random without any identifiable motivation? Most thorough investigations can lead you to answer this question.

HOW: How did the incident happen? Was something left out of place, door unlocked, ice on the sidewalk? During the investigation, Officers will or should come to a conclusion on how this happened.

WHAT: This is the main body of your report. This will describe exactly what happened and what YOU as an Officer did at the incident and WHAT you learned through your investigation. Officers should write their report in first person (I). Writing a report in 3rd person may confuse the reader. Keep in mind that the subject of the report is not you as the officer, but the incident that occurred and all related facts. When writing the report, be as factual as possible, and avoid using emotional or subjective verbiage (stay away from words like "feel," "disappointed", etc.) Be sure to use simple words and descriptions so that anyone can read and understand the report. Officers must make sure the report is as accurate as possible, is correctly punctuated, and the spelling is correct. Before submitting the report have another officer or supervisor proofread the report.

Incident Report Template

Let talk about how to start the report

On (date) at (time) (**WHEN**) I (Officer & Name) was working at (Post), (address). (**This is the WHO** rather it is you or someone else reporting to you.) I (Observed, witness, was informed by), (**this is the WHAT part**) [In as much detail as you can gather write your STORY. Everyone loves to hear a story, so tell it with detail. Paint a picture for your audience to visualize what happened. During your main body of your report, you will also answer the **HOW** and **WHY**. So,

lets tell a story. **BE SURE NOT TO EXAGGERATE OR MAKE ANYTHING UP. ONLY REPORT CONCRETE FACTS.]**

On (today's date), at (actual time), I, Officer John Doe (If you have a title put the title in) was working the Office Post located at 3065 N. Rancho DR #102, Las Vegas Nevada. I observed A white male adult (WMA, if there is an abbreviation you may use it, only after you state what it is.) approached the front desk office. I greeted the WMA who was later identified as Jon Smith. Mr. Smith informed me while he was walking his dog in his neighborhood, he observed a black SUV with two individuals in the front. Mr. Smith stated he could not identify the nationality or gender of the individuals. Mr. Smith further stated he witness the black SUV make several trips up and down the street and slowing in front of 1234 residence located on Hoop St. Mr. Smith was able to obtain a partial license plate of California 1z67.

When I asked Mr. Smith the make the of SUV, he stated he could not recall. I asked Mr. Smith if he had noticed anything which would stand out on the SUV. Mr. Smith told me there was white sticker on the back window. I asked Mr. Smith if the windows were tinted and if they were how dark? Mr. Smith stated the windows were tinted very black and this is why the sticker stood out. Mr. Smith believes the stick was of a sports affiliation, perhaps baseball or football. Possible affiliation with New York.

I asked Mr. Smith if he was willing to write a statement regarding the suspicious activity. Mr. Smith completed his statement and departed the building [When collecting statement, be sure to collect contact information and a signature]. I then secured the office and proceeded to the last know location of the Black SUV.

I arrived in the area of Hoop Street at approximately (time). While patrolling through the neighborhood I observed a black in color Chevy Tahoe with California plates 1Z67890 parked in the driveway of 456 Hoop Street. I observed two WMA's in the garage area.

Upon further observation of the two WMA's, I noticed them boxing items in the garage. I then noticed one of the WMA's was carrying a handgun on his right hip. The WMA's were both dressed in blue jeans and black shirts. One WMA appeared to be between 5'10" – 6' and the other WMA was approximately 5'5" – 5'8". The shorter WMA was wearing a blue ball cap.

I contacted the local Police department who stated they would be sending Patrol Units. Approximately 5 minutes later, Patrol units 13, 38 and 70 arrived on scene. The Patrol units then took the two WMA's into custody. I spoke with the senior patrol officer, Officer Pike. Officer Pike informed me the owner of the residence received notification from the security system someone had entered their residence. Officer Pike stated when I called they were already in route to the residence and my updated information of a weapon present expedited the call.

Officer Pike informed me the WMA with the ball cap is John Trevor, and the tall WMA's name is Fred Rose.

The owner of the resident arrived and secured the property. Patrol units 13 and 38 departed the property with the two WMA's. I patrolled the neighborhood for any other suspicious activity then departed the area. End of Report.

Exercise #1. Using this photo, you will have 10 minutes to gather as much information as possible to write a report. Remember to look for the ANSWERS to WHO, WHAT, WHEN, WHERE and WHY.

Exercise #2. Using this photo, you will have 10 minutes to gather as much information as possible to write a report. Remember to look for the ANSWERS to WHO, WHAT, WHEN, WHERE and WHY.

As with any incident you as officers encounter, immediately notify your command. Let them be aware of the situation before you take action. Call out what you see so it can be recorded.