

Security incident report

In time order, in your own words. Separate what you saw from what you concluded.

Write what you observed, not what you inferred: 'pulling at the bottom edge of the shutter with both hands' survives being challenged; 'trying to force the shutter' does not. Secure the CCTV before it overwrites — it is the step most often missed and the one that cannot be fixed later. This report records identifiable people and may record allegations; keep it secure.

SITE	POST	REPORT REFERENCE
DATE OF INCIDENT	TIME BEGAN	TIME ENDED

REPORTING OFFICER

Name	
SIA licence number	
Position and employer	
Where you were when it started	
Who else was on duty	

WHAT HAPPENED – IN TIME ORDER

Your own words, in sequence. Times against each step. Observation, not conclusion.

PEOPLE INVOLVED

Record what is relevant to the incident and no more.

Person 1 — name if known — description — what they did

Person 2 — name if known — description — what they did

Person 3 — name if known — description — what they did

Vehicles involved — registration, make, colour

ACTION TAKEN

	DONE	N/A
Challenged or spoke to the person	☐	☐
Withdrew to a safe position	☐	☐
Called the police	☐	☐
Called control room	☐	☐
Called the client	☐	☐
Called the alarm receiving centre	☐	☐
Secured the area	☐	☐
First aid given	☐	☐
Ambulance called	☐	☐
Physical intervention occurred — separate record raised	☐	☐
Area photographed	☐	☐
Damage or property loss recorded	☐	☐
	☐	☐
	☐	☐
	☐	☐

WHO WAS CALLED, AND WHEN

Who — time called — time arrived — what they did

Who — time called — time arrived — what they did

Who — time called — time arrived — what they did

Police attended? Officer name or collar number

Crime reference number

EVIDENCE SECURED

Systems overwrite. This is the part that cannot be done later.

	DONE	N/A
CCTV footage identified — cameras and time period	☐	☐
Footage preserved from overwrite, by whom	☐	☐
Footage exported, and where it is held	☐	☐
Viewing and export recorded in the CCTV log	☐	☐
Photographs taken and filed	☐	☐
Physical evidence preserved and handed over	☐	☐
	☐	☐
	☐	☐

WITNESSES

Name — contact — what they saw — statement taken?

Name — contact — what they saw — statement taken?

Name — contact — what they saw — statement taken?

SIGN-OFF

Personal data. Hold securely, share only with those who need it, and keep only as long as the purpose requires.

OFFICER SIGNATURE

DATE AND TIME WRITTEN

SUPERVISOR REVIEWED BY

DATE

CLIENT INFORMED ON

REPORT HELD SECURELY AT