

Security Guard Incident Report

BLANK FORM

Record observations and reported information separately. Unknown details stay unknown; notification does not confirm resolution.

Site/property; report reference	
Guard/reporter; report written date/time	
Event date/time; location	
People involved/witnesses; source of information	
What was observed or reported	
Immediate action taken	
Notifications/escalation; time and recipient	
Follow-up/status; responsible person; next action	
Related records/attachments; reporter/reviewer acknowledgement	

checkpointguard.com | Follow approved site instructions. Keep detailed supporting records separately.

Security Guard Incident Report

FICTIONAL COMPLETED EXAMPLE

All people, places and events below are fictional. Record observations and reported information separately. Unknown details stay unknown; notification does not confirm resolution.

Site/property; report reference	Harbor Point Offices - Fictional Example; EX-001
Guard/reporter; report written date/time	Example Guard A; 14 January 2026, 22:45 site local time
Event date/time; location	14 January 2026, 22:25; service-door entrance
People involved/witnesses; source of information	No other person present during the check. Observation by Example Guard A.
What was observed or reported	At 22:25 I checked the service door on the assigned route. The door did not latch when closed. I do not know when the defect began.
Immediate action taken	I notified the supervisor at 22:30 and followed the approved site instruction for this door. I did not attempt a repair.
Notifications/escalation; time and recipient	Example Supervisor B acknowledged the message at 22:32. No repair completion was confirmed.
Follow-up/status; responsible person; next action	Open. Example Supervisor B to obtain a maintenance update. Incoming guard to receive the unresolved issue at handover.
Related records/attachments; reporter/reviewer acknowledgement	Patrol checklist reference EX-P01. No attachments. Reporter: Example Guard A. Reviewer: pending.