

Security Guard Incident Report Template

A practical blank form, field guidance and a completed fictional example for physical-security incidents

How to use this report

Complete the report as soon as conditions are safe. Record what the guard directly observed, what another person reported, the action taken, who was notified and what still needs follow-up. A supervisor should review incomplete or high-severity reports before final closure.

Section	What to record	Avoid
Time and place	Occurrence time, report time, site and exact location	Approximate phrases when an exact time or location is known
People and property	Names or identifiers needed for response and follow-up	Unnecessary personal data or unsupported assumptions
Sequence of events	What was observed first, what changed and what happened next	Conclusions about motive, fault or liability
Immediate action	Steps taken to protect people, secure the area and notify others	Statements that imply a task is complete when follow-up remains
Evidence	Photos, video references, witness details, access logs or item identifiers	Editing or discarding original evidence
Follow-up	Named owner, required action, due date and supervisor decision	Generic notes such as monitor or handle later

Before submission

- Confirm the incident number, occurrence time and exact location are present.
- Separate direct observations from information received from witnesses or callers.
- Attach or reference available evidence and record who received each notification.
- State any unresolved risk and the next responsible owner.
- Ask a supervisor to return the report if essential evidence or chronology is unclear.

Blank Security Guard Incident Report

Incident number _____

Occurred date and time	Reported date and time

Client or site	Exact location

Reported by	Initial severity
	Low Medium High Critical

Incident type

☐ Access violation ☐ Alarm event ☐ Property event ☐ Aggressive behavior ☐ Safety concern ☐ Other

What happened

Describe the sequence in chronological order. State what the guard observed directly and identify information received from others.

People property and exact location

Immediate actions and notifications

Evidence attached or referenced	Witness or caller details

Follow-up required	Responsible owner and due date

Supervisor review

☐ Accept for follow-up ☐ Return for correction ☐ Escalate ☐ Close after verified completion

Reviewer comments

Reviewer name and date

Completed Fictional Example

This example shows the level of detail a reviewer can act on. Names, organizations and events are fictional.

Incident number	SG-2026-0142
Occurred	21 September 2026 at 11:18
Reported	21 September 2026 at 11:27
Site and location	Harbor Point Tower, level 12 east plant-room door
Reported by	Amina Reed, security officer
Type and severity	Alarm event, medium
What happened	At 11:18, the forced-door alarm activated for the level 12 east plant room. I reached the door at 11:24. The door was closed and no person was present in the corridor or plant room. The latch engaged when I tested it, but the alarm remained active.
People or property	Level 12 east plant-room door, latch and alarm sensor. No injury or visible property damage.
Immediate action	I secured the door, checked the adjacent corridor and stair access, and asked lobby control to restrict contractor access to level 12 until facilities inspected the sensor.
Notifications	Duty supervisor notified at 11:25. Facilities desk contacted at 11:26; ticket F-8821 opened.
Evidence	Photos of the closed door, latch and alarm panel; dispatch reference DSP-0001.
Follow-up	Facilities to test the sensor and door closer by 15:00. Duty supervisor to confirm the result and update site instructions if the fault recurs.
Supervisor decision	Accepted for follow-up. Keep open until facilities records the test result.

Digital follow-up in Jodoo

The downloadable form can support an offline or printable process. The Jodoo example app adds mobile evidence capture, a review-and-return workflow, incident status, assigned follow-up, dashboards and links to dispatch and shift handover.