

Security Incident Report Template

Confidential — For Law Enforcement Use Only

This report form is used to document criminal, suspicious, or noteworthy events encountered during patrol, response, or investigation. Include all relevant details related to the incident, individuals involved, evidence collected, and actions taken. Ensure all information is as accurate, objective, and complete as possible.

Case number:

Date & time of report:

Reporting officer name:

Badge number:

Location of Incident

Street address / Intersection:

City / Jurisdiction:

Type of location (e.g., business, residence, public space):

Persons Involved

Victim(s)

Full name(s):

DOB / Age:

Address:

Contact information:

Suspect(s)

Full name(s):

DOB / Age:

Known or unknown:

☐ Yes

☐ No

Description (height, weight, clothing, etc.):

Witness(es)

Full name(s):

Contact information:

Statement taken?

☐ Yes

☐ No

Description of Events

Provide a clear, factual account of what occurred. Include timeline, behavior of involved parties, and officer observations:

Evidence collected:

☐ Photographs ☐ Video footage ☐ Body camera footage ☐ Statements / Written reports

☐ Physical evidence (describe) _____

Storage location or chain of custody # _____

Actions taken:

☐ Arrest made (Note suspect name) _____

☐ Citation issued (Note citation #) _____

☐ Report filed only ☐ Victim referred to support services

☐ Scene secured ☐ Warrant requested

Other actions: _____

Follow-Up / Notes

Additional comments, supervisor notes, or investigative directions:

Submitted by Officer _____

Signature

Date

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