Security Incident Report

Report number	
Date of incident	
Time of incident	
Location	
Incident type	
Reporting officer	
Badge / ID	
Client / site	
Police called? (case #)	
Injuries?	

Persons involved (name, role, contact)

Narrative (who, what, when, where, how)

Actions taken

Evidence (photos, video, statements)

Follow-up required

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Officer: _____ Supervisor: _____

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Security Incident Report — Filled-in example

Report number	IR-2026-0187
Date of incident	10/14/2026
Time of incident	22:40
Location	Harbor Logistics, Gate 5
Incident type	Security breach — unsecured gate
Reporting officer	J. Rivera
Badge / ID	MR-1042
Client / site	Harbor Logistics LLC
Police called? (case #)	No
Injuries?	None

Persons involved (name, role, contact)

None identified. No persons observed near Gate 5.

Narrative (who, what, when, where, how)

During exterior patrol at 22:40, I found the Gate 5 padlock unlatched and the gate closed but not secured. No signs of forced entry. I checked the surrounding yard and saw no persons or vehicles.

Actions taken

Re-latched padlock. Photographed lock and gate. Notified supervisor S. Patel by phone at 22:44. Rechecked gate at 23:30 and 01:10: secure.

Evidence (photos, video, statements)

3 photos of the gate and lock (attached).

Follow-up required

Facilities to inspect the lock. Review the camera footage from 18:00 to 22:40.

Officer: J. Rivera Supervisor: S. Patel

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