Security Incident Report

Report no. IR-2026-0087

For security officers on site

EXAMPLE · COMPANY, SITE AND PEOPLE ARE FICTIONAL

CLIENT / SITE	Harbor Point Distribution Center, 400 Example Way		
EXACT LOCATION	Fence line behind Building C, about 20 yards east of loading dock 4		
INCIDENT DATE	Sat 14 Nov 2026	INCIDENT TIME	03:12
REPORT WRITTEN	14 Nov 2026, 04:05	SEVERITY	☐ Low ☐ Medium ☑ High

TYPE OF INCIDENT

☑ Trespass	☐ Theft	☑ Vandalism	☐ Break-in
☐ Suspicious person	☐ Suspicious vehicle	☐ Fire or alarm	☐ Medical
☐ Injury	☑ Property damage	☐ Safety hazard	☐ Other

PEOPLE INVOLVED

NAME OR DESCRIPTION	ROLE	CONTACT
Unknown male, about 25 to 35, about 5'10", gray hooded top, dark pants, white sneakers	Suspect	Unknown
Unknown male, about 20 to 30, black jacket, red backpack	Suspect	Unknown

WITNESSES

NAME	CONTACT	STATEMENT TAKEN?
None. Officer was the only person on site.		

WHAT HAPPENED (FACTS, IN TIME ORDER, 24-HOUR CLOCK)

03:12 During the 03:00 round I heard metal noise behind Building C. From the corner of dock 4 I saw two men at the fence line, about 20 yards east. One was cutting the chain-link fence with bolt cutters. The other held a flashlight.

03:13 I called 911 from the corner of dock 4, stayed out of sight and kept watching. I did not approach.

03:15 I switched on the dock 4 floodlights. Both men ran north along the fence toward Pier Road and out of sight. They left the bolt cutters on the ground.

03:24 Police arrived (Officer K. Brandt, unit 214). I showed them the fence and the bolt cutters. They searched Pier Road and did not find the men.

ACTION TAKEN

Called 911, turned on floodlights, kept watch from a safe position. Did not touch the bolt cutters; police took them at 03:40. Stood by the cut fence until 05:00, then checked all doors of Building C: all locked, no entry. Put a traffic cone and tape at the gap.

WHO WAS NOTIFIED

WHO	NAME	TIME	REFERENCE / REPORT NO.
Police	Officer K. Brandt, unit 214	03:13	Case 26-118402
Fire / EMS	Not needed		
Supervisor	D. Chen	03:20	By phone
Client contact	S. Patel, facilities manager	06:30	By email with photos

EVIDENCE

☑ Photos (number: 4) ☑ CCTV requested ☑ Items kept (by police) ☐ Written statements

Photos: cut fence (2), bolt cutters on the ground, fence gap from inside. CCTV from camera 7 (dock 4, facing east) requested from the client for 03:00 to 03:30.

DAMAGE OR LOSS

Cut in chain-link fence, about 3 feet high by 2 feet wide. Nothing taken from the site that could be seen. Fence repair needed.

SIGN-OFF

OFFICER NAME / ID	J. Rivera, G-114	SIGNATURE	J. Rivera
SUPERVISOR REVIEW	D. Chen	DATE	14 Nov 2026

Example security incident report from patrolsheet.com. Blank template: patrolsheet.com/security-incident-report-template.pdf