

GT Security Incident Report Guided Information - Effective 8/21/25

5-W's: Remember the "who, what, when, where, why, and how" when gathering information.

Report all incidents to the necessary departments promptly after the incident occurs. Handle sensitive information with appropriate confidentiality, especially regarding personal identification information and/or contact information. Maintain a professional tone and avoid escalating interactions. Use verbal judo techniques to DE-ESCALATE.

A GT Security Incident Report should clearly and accurately document incidents, observations, and actions taken by security personnel. It should include basic information like the date, time, and location of the incident, a detailed narrative of events, statements, who were contacted, evidence information, and actions taken. The report should be timely, objective, and precise, avoiding emotional personal language and unknown abbreviations. Always review your report for accuracy, clarity, and completeness before submitting it. Upload images to support your incident report. Submit a GT Security Incident Report shortly after it is safe to do so. PLEASE DO NOT COMPLETE/SUBMIT AN INCIDENT REPORT UNTILL THE INCIDENT IS FULLY HANDLED AND THERE IS NOTHING FURTHER TO REPORT.

1. Basic Information

- **Date of Incident:**
 - Document the date and time of the incident.
- **Selected Site Name:**
 - Select the site name. If the site name is not available, type in the name under Enter Site.
- **Number of Employees:**
 - Enter how many GT security employees are involved.
- **Employee Name:**
 - Document the names of GT security employees that are involved.
- **Incident Type:**
 - Briefly categorize the nature of the incident. Examples: theft, noise complaint, disorder conduct, accident, etc. If the type is not available, type in the appropriate violation or activity. **Do not write what happened in this section.**
- **Specific Area:**
 - Include buildings, floor, room number, or specific area
- **Reporting Party:**
 - The person's name and contact who reported the incident to GT Security personnel. For example, Public Safety Dispatch, (Phone number) or Jane Doe, (phone number). **This is NOT the section for GT Security information.**
- **Subject Information:**
 - When it can be obtained during the investigation, include their full names, phone, contact information, description of the person (age, race, gender) and their clothing and or vehicle involved in the appropriate sections on the GT Security Incident Report.
- **Victim Information:**
 - Include their full names, contact information, description of the person and their clothing and or vehicle involved in the appropriate sections on the GT Security Incident Report. If GT Security Personnel are the victim, list GT Security's name but do not list your personal contact information. If they need to get in contact with the security, they will need to contact GT Private Detective Agency.

2. Detailed Narrative

- Chronological account:
 - Detail the day, date, approximate time. Describe the events as it unfolded, using specific, professional language. For example, "On Friday, October 28, 2025, at approximately 11:05 PM," (Here start detailing how you came up on the incident and include the following information below.)
 - Detail the actions of security personnel, including interventions, notifications, and assistance provided. Detail time and notifications to law enforcement, supervisors, or other relevant parties. If medical attention was needed, note any relevant details.
 - Document the responses of individuals of those involved in the incident.
 - For statements, state the full name of the person and briefly summarize what was stated to you directly. For witness statements, state their full name, contact information and detail their observations or accounts fully. **When indicating what a person said, state their name each time and use the term stated after their name.**
 - Document evidence collected (e.g., photos, videos, physical items) and any unusual observations. Include clear, relevant images and footage. Images should be taken up close and a larger view.
 - Outline any actions taken after the initial incident, such as times of notifications to authorities (detail department), times of notifications to emergency response (detail department). If an arrest was made or violation citation given, include details. If medical treatment was given, include details.
 - To close the narrative, when there is no further information to add, state that. For example, "There is nothing further to report."
 - Upload images to support the incident report.
 - Before submitting make sure that the NARRATIVE SECTION is **neutral, unbiased, and impersonal. The information focuses on verifiable facts and concrete statements. The information does NOT have personal security opinions or emotional language. The information is clear with concise language that is easy to understand. Ensure all information is accurate and factual. The information is relevant information to provide a comprehensive picture of the incident for those that are reading the incident report. Review the GT Security Incident Report for accuracy, clarity, and completeness before submitting it.**