SELF-STUDY COURSE · MODULE 1

Report Writing for Security Officers

How to write clear, factual incident reports that hold up with your supervisor, your client and the police.



WHY IT MATTERS

Your report is the official record

- Supervisors and clients make decisions from it
- Police and insurers may rely on it
- It can be used as evidence in court
- A weak report can make a good officer look careless

THE BASICS

Every report answers 5 W's and 1 H

Who	What	When	Where	Why / How
was involved	happened	date and time	exact location	if known

- Missing one of these is the most common reason a report is sent back.

FACTS, NOT OPINIONS

Write what you saw, not what you think

OPINION

"The man looked drunk and was being aggressive."

FACT

"The man was unsteady on his feet, his speech was slurred, and he shouted at the cashier twice."

STRUCTURE

Write it in this order

1

Header

Date, time, location, your name and badge

2

Summary

One sentence: what happened

3

Narrative

Events in time order

4

Actions

What you did and who you called

5

Close

Outcome, witnesses, signature

LANGUAGE

Plain, precise, past tense

- Use the first person: "I observed..."
- Write times as 24-hour: 21:45, not "around 10"
- Quote exact words in quotation marks
- No slang, codes or abbreviations your reader may not know

NOTES IN THE FIELD

Take notes as it happens

- Write times and names immediately
- Note descriptions: height, clothing, vehicle, plate
- Record witnesses and their contact details
- Turn notes into the full report before the end of your shift

COMMON MISTAKES

Five ways reports go wrong

- Guessing instead of stating facts
- Leaving out the time or exact location
- Mixing up the order of events
- Changing a report after it is submitted
- Writing it days later from memory

BEFORE YOU SUBMIT

Final checklist

- All 5 W's and 1 H are answered
- Events are in time order
- Only facts, with exact quotes where needed
- Spelling of names and plates is checked
- Signed, dated and handed in on time

MODULE COMPLETE

Next: the user's manual, the video, then the exam

Download the manual from the lesson page, watch the short video, then take the final exam. Pass mark 80%.

