SUSPICIOUS PERSONNEL OR INCIDENT REPORT

The following report should be completed as soon as possible in the event of a Security Officer requiring to note information of a suspicious nature.

Situation. What did you see ? Where were you ?

Activity. What were they doing?

Location. Where are they ? Can you still observe them ?

Unit. How Many ? What are they wearing ?

Time. Date.

Equipment. What did you use to observe ?

Any other relevant information you feel may be of assistance.