



ValGuard Security Inc.

Special Incident Report

www.valguard.ca info@valguard.ca

TF 1(855) 293-0888

Fax 1(866) 620-8185

Site Rep: _____ Page ___ of ___

Instructions: List all the relevant facts in detail. Do not include opinions or assumptions. The report must answer the following key questions: What, Where, When, Who, Why, How.

PLEASE PRINT

Type of Occurrence	Time	Date	Site
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Account Name and Address	Specific Location of Occurrence / Event
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Suspect <input type="radio"/> Reporter <input type="radio"/> Victim <input type="radio"/> Other <input type="radio"/>	Name: Address: Phone No.	Reason/s for Report: Evidence found <input type="radio"/> Reported to Security <input type="radio"/> Telephone <input type="radio"/> Alarm <input type="radio"/> Other <input type="radio"/>
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Security Guard's Name & Badge #	Reviewed/Approved By:	Confidential To:
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Reported Details (Please PRINT clearly with Black ink, cross out unused space and sign):
