

NARRATIVE

This is the main body of the report that must contain all of the pertinent information for the incident, including:

- what happened;
- where it happened;
- when it happened;
- who was involved;
- why it happened;
- how it happened;
- the steps you took to resolve the incident; and
- who you reported the incident to.

The incident narrative is to be written with a beginning, middle, and end in paragraph form. The beginning details how you became involved in the incident. It must start with the following format which ensures the "when", "where", and a little bit of "what" is covered.

Sample:

"On Monday, January 1, 2016, the writer, Jackie Chan was working for the – COMPANY NAME- Security as a Mobile Security Guard from 0700 to 1500 hours.

At 1000 hours, the writer was dispatched by Control Centre Operator (CCO) Jennifer Hudson to attend XYZ location for an intrusion alarm (North West Hallway) was activated at 0959 hours." The middle area must contain the main details of the incident (what happened once you got there or became involved). It should also contain how and why it happened, and who was involved with a description of any suspects.

"At 1021 hours, the writer arrived on-site and observed a Subject removing a computer through a broken window on the North West (N/W) side of the facility. The individual is described as a white male, 6 ft. tall, wearing a Santa suit.

The writer relayed this information to CCO Hudson and requested Toronto Police Service (TPS) assistance. The writer then maintained a visual of the subject and observed him remove 3 more computers and begin loading them into his blue 4 doors Pontiac Sunfire (ONT marker 1234-YYZ). At 1030 hours, TPS Officers #9876 and #5432 arrived on site and were briefed by the writer. The TPS Officers then approached the subject and placed him under arrest for Breaking to Commit Indictable Offence. The Subject was later identified as Jack White, date of birth December 31, 1982. TPS Officer #5432 then conducted a patrol of the facility in search of more Suspects to which none were found.

The writer observed that the broken window leads to a general office area with approximately 10 cubicles. The writer noted that the computers appeared to be removed from the 4 cubicles in the first row from the windows. Inside the office area, the writer observed a brick that appeared

to have been used to break the glass window. The writer also noticed a pile of bricks on the exterior of the building where it appeared that repairs were being made. The writer conducted an interior patrol of the facility finding all other rooms/areas in order.

The writer then took photographs of the broken window, brick, removed computers, and Subject's vehicle. At 1045 hours, the writer updated CCO Hudson and requested a maintenance employee come and secure the building.

At 1130 hours, TPS tow truck # 1234 arrived on-site and collected the Subject's vehicle. TPS Officers #9876 and #5432 concluded their investigation and departed the site at 1135 hours.

At 1145 hours, maintenance staff Ken Clark arrived on site and began repairs on the broken window. Ken completed the repairs at 1215 hours and departed the site. The writer noted there were several motion detectors throughout the building. The writer also noted the presence of Closed Circuit Television (CCTV) and requested CCO Hudson commence a video download."

The ending should contain your final actions before the incident concluded. This is typically a sentence or two.

"At 1220 hours, the writer updated CCO Hudson and departed site after re-arming the building's security system. END OF REPORT."