

Module 4

Introduction

Security guards are obligated to generate written reports detailing incidents, their duties, and comprehensive task descriptions. Proficiency in composing objective and standardized reports is crucial.

Note-taking : A notebook is arguably a security guard's most important tool – it is used on a daily basis to provide an account of the events that unfolded on that day. A notebook should be kept as neat as possible, be organized chronologically, and should not be tampered with (for example, no pages should be torn out, as it may give the impression that the security guard was trying to remove information).