

STATEMENTS

A security guard may on occasion be required to take a statement to secure the information provided by a witness. The key purpose of taking a statement is to ensure an accurate record of the recollection of an event or occurrence by the witness. A statement should be taken freely with no threat or promise made to the witness.

Statement protocols vary from company to company. General good practice is for statements to include the following:

- Full name of the witness, date of birth, identification.
- Employment of the witness and contact information.