

## Reports as Evidence

- Security guards may receive a subpoena and be called upon to testify in court in relation to a situation they dealt with. They may be asked to recall specific details about the situation, so it is imperative for the security guard to keep thorough and accurate notes. When on the witness stand, the security guard may be permitted to refer to his or her notes. However, the notes should serve as a memory aid only: if the notes are clear, they will help the security guard recall details about a situation, but the security guard should not have to read directly from the notes. As such, prior to appearing in court, the guard should carefully review all notes and try to remember as many details about the situation as possible