BEAUREGARD PARISH LIBRARY
SECURITY INCIDENT REPORT

Instructions:
1. Give verbal notification to Security at the earliest possible point of the incident. Call Ext 16 or 337-375-1944 to give notification. If no answer notify the Command Center at Ext 10.
2. ASAP this form should be filled out and everyone who has any knowledge of it should complete the form with as much detail as possible. Write N/A in areas which do not apply.
3. Give the original to Security and a copy to the Director.
4. This form is considered CONFIDENTIAL. News releases regarding security issues must come through the Director to insure that we do not violate privacy or compromise the security/safety of library resources.

Date: __________________________  Time: __________________________

Describe incident:
___________________________________________________________________________________
___________________________________________________________________________________
___________________________________________________________________________________
___________________________________________________________________________________
___________________________________________________________________________________

Name of offender (if known): ____________________________________________
Description:_________________________________________________________________________
__________________________________________________________________________________

Name of any affected patron(s):
___________________________________________________________________________________
___________________________________________________________________________________

Action taken by staff:
___________________________________________________________________________________
___________________________________________________________________________________
_________________________________________________________________________________

Name of witnesses:
___________________________________________________________________________________
___________________________________________________________________________________

Were the police called? ________ Fire dept__________ Other(specify)_____________________
If so please give any names, badge #’s, etc. of officials that were present________________________

What Action did they take?
___________________________________________________________________________________
___________________________________________________________________________________
_________________________________________________________________________________

Comments & Additional Information:
___________________________________________________________________________________
___________________________________________________________________________________
_________________________________________________________________________________

Signed: _____________________________ Date: ___________________________