

## **SEMD-SD-ADM-102-Report Writing**

### **1. Purpose**

The purpose of this procedure is to provide guidance and instructions for writing Security reports.

### **2. Scope**

This procedure applies to all Security Department personnel who, within their assigned duties, are required to complete Security reports. The departmental Case Report Completion objective is 80% completed within 7 days or less. Reports classified as 101 Personnel Incident, Laboratory/User, 102 Personnel Incident, Non-Laboratory Personnel, 201 Loss or Theft of Government Property (>\$10K), 301 Vehicle Accident with Injuries, 504 Policy Incident and any incident other than a 302 Vehicle Accident Without Injuries, which requires a law enforcement response will be completed before end of shift or passed-on to the next shift for completion.

### **3. Applicability**

This policy applies to all uniformed members of the Fermilab Security Department, full-time and part-time employed by Fermi Research Alliance (FRA) for Security Services.

### **4. Effective Date and Date Reviewed/Updated**

This policy went into effect on July 22, 1996 and its update was effective on February 1, 2024.

### **5. Policy**

Writing reports is an essential task that is part of the basic routine of a Security Officer. How well a report is written reflects how well the Security Officer is doing his/her job. A report is defined as a formal written presentation of facts about an event that has occurred. Some common problems found in reports are report(s) lacking details or attachments, the inclusion of personal opinions, judgments and unidentified people, events out of sequence, locations not properly identified, misspelling and incompleteness.

## Seven Essentials of Report Writing:

### 1. Who

Describe all individuals involved.

Spell all names correctly and do not abbreviate.

Record ID numbers, if applicable

If the persons are not Fermilab badged affiliates, get address and phones numbers.

Identify the roles of each person as a reporter, driver, subject, witness, or victim.

### 2. What

Describe exactly what happened as observed by or described to the Officer.

Describe in detail exactly how the incident occurred and what was observed at the scene.

Describe the severity of any injuries.

Describe any materials that may have contributed to the incident.

Document exactly what the victim says happened, what the witnesses say happened, and what was observed at the scene in relation to these statements.

### 3. When

Describe exactly when the incident occurred by writing, for example, "Tuesday evening, 4/28/22, at 1730 hours...."

If the exact time is not known, indicate the probable time frame by writing; "On Thursday evening 4/28/22, between 1730 and 2130 hours...."

Indicate how the probable time frame was determined.

### 4. Where

Describe exactly where the incident was located, be specific.

Indicate where property was located and if it was secured.

Indicate where all persons were located.

### 5. How

Explain the facts as you observed them or as witnesses related them.

Explain the events in chronological order. Be detailed.

Report the facts. Never guess, judge, or interpret.

### 6. Why

Try to explain or determine why the incident happened.

Describe from first-hand knowledge, not hear-say.

### 7. Action Taken

Indicate what action, if any, was taken as a result of the incident.

Describe what the Officer did, what others did, and what the Officer instructed others to do.  
Vehicle Accidents: The Security Officer shall assess the accident scene and ensure that they always ask the coherent person(s) involved if they require any medical assistance.  
Ensure that the scene is safe.

### Five Basic Report Requirements

#### 1. Completeness

Cover all details, including the seven essentials above.

Indicate what is NOT known, to enable persons reading the report to know that the Officer was unable to obtain the information, rather than thinking it was simply overlooked.

#### 2. Conciseness

Be brief but never sacrifice completeness for brevity.

Avoid repetition.

#### 3. Clarity

Say what needs to be said.

Stick to the facts.

Use simple words.

Avoid jargon and technical terms.

Use proper grammar and sentence structure.

Spell correctly.

Use direct quotes if they help tell the story.

#### 4. Correctness

Report exactly what happened.

Provide all details to help the reader understand what occurred.

Do not use derogatory terms or inferences, except for direct quotations.

Support all details with facts.

#### 5. Courteousness

Report honestly, accurately, and completely.

Report objectively.

### Report Styles

The Officer should use pronouns effectively, making sure the reader will understand which,

"he, she, they, or it" you are referring to. The Officer should identify participants, using names every time if it makes things clearer. If the Officer has trouble writing, he/she should first make an outline and write the report from the outline, rewriting it until it is acceptable to the Duty Security Supervisor. All reports shall be proofread to check for inconsistencies, sentence structure, grammar, punctuation, etc.

#### Field Notes

The Officer should use field notebooks in the field to take notes about an incident.

The Officer should take field notes as the incident is occurring.

Because criminal or civil action may result from an incident, the Officer should take accurate and complete field notes, diagram scenes and write quotes to help later in writing the report.

If people involved change their story, use field notes taken at the time in front of witnesses, to establish what happened at the scene.

#### Specific Reports

##### 1. Property & Incident Reports

The Security Officer assigned to the Case Report shall proceed to the scene and gather all necessary information to prepare a report as described in Section 5 above.

The Security Officer shall state whether the property was secured or not and contact the Property Office to determine the acquisition cost and current estimated value of the missing item.

The Security Officer shall enter the report information into the Apex database. It is not necessary to repeat all of the descriptive data from the "Property Item" field. The Shift Lieutenant and the Security Supervisor will provide case report preparation guidance.

The Security Officer shall obtain an actionable recommendation to preclude the recurrence of a loss/theft from the complainant.

The Shift Lieutenant shall proofread, correct, and approve all reports prepared on their shift. The Security Supervisor on duty shall review and approve all open reports currently in the database generated during their tour of duty.

Revert incomplete reports to the Shift Lieutenant for follow-up and correction.

Forward original notes and photographs to the Security Operations Center Supervisor who shall attach the information to the Incident Report.

## 2. Vehicle Accident reports

The Security Officer assigned to the incident shall proceed to the scene and gather all necessary information to prepare a report as outlined in Section 5 above.

Assess occupants for injuries and request medical assistance if needed. Accidents with major damage (air bags deployed, fluids leaking, undriveable), requires FD response.

Upon determining the jurisdiction of local law enforcement based on the location of the vehicle accident, the appropriate County Sheriff's Department will be requested for motor vehicle accidents that involve:

1. Personal Injury
2. A request for a police report from a person involved in the accident.
3. Fermi property damage or major vehicle damage (air bags deployed, fluids leaking, undriveable, Fermilab building or structure),
4. Fermilab Security Vehicle (contractor or government owned), versus a privately owned vehicle.
5. Prohibited articles: weapons, explosives, other dangerous instruments, or material likely to produce substantial injury or damage to persons or property under Title 10 CFR 860.4.

The name, badge number and report number of the investigating Deputy Sheriff's Officer shall be obtained and made part of the Fermilab accident report.

In all cases where the proximate cause of the vehicle accident can be determined, a Fermilab Citation shall be issued setting forth the violation from the Illinois Vehicle Code which led to the accident regardless of whether the person(s) involved are Laboratory employees or non-laboratory persons.

The Duty Captain/On-Call Security official, Deputy Physical Security Manager and Physical Security Manager will be notified immediately of any vehicle accident on site that involves a death or ambulance transport and/or involves any person from the Directorate or a visiting dignitary, foreign or domestic.

The Security Lieutenant shall take photographs of the accident scene and subsequent vehicle and/or property damage. The photos shall include an overview of the scene.

The Security Officer shall then enter the report information into the Security Department Apex database.

The Shift Lieutenant shall proofread, correct, and approve all vehicle accident reports prepared on their shift.

The Security Supervisor shall review and approve all Vehicle Accident reports generated during their tour of duty.

The officer preparing the report and reviewing supervisors shall ensure that the report narrative identifies the operator who caused the accident as Driver 1. Vehicle operators shall also be identified as Driver 1 and Driver 2 in the “Involved Persons” field of the APEX database. It is critical that this information be entered correctly to facilitate accurate trend reporting to Laboratory management.

Incomplete reports shall be reverted to the Shift Lieutenant and reporting Security Officer for correction.

Upload photographs to the Case Report Photo file that can be found in the Lieutenant Folder.

### 3. Incident Follow-Up/Close-Out Procedure

Follow-Up Investigations shall be done on Loss/Theft, Recovery or Vehicle Accident Report when the following criteria exist.

Pertinent information is missing from the original Incident Report.

The Incident report indicates the existence of substantive leads, and/or

The Incident Report indicates the existence of solvability factors such as:

- a. A suspect or perpetrator could be named, identified, or located.
- b. The vehicle plate number used in the crime is known and/or vehicle can be identified.
- c. There is traceable property missing.

- d. There are reasons to believe that further investigative efforts would lead to solving the crime.

Continue Follow-Up Investigations of the work begun during the preliminary investigation. Pursue supplementary leads not available at the time of the initial reporting. Gather additional facts, collect evidence, and attempt to link the case with others, which are similar.

Follow-Up Investigations shall be closed out when any of the following criteria are met:

1. The case has been turned over to the County Sheriff's Office for investigation/prosecution.
2. No substantial additional information or leads have been established in the last six (6) months.
3. Missing property is recovered.

If the Incident Report provided no leads, none of the solvability factors are found, or the report is complete and no further investigation is needed, the Case Report shall be administratively closed.

The Security Supervisor shall perform the following actions:

1. Review each Case Report and determine which need Follow-Up Investigation using the Follow-Up/Close-Out instructions in Section 3 above.
2. Coordinate follow-up reporting.
3. Monitor the progress on follow-up reports.
4. Enter follow-up information into the security Case Report File.

Security Lieutenants shall perform the following:

1. Prepare Follow-Up Reports when assigned by a Security Supervisor, Deputy Physical Security Manager, or the Physical Security Manager.
2. Submit Follow-Up Reports within seven (7) working days of assignment.
3. Enter follow-up information into the security Case Report File.

## 6. Definitions

Fermilab is the physical site and property that is the Fermi National Accelerator Laboratory.

Shall indicates a required action.

Should indicates a recommended action.

May indicates an optional action.

## 7. Responsibilities

The Security Operations Center Emergency Operator/Dispatcher is responsible for gathering all appropriate information needed to dispatch a Security Officer to an incident scene.

The Security Officer (SO) is responsible for writing all assigned incident, property, or vehicle accident reports. The SO must gather the initial information and any necessary facts before forwarding the written report to the Shift Lieutenant.

The Shift Lieutenant is responsible for ensuring that all assigned reports are completed in a timely manner; and approving and forwarding the report to the Security Supervisor level.

The Security Supervisor is responsible for reviewing, approving, processing completed reports, adding essential attachments, and forwarding all reports through the Security Database to Laboratory Management.

The Physical Security Manager is responsible for ensuring that all Security Department personnel understand and follow this procedure.

## 8. Authorities

Fermilab Site Security Plan

DOE O 473.2A Protective Force Operations

## 9. Owner

The Physical Security Manager is the owner of this policy.

## 10. Review Cycle

This policy shall be reviewed annually or more frequently, as needed.



## **11. Communication Plan**

The requirements of this policy shall be communicated by the Physical Security Manager to all Security Department personnel, and periodic training shall be provided. This policy shall be available in the Fermilab Security Department policy database.