

**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:

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Name of offender (if known): \_\_\_\_\_

Description: \_\_\_\_\_

Name of any affected patron(s):

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Action taken by staff:

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Name of witnesses:

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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?

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Comments & Additional Information:

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Signed: \_\_\_\_\_ Date: \_\_\_\_\_