

**NORTHERN PLAINS AREA**  
**Policy Memorandum**

<b>DATE:</b>	July 11, 2005
<b>SUBJECT:</b>	Reporting Security Incidents at NPA Facilities
<b>NUMBER:</b>	PM-05-005
<b>EFFECTIVE DATE:</b>	Immediately Until Replaced or Superseded

**1. Purpose**

Because of increasing emphasis on security issues, it has become evident that a standardized method of reporting security incidents at all NPA facilities is needed.

**2. Type of Incidents to be Reported**

All incidents that occur on Government-controlled property shall be reported. This includes incidents involving employee-owned property. Examples of incidents that should be reported are:

- Theft.
- Threats to employees or facilities.
- Trespassing or unauthorized entry.
- Vandalism.
- Work place violence, or inappropriate behavior approaching violence.
- Any incident indicating a lack of security or a need to improve present security measures.

**3. Reporting Procedures**

- a. Immediately inform the Deputy Area Director and Area Director of the incident (by phone or e-mail).
- b. The incident shall be investigated by the Official in Charge at the Location.
- c. The incident shall be reported to local law enforcement officers and, if available in your area, the Federal Protective Service. Obtain a copy of a report from any contacted entities.
- d. Complete the attached Security Incident Investigation Worksheet.
- e. Retain at least one copy of all documentation in the Location files.
- f. Forward one copy of the completed worksheet along with any law enforcement reports to the Area Property Office.
- g. The Area Deputy Director and the Area Director will review the reports and forward copies to the Facilities Division.

**4. Point of Contact**

For further information please contact the Area Property Office at 970-492-7005.

/s/

W.H. BLACKBURN  
Area Director  
Northern Plains Area

**SECURITY INCIDENT INVESTIGATION WORKSHEET**

REPORTING LOCATION: \_\_\_\_\_ INCIDENT INVESTIGATED BY: \_\_\_\_\_

**DATE AND TIME OF INCIDENT:**

DATE: (MM/DD/YY) \_\_\_\_/\_\_\_\_/\_\_\_\_ TIME: \_\_\_\_\_ AM\_\_ PM \_\_

**TYPE OF INCIDENT:** (Check BLOCK)

THEFT: \_\_\_\_\_ PERSONAL PROPERTY: \_\_\_\_\_ GOVERNMENT PROPERTY: \_\_\_\_\_

THREAT TO PERSON OR PROPERTY: \_\_\_\_\_ TERRORISM: \_\_\_\_\_

TRESPASSING: \_\_\_\_\_ INTRUSION ALARM: \_\_\_\_\_ BOMB THREAT: \_\_\_\_\_

WORKPLACE VIOLENCE: \_\_\_\_\_ OTHER (Describe): \_\_\_\_\_

**PERSON INVOLVED:** (More than 1 person, put other names in NARRATIVE)

NAME (last, first, M.I.) GRADE ASSIGNED RESEARCH UNIT

JOB TITLE: \_\_\_\_\_

**EQUIPMENT/PROPERTY INVOLVED:**

DESCRIBE: \_\_\_\_\_

COST OF LOSS: \_\_\_\_\_

**LOCATION OF INCIDENT:** (describe where incident occurred) \_\_\_\_\_

LAW ENFORCEMENT NOTIFICATION YES/NO: \_\_\_\_\_ DATE: \_\_\_\_\_ TIME: \_\_\_\_\_

NAME OF ORGANIZATION NOTIFIED: \_\_\_\_\_

**NARRATIVE:** (Describe HOW incident occurred. Describe WHO, WHAT, WHERE, WHEN and HOW. State if Law Enforcement responded, and what, if any, action has been, or will be taken.)

