



REPORT WRITING TRAINING VIDEO

Date: _____ **Time:** _____ **Printed Name:** _____

This exam is meant to determine your comprehension of the SGM training video titled above. Please read each question carefully and select what you feel is the correct answer. Place an X on the line to the left of your answer. Upon completion of the test, return it to the instructor. You must answer at least 8 questions correctly in order to pass this exam. If you answer less than 8 questions correctly you will be required to be retested.

1. In the security industry accountability is the primary reason for making reports.
 True False
2. Daily log reports are only made if something of importance happens.
 True False
3. 1600 hours military time is the same as 4pm standard time.
 True False
4. All reports should be clear, concise and complete.
 True False
5. It is only necessary that you are able to read the reports you write.
 True False
6. Notebooks should be kept by you for at least 2 years in case they are needed later.
 True False
7. Always make notes in your notebook before making an incident report that you will turn in.
 True False
8. When you get ready to make an hourly patrol, enter the time you started and the time you ended before you actually patrol to save time.
 True False
9. If you discover a missing fire extinguisher make note of it on your daily log. If you see that the same fire extinguisher is still missing the next day you should report it again on your daily log.
 True False
10. When you compile an incident report and fill in all the appropriate information in the heading of the report you need to repeat it all again in the narrative.
 True False



Answer Key

REPORT WRITING
TRAINING VIDEO TEST

Question #	Answer
1	TRUE
2	FALSE
3	TRUE
4	TRUE
5	FALSE
6	TRUE
7	TRUE
8	FALSE
9	TRUE
10	FALSE