

SECURITY OFFICER INCIDENT REPORT

EXAMPLE AI PROMPT

I am a security officer. I just witnessed an incident and am writing an incident report on the matter.

My report must be in the first person, provide a who, what, when, where and how of an incident, utilize the past tense, be free of law enforcement jargon, contain only facts not opinions and clearly communicate the specifics of the incident so as to meet legal standards.

Please review my first draft of the report for grammar, spelling, and objective voice.

Also, provide a list of grammar correction suggestions for clarity. Please make your recommendations for improvement in a list format. Do not edit the report.