

# **Incident Log Sheet Information**



## **Why do I need to complete an incident diary sheet?**

The Co-operative needs to obtain as much detailed and documented information as possible when dealing with any tenancy enforcement case. The information can help us to assess the severity of the situation and therefore the most appropriate response required to deal effectively with the problem. Submitted evidence from persons who are suffering from the nuisance is generally considered as the most helpful and compelling.

## **How do I complete the incident diary sheet?**

The aim of any individual or family that is keeping an incident diary is to record accurate information as it happens. If an incident of anti-social behaviour takes place, it is crucial that you record incidents either during or immediately after they take place. Completing the sheet with a range of incidents from different times all at once is generally less effective than doing it as it happens. You should simply describe in your own words, using a ballpoint pen, exactly what you have witnessed.

## **What do I do when the incident diary sheet is complete?**

If you have completed the sheet(s) then you must return them to the Co-operative in the envelope that should have been provided. If you do not have a self-addressed envelope, then you can contact your Housing Officer to come and collect them. Before submitting any diary incident sheet(s), you **MUST** complete the declaration at the bottom of each sheet. If you required any further incident sheets please let us know immediately.

## **How will the information be used?**

We will investigate further the incidents that you have recorded. The incident diary sheets will be kept **STRICTLY CONFIDENTIAL** unless you agree for them to be used in any legal process that we may choose to take. We will contact you in due course to discuss this in more detail.