

## TIPS: How to Write a Good Incident Report

Remember the days of elementary school when you learned the basics of storytelling? Not much changes when you're **writing an incident report**. You'll want to include the following:

- **The Who:** Who were the individuals involved? Were you able to collect contact information or a visual description of the persons involved? Make sure you remain courteous and objective when describing others.
- **The What:** What actually happened? This is your chance to explain the chronological events that took place. Do your best to be as descriptive as possible without including unnecessary information. When you are unsure whether certain information is relevant, go ahead and include it just to err on the side of caution. It's better to have too much than too little.
- **The When:** Do your best to include the time the incident took place. If you're not sure, use a window of time rather than guessing.
- **The Where:** Include details like the address, location, scenery, and other pertinent details like the weather, or lighting conditions.
- **The How:** How did the incident occur? This can be difficult to answer, **so only include details that you are positive took place.**

## Why Incident Reports Matter

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Incident Reports are incredibly important to the success of your co-op. These reports are how the co-op managers and investigators prove or disprove what really happened during an incident – such as property damage and physical altercations. They affect:

- **Legal Evidence.** Your incident report is admissible in court as evidence. Accurate and thorough reports **help victims prove what happened to them** in court, and it helps law enforcement.

**YOU WILL BE RESPONDED TO WHEN THE OFFICE IS OPEN NEXT.**

**PLEASE ENSURE THE SAFETY OF YOURSELF AND NEIGHBOURS BY CALLING THE POLICE IF YOU FEEL THERE IS A SECURITY ISSUE OR AN ISSUE THAT MAY BE HARMFUL TO THE MEMBERSHIP OR DAMAGE TO THE CO-OP PROPERTY.**

**THIS FORM HAS BEEN CREATED AND DISTRIBUTED *April 22, 2025* BY THE CO-OP OFFICE.**