INDIANAPOLIS CONCERNED CITIZEN

Member incident log

Blank working template | October 24, 2026 | One entry per event

Save or print locally. This template does not upload your notes.

Entry ID / private identifier:

Event date / time (exact or approximate) / timezone:

Entry created on / shift date (if different):

Employer / project / work area / people present:

1. What I personally saw, heard or received

Describe the sequence. Label uncertain details and approximate wording.

2. What someone else told me

Identify the source, when they told you and whether they witnessed it.

Keep observations separate from interpretation. Preserve originals unchanged.

Use additional sheets when needed and reference the same entry ID.

Guide: indianapolisconcernedcitizen.blog/resources/member-documentation/

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3. My concern, other explanations and unknowns

Include facts that point another way; do not fill gaps with guesses.

4. Representation, response, decision and impact

Record requests, exact responses where supported, and any work or pay changes.

5. Agreement, evidence and independent witnesses

Document/version/section/page; evidence IDs; witness observations and sharing permission.

6. Requested action, follow-up and deadline

Recipient, response, next step; verify the deadline and record its source.

7. Accuracy review, redactions and dated corrections

Keep personal contact details separate. Preserve original entries and add corrections.

Private storage does not guarantee anonymity or legal privilege.
Completing this log does not file a complaint or preserve a deadline.

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