

# COMMUNITY TRIGGER REPORT FORM



## What is a Community Trigger?

A Community Trigger is the process where a member of the community can request a review of their case, to ensure that a group of agencies have provided an appropriate response to the reported antisocial behaviour.

The Community Trigger is designed to ensure that agencies work together to investigate how your case was dealt with. We will do this by talking about the problem, sharing information where required and acting together to reach a satisfactory conclusion.

It is important to note that the Community Trigger does not replace the complaints procedures within individual organisations and should not be treated as such.

## Does it apply to me, or someone I know?

Any Community Trigger requests within South Yorkshire take into account both the nature of the reported incidents and the number of incidents experienced.

- **Nature of the incident**  
Did it cause you harassment, alarm or distress?
- **Number of incidents**  
Have you reported 3 separate incidents relating to the same (or similar) issue within a 6-month period? *The most recent incident must not be more than a month old.*

**If you answered 'yes' to the above 2 questions, you can ask to start the Community Trigger.**

Alternatively, if 5 different households have separately reported the same issue within a 6-month period, the Community Trigger threshold has also been met.

## How to progress

If you meet the above criteria, you can ask for us to progress the Community Trigger on your behalf. You can do this in the following ways:

- **Online** by completing this form and emailing to [SPOCASBreferrals@humberside.pnn.police.uk](mailto:SPOCASBreferrals@humberside.pnn.police.uk)
- **By telephone** by calling 101
- **In writing** to: Chief Inspector James Glansfield,  
Humberside Police Headquarters,  
Priory Road, Hull, HU5 5SF
- **In person** by visiting your nearest Public Enquiry Desk



## Community Trigger On-line Report Form

For the Community Trigger to be valid, your circumstances need to meet the criteria detailed on page 1. You will need to provide details of each time you have contacted a relevant agency, who you contacted (*name, organisation and/or incident reference number*) and the information about your complaint. If you do not have this information, please provide as much information as possible to allow detailed enquiries to be made.

### Victim Contact Details

Full Name*	<input type="text"/>
Date of Birth	<input type="text"/>
Address*	<input type="text"/>
Contact telephone number	<input type="text"/>
Email address	<input type="text"/>
Housing tenure <i>(are you an owner/occupier, Council tenant, Private tenant or other? (please give details))</i>	<input type="text"/>
How did you hear about the Community Trigger?	<input type="text"/>

### Reporting Person Details

If you are not the victim but are reporting on their behalf, please complete as many details about the victim as possible in the boxes above and the details below about yourself:

Full Name*	<input type="text"/>
Contact telephone number*	<input type="text"/>
Relationship to victim*	<input type="text"/>

**If you are requesting the Community Trigger using the '3 incidents in a 6-month period' criteria, please provide details of the incidents below:**

### Incident 1

Date and time of Incident*	<input type="text"/>
Location of Incident*	<input type="text"/>
Who did you report it to?*	Council <input type="checkbox"/> Police <input type="checkbox"/> Social landlord <input type="checkbox"/> Other <input type="text"/> <small>(please state)</small>
Incident/Reference Number <i>(if known)</i>	<input type="text"/>
Details of incident* <i>Describe the nature of the incident and give brief details of what happened</i>	<input type="text"/>
Why did the incident happen? <i>Do you have any idea of the motive behind the incident?</i>	<input type="text"/>

\*Required information



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## Incident 2

Date and time of Incident*	<input type="text"/>
Location of Incident*	<input type="text"/>
Who did you report it to?*	Council <input type="checkbox"/> Police <input type="checkbox"/> Social landlord <input type="checkbox"/> Other <input type="text"/> (please state)
Incident/Reference Number (if known)	<input type="text"/>
Details of incident* <i>Describe the nature of the incident and give brief details of what happened</i>	<input type="text"/>
Why did the incident happen? <i>Do you have any idea of the motive behind the incident?</i>	<input type="text"/>

## Incident 3

Date and time of Incident*	<input type="text"/>
Location of Incident*	<input type="text"/>
Who did you report it to?*	Council <input type="checkbox"/> Police <input type="checkbox"/> Social landlord <input type="checkbox"/> Other <input type="text"/> (please state)
Incident/Reference Number (if known)	<input type="text"/>
Details of incident* <i>Describe the nature of the incident and give brief details of what happened</i>	<input type="text"/>
Why did the incident happen? <i>Do you have any idea of the motive behind the incident?</i>	<input type="text"/>

**If you are requesting the Community Trigger using the '5 different households have reported the same issue within a 6-month period' criteria, please provide details below:**

Please provide details of each of the 5 households – please note that each witness must be willing to be contacted. You only need to provide information regarding one incident in the past 6 months.

### Details of Witnesses – Other Households affected by the Antisocial Behaviour

Full name of witness	Full address and contact telephone number/email address
1: <input type="text"/>	<input type="text"/>
2: <input type="text"/>	<input type="text"/>
3: <input type="text"/>	<input type="text"/>
4: <input type="text"/>	<input type="text"/>
5: <input type="text"/>	<input type="text"/>

\*Required information



Details of incident\*

Describe the nature of the incident and give brief details of what happened

Why did the incident happen?

Do you have any idea of the motive behind the incident?

**Consent:**

In order to proceed with the Community Trigger, you must be willing for us to share information with partner agencies. If you do not consent to share information, we cannot progress the Community Trigger.

Consent Given – Yes       Consent NOT Given

Where consent is not given, information provided will be recorded and no action taken.

Once you have completed and returned this form, the police will work with partner agencies to investigate the information provided. You will be contacted by an officer from Humberside Police, initially within 1 working day to confirm your information has been received.

Following initial enquiries, if further investigation is needed, you will receive a future date by which a response will be received. Your case will be reviewed and discussed as part of a multi-agency structure, which includes representatives from North Lincolnshire, North East Lincolnshire, East Riding of Yorkshire and Hull City Councils, Humberside Police, Humberside Fire and Rescue Service, Probation Service, Clinical Commissioning Group and Victim Support in order to establish any further necessary actions.

**Thank you for your time.**

**FOR OFFICE USE ONLY:**

Report reference number	<input type="text"/>
Date report received	<input type="text"/>
Name of receiving officer	<input type="text"/>
Threshold met	Yes <input type="checkbox"/> No <input type="checkbox"/>
Trigger initiator contacted	Yes <input type="checkbox"/> No <input type="checkbox"/>

\*Required information



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