



Amber Valley  
**PARTNERSHIP**

# ANTI-SOCIAL BEHAVIOUR INCIDENT DIARY

## PLEASE COMPLETE

Your full name .....

Your address .....

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.....

.....

Daytime  
telephone .....



## How to keep an Incident Diary

The Amber Valley Community Safety Partnership will endeavour to resolve the problem that you reported. However, we can only act against those causing the problems if we have the evidence. You can help by keeping a diary of everything that happens.

Any information you provide will be kept confidential, those committing the nuisance will not be given your details. Please consider these five guidelines when completing an Incident Diary:

1. This diary is your own personal record of what you see and hear. You should not write down something that anyone else (including your wife, husband or partner) has witnessed. They should keep their own diary – or you can give them one of the tear-off sheets at the back of this diary (called witness reports).
2. You must fill in the diary sheet as soon as possible while the incident is still fresh in your mind. If you do it right away you'll remember more details.
3. Fill in one sheet for each separate incident. If there is a second incident on the same day or night, start a new sheet. Put your name and signature and the date at the bottom of each sheet.
4. Write down everything you see and hear in as much detail as possible. A general summary isn't as useful as a word-for-word account. So you should include any swear words. You'll see in the example sheet (which shows you how to fill in the diary) that we have written swear words down in full. This is much more effective than "*he used abusive language*". Writing such words can be upsetting, but it gives a better understanding of what happened and how it has affected you.
5. Try to identify people involved on each occasion. If you don't know the full name of the people you are making a report about, but you know their nickname, or they have any identifying characteristics (clothing, hairstyle etc), or you have any other way of identifying them, please put this down.

### Other Evidence

Where possible, it is very useful to collect any evidence that may support the Incident Diary that you complete. Photographs can help – for example of damage caused, graffiti, etc. Please remember to sign and date the back of the photograph. You can also tape record or video incidents.



EXAMPLE

Tackling Anti-Social Behaviour

Incident Diary

This sheet is for information about one incident only. If there is a second incident on the same day or night, start a new sheet.

When did the incident happen?

Date of incident (if overnight write both dates – eg 12/13th March 2000) Time of incident – please put am or pm

Day 5<sup>th</sup>/6<sup>th</sup> month January year 2006 time it started 11.30 pm time it finished 2.30 am

Where did it happen?

Put the address where the incident happened – not your own address, unless it's the same.

house/flat number 23 road Slack Street outside/inside Outside

Who did it, or who was involved?

Put the name and address of the person or people responsible. If you know any way of identifying them such as nicknames write it here

Steve Hodgkin, 23 Slack Street

What happened?

Write down exactly what you saw and heard. If someone else saw or heard other things they must fill in their own diary or use a tear-off Witness Report sheet from the back of this diary. Put all words in full, including swear words.

I heard banging and shouting outside. I looked out of my kitchen window and saw Steve Hodgkin who lives at number 23 banging and kicking at his front door. He was shouting to the person inside to open the door. At one point he shouted very loudly "open the door or you're fucking dead". A woman inside kept screaming "go away you bastard". He picked up a brick and threw it at the window. The window smashed and he tried to get in. Kevin, my son called the police who arrived and took him, Steve Hodgkin away.

.....continue on the other side of the sheet if you need to

Any witnesses?

Did anyone else see or hear the incident. Put their name(s) and address(es). Have they filled in their own diary sheet? YES X NO

Mrs Barker, 18 Slack Street and my son Chris Davies, 21 Slack Street .....

Have you reported it?

Have you told organisations like the police, the local housing team, social services? If so, write down who you spoke to and where and when you made the report. (If you have reported it to the police, put the officer's number and crime number if there is one.)

My son called the police, PC Harris number 1234 came out to see us .....

How has it affected you?

Write down the way the incident has made you feel. Include its affect on the people who live with you.

I was very upset and frightened. My children were woken up and they were too upset and unsettled to go back to sleep ..

Your signature "I believe that the information I have given above is a true description of what I saw and/or heard":

Signed..... Print name..... date.....

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**How has it affected you?**

Write down the way the incident has made you feel. Include its affect on the people who live with you. For instance ha it stopped you sleeping, frightened your children and so on. Are you more affected because of age or ill health?

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