

TACKLING ANTI-SOCIAL BEHAVIOUR

INCIDENT DIARY

TO BE FILLED IN

Full Name: _____

Address: _____

Telephone: _____

I understand that the information may be shared with other agencies

Contact
Erewash Community Safety Partnership
Anti-social Behaviour Co-ordinator
Bridge House
Derby Road
Long Eaton
NG10 1HU

Tel 0115 9316003

“Everyone has the right to enjoy life in their own way as long as they don’t upset people living near them”

How to keep the diary

Anti-Social behaviour has a massive impact on people’s quality of life and there are a number of agencies committed to tackling anti-social behaviour.

We can only act against those causing problems if we have evidence of their behaviour. You can help by keeping a diary of everything that happens.

Any information that you provide will be confidential. Those committing the nuisance will **not** be given your details.

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 signature and the date at the bottom of each sheet. You do not need to miss out any pages of the diary between incidents i.e. if there is a two day gap between incidents you do not miss two pages of the incident diary out.
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 identifying characteristics (clothing, hairstyle etc), or you have any other way of identifying them, please put this down.

Other Evidence

If you can, it’s a good idea to collect other evidence to back up the diary. Photographs can help in some cases – such as when you are being bothered by car repairs, overgrown gardens, graffiti and so on. Put the time and date the photo was taken on the back and sign it. You could make a tape-recording if the problem is very loud music or shouting. Speak to a member of the Erewash Community Safety Team if you need help and advice on telephone number 0115 9316057

EXAMPLE ONLY

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 2004) Time of incident – please put am or pm

Day 7TH/8TH month January Year 2004 Time it started 11.30pm Time it finished 1.00am

Where did it happen?

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

House/flat number 25 . Road Chipstead walk 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

Mark Glover, 25 Chipstead walk

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 Mark Glover who lives at number 25 banging and kicking at his front door. He was shouting to the person inside to open the door. Then at one point he shouted very loudly "open the door or your fucking dead". A woman inside kept screaming "go away you bastard". He picked up a brick and threw it at the hall window. The window smashed and he tried to get in. Kevin, my son, called the police who arrived and took him Mark Glover 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 No

Mrs Mason from 10 Chipstead walk and my son Kevin Smith (23 Chipstead)

Have you reported it?

Have you told organisations like the Police, the Community Safety Team, Social Services. If so write down who you spoke to and where & 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 phoned the police. PC Jones (number 6758) from Woodley police station came. He wrote it all down.

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 has it stopped you sleeping, frightened your children and so on. Are you more affected because of age or ill health?

The incident is typical of Mr Glover's behaviour. There have been things like this every weekend for the last 7 or 8 weeks (see previous diaries). My children who are 6 and 8 are woken up regularly. They are getting very unsettled. I am on sleeping tablets because of the noise and upset.

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 ...MARY SMITH

Date ...8TH January 2004

INCIDENT DIARY

Use this side of the sheet to put down anything that won't fit on the front

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Print name

Date

