



## Tackling Anti-Social Behaviour Incident Diary

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**For you to fill in**

**Your full name:** .....

.....

**Your address:** .....

.....

.....

**Telephone:** .....

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**For Colne Housing Society to fill in**

**First complaint date:** ...../...../.....

**Diary Issued:** ...../...../.....

**Diary Number:** .....

**Ref Number:** .....

**HO Initials** .....

# Tackling Anti-Social Behaviour Incident Diary

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## Instructions

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.
2. You must fill in the diary sheet as soon as possible while the incident is still fresh in your mind. You'll remember more details if you do it right away.
3. Fill in one sheet for each separate incident. If another incident occurs during the same day or night, start a new sheet.
4. Write down everything you see and hear in as much detail as possible. A word for word account is more useful than a general summary. So you should include any swear words. This is more effective than "he used abusive language". Writing such words can be upsetting, but gives a better idea the nature of the incident and how it has affected you.
5. Try to identify the 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 if they have any identifying characteristics (clothing, hairstyle etc) or if you have another way of identifying them, please include this.
6. You must put your name and signature, and date at the bottom of each sheet.

## Other evidence

If possible, it is a good idea to collect other evidence to back up the diary. Photographs can help in some cases, such as when you are bothered by property damage, graffiti and so on. Put the time and date on the back of the photo and sign it.

Alternatively you may be able to record the incident on your own camcorder. This evidence can be very useful to us but, if possible, try to use the date and time function on the camcorder so that we can see exactly when the incident occurred. Also make sure that you have filled in the diary sheets to back up any camcorder footage.

## What Colne Housing Society will do with your evidence

Wherever possible, we will take action against those who make other's lives a misery through anti-social behaviour. In order to do this we need to collect as much evidence as possible, and may present this evidence in Court to back up any action we wish to take against the perpetrator(s).

However, it is important to remember that the information you provide on these sheets will be treated in the strictest confidence. This evidence will not be used, or your name and address given out to any individual without discussing it with you first, and gaining your permission.

If you have any concerns about filling in these diary sheets, or how the information will be used, please discuss the matter with your Housing Officer

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**WHEN DID THE INCIDENT HAPPEN?**

**TIME OF INCIDENT**

Day.....Month.....Year..... Start.....Finished.....

**WHERE DID IT HAPPEN?**

(Put the address where the incident happened – not your own address, unless the same)

House/Flat Number..... Road..... Outside/Inside.....

**WHO DID IT OR WHO WAS INVOLVED?**

(Put the name and address of the person or people responsible if known.)

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**WHAT HAPPENED?**

(Write down exactly what you saw and heard. Put all words in full, including swear words.)

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**ANY WITNESSES?**

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**HAVE YOU REPORTED THIS INCIDENT?**

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