

Person Issuing: Date Issued:

Return By:

**COMPLAINANTS
ANTI-SOCIAL
BEHAVIOUR

INCIDENT

DIARY**

DIARY COMPLETION NOTES

This page contains useful information for completing this diary

Completing this diary is a major step forward to stop the anti-social behaviour you are suffering and it could form the basis of an important piece of evidence in court.

It is our intention, working in partnership with other agencies, to stop the anti-social behaviour long before then.

If we do get to the stage where we have to go to court we will come back to you and ask if you want to be a witness. You are not committing yourself to any formal proceedings at this stage; all you are doing is helping us to gather information that may be used in the future. **Everything you write down will be treated in the strictest of confidence, but you need to understand that if a civil or criminal court case follows, this diary may become evidence.** If this happens then the contents can be disclosed to the defence and you may be called as a witness at court. A member of the Anti-Social Behaviour Team or your Housing Officer will be happy to talk this through with you. Call us if you have any problems.

ALL CALLS WILL BE TREATED IN STRICTEST CONFIDENCE

How to use this form

Only the person named on the first page should complete the action. This diary is your account of what happens. You must witness everything that is written in it. If someone else wants to help, a separate diary should be completed by them.

It is essential that the details you enter are correct and accurate. If you make a mistake just cross it through and initial it. Write down exactly what you see and hear, no matter how distasteful. **Do not** be tempted to add anything extra to make the incident sound more plausible. Any inaccuracies will be found out and will certainly jeopardise your case. **It is not worth it.**

Write down the date and times the incidents occur. Write down the details of the incident either when the incident is happening or as soon as possible after the incident. Please also sign, date and time each entry with the time it is recorded. Do not write in between the lines.

Write down names (if possible) of anyone involved in the incident. You must be able to identify them by sight or the sound of their voice. If you are not sure of who is involved do not make assumptions. It is better just to record what you saw and heard and that you could not identify the person, rather than get it wrong.

Describe how the incident affected you at the time, eg depression, fear etc.

If you do not know the identity of the person or persons involved in the incident, please record their description in the appropriate box on the form.

Identify other witnesses. Give details of anyone else who saw or heard the incident. Other witnesses will improve the chances of a successful outcome. You do not need to have their permission. Do not worry about getting other people involved. We will approach them and ask if they would like to help. We will not mention that you pointed them out to us if you so wish.

Anti-Social Behaviour Incident Diary

Diary No:

Start Date:

Completion Date:

Nature of Anti-Social Behaviour

Completed by:

Name:

Address:

.....

Telephone Number:

PERSON(S) CAUSING Anti-Social Behaviour (as much detail as possible)

Name: Name:

Address: Address:

.....

.....

Name: Name:

Address: Address:

.....

.....

Descriptions (as much details as possible)

<u>PERSON 1</u>	<u>PERSON 2</u>
<u>PERSON 3</u>	<u>PERSON 4</u>

