



Tackling Anti Social Behaviour

Incident diary sheet



Completing your incident diary sheets

This diary is your own personal record of what you see and hear. You should not write down something that anyone else (including members of your family) have witnessed. If there are other witnesses to an incident, our officers will obtain witness statements from them. You can download further copies from our website or contact us for more.

Fill in the diary sheet as soon as possible while the incident is still fresh in your mind. Complete it on the same day if you can.

Fill in one sheet for each incident, even if there is more than one incident on the same day. Be sure to complete the date, times and sign at the bottom.

Write down everything you see and hear in as much detail as possible. Word for word evidence is taken much more seriously than a general summary, so you should include any swear words. We appreciate that writing such words can be upsetting but it gives a better understanding of what happened and how it has affected you.

Try to identify people involved on each occasion. If you do not know the full name of the person/people you are making a report about, please write their nickname or any identifying characteristics.

In such cases you will need to be happy for us to put your allegations to the alleged offender(s) and potentially use your diary sheets as evidence in any legal action that we take. We will not take legal action unless you give agreement that your diary sheets can be used as evidence in court and if possible, you are prepared to be a witness. We will support you if you make this decision by referring you to the Witness Support Service.

Not all cases result in legal action being taken through the courts; we will make a decision with our legal representative based on the evidence provided.

The information you provide to us will be used by us confidentially in accordance with the Data Protection Act 1998. The information will only be shared with third parties if it is necessary e.g. Police, local authority. Your signature on this document, or submission of data to us, will be treated as your agreement to this being done. If you want to view the personal information we hold about you, please contact us in writing. A charge may be made to cover administrative costs in providing that information.

If you have any questions, please contact the Investigating Officer.

Incident diary sheet

Your name

Your address

Date of incident Time incident started Time incident ended

Name (nicknames if known) and address of person or people causing the problem

What happened?

How did it make you feel?

Did you report it to anyone else? For example, the police

Did anyone else witness the incident? (Name and address)

Your signature:

“I believe that the information I have given above is a true description of what I saw and/or heard”

Name

Date

Time

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