

INCIDENT DIARY

For you to fill in:

Your Full Name: _____

Your Address: _____

Telephone: _____

Email: _____

For the Neighbourhood Housing Officer to fill in:

First Complaint (Date) _____

Diary Issued (Date) _____

Review Date _____

Diary Number _____

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

Incident diaries are issued to residents who are suffering from anti social behaviour in their community. The diaries will show a log of the anti-social behaviour that is occurring, how often it is happening, how it is affecting you and possible identification of the perpetrators. Incident diaries are an essential record of events and feelings which will be used if Worthing Homes is to take further action. Worthing Homes cannot take any action against perpetrators unless there is community intelligence to support this; we need you to take a stand.

All information contained in this diary will be kept confidential from other residents.

Please follow the instructions below to assist you in completing the incident diary.

HOW TO KEEP THE INCIDENT DIARY

Most incidents of ASB can be solved without taking serious action. If the situation continues then we will take action against perpetrators with sufficient evidence, using the legal powers we have available to us. To take legal action we need a detailed written log describing **every** incident. A court will only accept this incident diary if it is written in this format.

1. This diary is **your own** personal record of what **you** see or hear. You can't write down something that other people (including your wife, husband or partners) have witnessed. They must keep their own diary.
2. You must fill in the diary **as soon as possible** after the incident, while it is still fresh in your mind. If possible complete the diary on the same day. If you record the incident a while after it happened then a court might not accept it.
3. Fill in **one form** for each separate incident. If there is a second incident on the same day or night, start a new form. Put your signature and the date at the bottom of each form. Please let us know if you run out of sheets and need a new diary as soon as possible.
4. Write down **everything** you see and hear in as much detail as possible. A general summary is not taken as seriously by the court as word – for – word evidence. So you will have to include any swear words that may have been used. This is much more effective in court than "he used abusive language". It can be very upsetting to recall incidents, but in order for us to take action then you will have to do this if the evidence is to be used in court.
5. You **must** sign the declaration on the back of each form when you have filled it in.

Other Evidence

It is a good idea to collect other evidence that may substantiate the diary, for example – photographs, sound recordings of noise can help in some cases.

Need Help?

If you have any questions, need assistance or have any concerns about completing this diary, please contact your Neighbourhood Housing Officer at Worthing Homes on 01903 703102.

TACKLING ANTI SOCIAL BEHAVIOUR

INCIDENT DIARY

THIS FORM IS FOR **ONE** INCIDENT ONLY. IF THERE IS A SECOND INCIDENT ON THE SAME DAY OR NIGHT, START A NEW FORM.

WHEN DID THE INCIDENT HAPPEN?

Date of incident (if overnight write both dates – e.g. 12/13th March 2006)

Time of incident (cross out am or pm)

Day Month Year Start am/pm

Finish am/pm

WHERE DID IT HAPPEN?

Put the address where the incident happened – not your own address, unless it's 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 you don't know the person's name then give a brief description of the perpetrator)

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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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Please continue on other side if needed

ANY WITNESSES? (Did anyone else see or hear the incident. Put their name(s) and address(es).

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HAVE YOU REPORTED IT? Have you told organisations like the police, the local housing team, social services? If so, record 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).

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Form continues on other side

TACKLING ANTI SOCIAL BEHAVIOUR

WITNESS REPORT

This sheet is for residents who have witnessed an incident of Anti-Social Behaviour (ASB) but do not have an incident diary.

THIS FORM IS FOR **ONE** INCIDENT ONLY. IF THERE IS A SECOND INCIDENT ON THE SAME DAY OR NIGHT, START A NEW FORM.

WHEN DID THE INCIDENT HAPPEN?

Date of incident (if overnight write both dates – e.g. 12/13th March 2006)

Time of incident (cross out am or pm)

Day Month Year Start am/pm

Finish am/pm

WHERE DID IT HAPPEN?

Put the address where the incident happened – not your own address, unless it's 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 you don't know the person's name then give a brief description of the perpetrator)

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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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Please continue on other side if needed

ANY WITNESSES? (Did anyone else see or hear the incident. Put their name(s) and address(es).

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HAVE YOU REPORTED IT? Have you told organisations like the police, the local housing team, social services? If so, record 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).

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Form continues on other side

