

# Tackling Anti-Social Behaviour

## Incident Log

### For you to fill in

Your full name.....

Your address .....

.....

.....

Telephone No .....



With thanks to Safer Bristol for providing this template

## Useful contact numbers

**Emergency**

**999**

**Police**

**101**

Your neighbourhood PC/PCSO is.....

email **ssn**.....@avonandsomerset.police.uk

Please return the completed log to:

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

Many neighbour problems can be sorted out by talking calmly with the other person. But action can be taken quickly to assist you if this approach fails or if someone's behaviour is very anti-social. **We can only help you if we know in detail what is going on.** You can make this possible by keeping a log of everything that happens. We can then work out together the best way to sort out your problems. Make sure that you keep to these five simple rules.

1. This log 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 log.
2. You must fill in the incident log **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 name and signature and the date at the bottom of each sheet.
4. Write down **everything** that you see and hear in as much details as possible. A general summary isn't as useful as a word-for-word account. So you should include any swear words. 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, do you know their nickname, or do they have identifying characteristics (clothing, hairstyle)?

### Other Evidence

If you can, it's a good idea to collect other evidence to back up this log. Photographs can help in some cases – such as when you are being bothered by car repairs, graffiti, criminal damage 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 loud music or shouting. Speak to one of the useful contacts listed on the opposite page if you need help and advice.

## Tackling Anti-Social Behaviour

## Incident log

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 the 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: 2011

Started: 11.30pm 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 any other things, they must fill in their own log. 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 you're f\*\*\*\*g dead". A woman inside kept screaming "go away you b\*\*\*\*d". He picked up a brick and threw it at the <sup>hall</sup> window. The window smashed and he tried to get in. Kevin <sup>my son</sup> called the police who arrived and took Mark Glover away.

**Any witnesses?** Did anyone else see or hear the incident? Put their name(s) and address(es).....

Mrs Mason from 10 Chipstead Walk and my son Kevin Smith from 23 Chipstead Walk

Have they filled in their own diary sheet?    yes     no 

**Have you reported it to anybody else?** Have you told organisations like the police, the local housing team, social services. If so, write down who you spoke to and, where and when you made the report. (If you have reported it to the police, put the officers 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.

Are you happy for this information to be shared with other agencies?    yes     no 

**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 you children and so on. Are you more affected because of age or ill health?

The incident is typical of Mr Grovers 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 all 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 Mary Smith    Print name MARY SMITH    Date 8th Jan 2011

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## When did the incident happen?

Day:

Month:

Year:

Time of incident

Started:

Finished:

## Where did it happen?

House/flat number:

Road:

Outside/inside:

## Who did it, or who was involved?

## What happened?

## Any witnesses?

Have they filled in their own diary sheet?    yes     no

## Have you reported it to anybody else?

Are you happy for this information to be shared with other agencies?    yes     no

## How has it affected you?

## 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 ..... Date.....

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Use this side of the sheet to put down anything that will not fit on the front

A large rectangular area with horizontal dotted lines for writing, intended for recording incident details.

### 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 ..... Date.....

## Thank you for providing this information

We recognise that anti-social behaviour is a serious problem that affects the quality of life of individuals, families and communities. The council and police are committed to tackling anti-social behaviour and will use the full range of powers and resources available, both criminal and civil, to ensure that we take an uncompromising stand against perpetrators and tackle the underlying causes of their behaviour.

To support you we will:

- Take your complaint seriously and thoroughly investigate it – regardless of which agency you first report it to.
- Treat all information you give us in confidence and in accordance with legal requirements.
- Provide you with appropriate support, working with our partners and other service providers where possible.
- Consider the full range of criminal and civil legal actions that may be taken against the problem.
- Ensure vulnerable and repeat victims of anti-social behaviour are given a single point of contact.
- Keep you informed about your case and agree with you how, how often and for how long you wish to be kept up to date.



