



## Anti-Social Behaviour Diary

Name: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Contact number: \_\_\_\_\_

## **How to use an ASB Diary**

We will do our best to resolve any problems you report. However, we – and other agencies – can only act against those causing problems if we have evidence. Keeping a diary of everything that happens is a good form of evidence.

Any information you provide will be kept confidential. Please keep in mind these guidelines when filling out an ASB Diary:

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. Try to fill in the diary as soon as possible after the incident, so that it is still fresh in your mind. That way you will remember more of the details.
3. Fill in one sheet for each separate incident. If there is a second incident on the same day, start a new sheet. Put your name, signature and date at the bottom of each sheet.
4. Write down everything you see and hear in as much detail as possible. A general summary isn't as useful as a word-for-word account. So, for example, it is better to include any swear words, than to say '*he used abusive language.*'
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, but you know their nickname, or they have any identifying characteristics (clothing, hairstyle etc), or you have any other way of identifying them, please put this down.

### **Other Evidence**

It is very useful to collect, where possible, any evidence that may support the ASB Diary that you complete. Photographs can help – for example of damage caused, graffiti, etc. Please remember to sign and date the back of the photograph. You can also record or video incidents.

## **ASB Diary - example**

This sheet is for information about one incident only. If there is a second incident on the same day, start a new sheet.

### **When did the incident happen?**

**Date** (if overnight write both dates, e.g. 12/13<sup>th</sup> March)

Day 5<sup>th</sup>/6<sup>th</sup>    Month January    Year 2017

**Time**

time it started...11.30pm.....

time it finished...2.30am.....

### **Where did it happen?**

...Outside 23 Slack Street.....

### **Who did it, or who was involved?**

Put the name and address of person or people responsible. If you don't know them, please describe them.

...Steve Hodgkin, 23 Slack Street .....

### **What happened?**

Write down exactly what you saw and heard. If someone else saw or heard other things, they must fill in their own diary. Put all words in full, including swear words. Continue on a blank sheet if necessary.

I heard banging and shouting outside. I looked out of my kitchen window and saw Steve Hodgkin who lives at number 23 banging and kicking at his front door. He was shouting to the person inside to open the door. At one point he shouted very loudly "open the door or you're fucking dead." A woman inside kept screaming "go away you bastard." He picked up a brick and threw it at the window. The window smashed and he tried to get in. My son Kevin called the police who arrived and took Steve away.

### **Did anyone witness the incident?**

If yes, please give their name(s) and address(es).

Mrs Baker, 18 Slack Street, and my son Chris Davies, 21 Slack Street

Have their filled in their own ASB Diary?     Yes /  No

### **Have you reported it?**

Have you told organisations like the police or local authority? 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 officer's number and crime number if there is one.

My son called the police. PC Harris number 1234 came out to see us. ....

### **How has it affected you?**

Write down the way the incident has made you and your family feel.

I was very upset and frightened. My children were woken up and they were too upset and unsettled to go back to sleep. ....

*I believe that the information I have given above is a true description of what I saw and/or heard."*

**Signature:** *Amelia Smith*

**Print name:** Amelia Smith

**Date:** 6<sup>th</sup> January 2017

## **ASB Diary**

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### **When did the incident happen?**

**Date** (if overnight write both dates, e.g. 12/13<sup>th</sup> March)

Day..... Month ..... Year.....

**Time**

time it started.....

time it finished.....

### **Where did it happen?**

.....  
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### **Who did it, or who was involved?**

Put the name and address of person or people responsible. If you don't know them, please describe them.

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### **What happened?**

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### **Did anyone witness the incident?**

If yes, please give their name(s) and address(es).

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Have their filled in their own ASB Diary?    Yes/No

### **Have you reported it?**

Have you told organisations like the police or local authority? 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 officer's number and crime number if there is one.

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### **How has it affected you?**

Write down the way the incident has made you and your family feel.

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**Signature:**

**Print name:**

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