Tackling
Anti-Social
Behaviour

Safer Mansfield Partnership

INCIDENT DIARY

For you to fill in

Your full name . . . . . .

. . . . . .

Your address . . . . . .

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Telephone . . . . . .

For the Investigating Officer to fill in

First complaint (date) ...../...../.....

Return date ...../...../.....

Diary issued (date) ...../...../.....

Diary number.....

NOTTINGHAMSHIRE POLICE

IMPAC+ Mansfield Partnership Against Crime

Mansfield District Council
Creating a District where People can Succeed

Tackling
Anti-Social
Behaviour

INCIDENT DIARY

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

Many neighbours 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 diary of everything that happens.** We can then work out together the best way to sort out your problems. Make sure you keep to these five simple rules:

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 – or you can given them one of the tear-off sheets at the back of this diary *(called Witness Reports)*.

2. You must fill in the diary sheet 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 you see and hear in as much detail as possible. A general summary isn't as useful as a word-for-word account, so you should include any swear words. You will see in the example sheets (which show you how to fill in the diary) that we have written swear words down in full. 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, 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

If you can, it's a good idea to collect other evidence to back up the diary. Photographs can help in some cases – such as when you are being bothered by car repairs, overgrown gardens, graffiti 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 very loud music or shouting. Speak to a Council Officer or Police Officer if you need help and advice.

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When did the incident happen?

Date of incident (if overnight write both dates – e.g. 12/13th March, 2000)

day 7th/8th month January Year 2000

Time of incident – please put am or pm

time it started 11.30pm time it finished 1.00am

Where did it happen?

Put the address where the incident happened – not your own address, unless its 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 other things they must fill in their own diary or use a tear-off Witness Report sheet from the back of this diary. 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 fucking dead". A woman inside kept screaming "go away you bastard". He picked up a brick and threw it at the hall window. The window smashed and he tried to get in. Kevin my son called the police who arrived and took him Mark Glover away. continue on the other side of the sheet if you need to

Any witnesses?

Did anyone else see or hear the incident. Put their name(s) and Address(es). Have they filled in their own diary sheet? YES ☐4 NO ☐

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

Have you reported it?

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 reported it to the Police, put the Officer's 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

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

The incident is typical of Mr. Glovers 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 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 January, 2000

EXAMPLE

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WITNESS REPORT

Fill in this sheet if you have seen or heard someone being anti-social.
The form is for information about **one** only. If you witness another incident, start a new sheet.

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We also have a text phone facility (Minicom) at the Civic Centre for the deaf or hard of hearing. If you wish to contact us by this method please telephone 01623 463463.

Please do not hesitate to contact us if you require interpretation of this booklet or need help reading it.

আপনি যদি এই প্রচার পত্রের অনুবাদ বা বিবরণ চান তবে আমাদের সাথে যোগাযোগ করলে আমরা এর ব্যবস্থা করে দিতে পারবো ।

如果你對這傳單需要翻譯， 請與我們聯絡以便作出安排.

અગર તમને આ પત્રિકાના ભાષાંતરની જરૂરત પડે તો મહેરબાની કરી અમારો સંપર્ક કરો જેથી તેની વ્યવસ્થા થઈ શકે.

यदि आप इस लीफलैट का अनुवाद चाहते हो तो कृप्या हमसे सम्पर्क करें ताँकि इस का प्रबंध किया जा सके

ਜੇਕਰ ਤੁਸੀਂ ਇਸ ਲੀਫਲੈਟ ਦਾ ਅਨੁਵਾਦ ਚਾਹੁੰਦੇ ਹੋ ਤਾਂ ਸਾਨੂੰ ਸੰਪਰਕ ਕਰੋ ਤਾਂ ਕਿ ਇਸ ਦਾ ਪ੍ਰਬੰਧ ਕੀਤਾ ਜਾ ਸਕੇ ।

اگر آپ کو اِس لیفلٹ کے ترجمہ کی ضرورت ہے' یا اس دستاویز کو پڑھنے میں مدد کی ضرورت ہے تو براہ مہربانی ہم سے رابطہ کیجئے۔