# Guidance on completing Anti-Social Behaviour Incident Diaries

In order to deal effectively with anti-social behaviour, it is essential to have accurate detailed information about the incidents that occur.

It is important, therefore, that the incident diaries are completed with as much detail and information as possible.

## Date and time of incident

It is important to know exactly when the behaviour is occurring, as this will enable us to effectively deploy resources to the area.

## Details of incident including perpetrators and location

As much detail as possible about the incident should be entered here, including who was involved. If you don’t know the name, please provide a description and their address.

Please use the following as a guideline as to giving a description

**Clothing:** Any distinguishing marking on clothes i.e. numbers, brand names, colour, types?

**Footwear:** Identifiable brand i.e. Nike, Reebok etc, colour?

**Description of person/s:** Tattoo’s, marks or scars, hair colour, hairstyle, earrings or any other distinguishable jewellery, accent, age, size/height?

Give as much detail as possible about the location of the incident e.g. ‘outside number 80 High Street’. Again, this will allow us to send staff to the correct area.

## Were there any other witnesses?

If there were other witnesses, give their names and addresses if you can. It helps to have information from as many sources as possible. See section below ‘How this information will be used?’

## When and to whom was the incident reported?

If either you or someone else reported the incident, give as much detail as you can.

## How did the incident affect you?

In anti-social behaviour cases it’s extremely important to know how they have affected people. For example, did you feel frightened, alarmed, harassed, distressed, intimidated? This information really shows the impact of the behaviour on the community.

## How will this information be used?

The information that you provide will be referred to the appropriate agency or it may be passed to a multi-agency group who deal with anti-social behaviour cases.

Details about yourself will not be disclosed, nor any information that you provide used in legal proceedings, without your express permission.

If the information is used in civil court, then it could be presented as ‘hearsay’ evidence, which means that you would not be identified nor have to attend court.

**CONFIDENTIAL WHEN COMPLETED**

Once completed, signed and dated, the Incident Diary should be returned to:

Anti-Social Behaviour Unit

Safer Merton

Civic Centre

London Road

Morden

SM4 5DX

Or by email:

[ASBUnit@merton.gov.uk](mailto:ASBUnit@merton.gov.uk) REF. /

# Your Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Your Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Your Tel No: \_\_\_\_\_\_\_\_\_\_\_\_\_\_

| Date | Time | Where exactly is the behaviour happening? | What sort of behaviour is happening? | Who is responsible? (Names, addresses, description) | Were there any witnesses? | How did it make you feel? |
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**Signature: …………..…………………………………………………………… Date: ……………………………………………………**

# Request for document translation

If you need any part of this document explained in your language, please tick box and contact us either by writing or by phone using our details below:

**Your Contact:**

Name.……………………………………...

Address………………………………….……………………………………………..

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Telephone…………………………………

**Our Address:**

Anti-Social Behaviour Team

Safer Merton

Civic Centre

SM4 5DX  
  
Telephone 020 8274 4907

