

## 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. /



# Anti-Social Behaviour - Incident Diary



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?

Signature: .....

Date: .....



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Signature: .....

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## 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.....

.....

Telephone.....

**Our Address:**

Anti-Social Behaviour Team

Safer Merton

Civic Centre

SM4 5DX

Telephone 020 8274 4907

- Albanian Nëse ju nevojitet ndonjë pjesë e këtij dokumenti e shpjeguar në gjuhën amtare ju lutemi shenojeni kutinë dhe na kontaktoni duke na shkruar ose telefononi duke përdorur detajet e mëposhtme.
- Bengali এই তথ্যের কোনো অংশ আপনার নিজ ভাষায় বুঝতে চাইলে, দয়া করে বাস্তুটিতে (বক্স) টিক চিহ্ন দিন এবং চিঠি লিখে বা ফোন করে আমাদের সাথে যোগাযোগ করুন। নিচে যোগাযোগের বিবরণ দেওয়া হয়েছে।
- French Si vous avez besoin que l'on vous explique une partie de ce document dans votre langue, cochez la case et contactez-nous par courrier ou par téléphone à nos coordonnées figurant ci-dessous.
- Korean 만일 본 서류의 어떤 부분이라도 귀하의 모국어로 설명된 것이 필요하다면, 상자속에 표시를 하고 우리에게 전화나 서신으로 연락하십시오.
- Polish Aby otrzymać część tego dokumentu w polskiej wersji językowej proszę zaznaczyć kwadrat i skontaktować się z nami drogą pisemną lub telefoniczną pod poniżej podanym adresem lub numerem telefonu.
- Portuguese Caso você necessite qualquer parte deste documento explicada em seu idioma, favor assinalar a quadrícula respectiva e contatar-nos por escrito ou por telefone usando as informações para contato aqui fornecidas.
- Somali Haddii aad u baahan tahay in qayb dukumeentigan ka mid ah laguugu sharxo luqaddaada, fadlan sax ku calaamadee sanduuqa oo nagula soo xiriir warqad ama telefoon adigoo isticmaalaya macluumaadka halka hoose ku yaalla.
- Spanish Si desea que alguna parte de este documento se traduzca en su idioma, le rogamos marque la casilla correspondiente y que nos contacte bien por escrito o telefónicamente utilizando nuestra información de contacto que encontrará más abajo.
- Tamil இந்தப் பத்திரத்தின் எந்தப் பகுதியும் உங்களின் மொழியில் விளக்கப்படுவது உங்களுக்கு வேண்டுமானால், தயவுசெய்து பெட்டியில் அடையாளமிட்டு, கீழுள்ள எங்களின் விவரங்களைப் பயன்படுத்தி எழுத்துமூலமாக அல்லது தொலைபேசி மூலமாக எங்களைத் தொடர்புகொள்ளவும்.
- Urdu اگر آپ اس دستاویز کے کسی حصے کا ترجمہ اپنی زبان میں حاصل کرنا چاہتے ہیں تو دئیے گئے باکس میں صحیح کا نشان لگائیے اور ہمارے درج ذیل رابطے پر یا تو ٹیلیفون کے ذریعے یا پھر تحریری طور پر رابطہ کریں۔

- Large print
- Braille
- Audiotape