

# Anti Social Behaviour Incident Diary

Your name:

Officer name: FAO Community Safety

Your address:

Officer's agency / department: Wiltshire Council ASB/Community Safety

Your tel number:

Officer's contact number: 0300 456 0100

Your email address:

Officer's email: [asb@wiltshire.gov.uk](mailto:asb@wiltshire.gov.uk)

This is **your own** personal record of what you have seen or heard. You should fill in the sheet as soon as possible after the incident when it is fresh in your mind and provide as much accurate information as you can. Please consider the following:

- If you don't know the actual location, include as much information as you can – for example: "by alleyway near Tescos on High Street."
- Try to identify people involved in each occasion. If you don't know the name of people but can describe them or know their nickname, put that down. Please refer to the guide on the right, to help give a full description of people.
- If vehicles are involved, describe as fully as you can, including registration number, make/model and colour.
- Say what actually happened. For example you should include real swear words in full if you have witnessed these. This gives a better understanding of what has happened and can be powerful evidence in court
- Include your feelings and how the incident has impacted on your normal life – for example if it has made you feel scared, or has stopped your children playing out in the street.
- Tell us if there were any other witnesses – include their names and addresses if you know them.

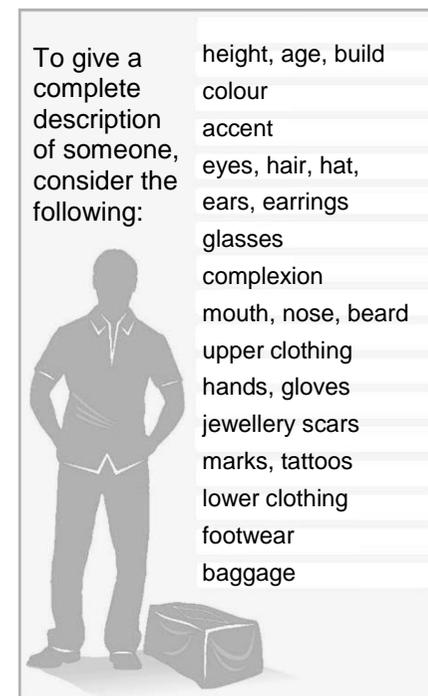
If more than one member of your household is completing a diary, then each person should use a separate form. When the sheet is complete – or if you need help – contact the officer named above.

If you suffer or witness a crime, always contact the police on 101 or in an emergency call 999.

**We will** liaise with other agencies about the incidents you report on this diary within 14 days of receiving it or sooner, depending on the seriousness of incidents being reported.

**We will** keep you informed of progress of our investigations. The officer named above will explain how frequently you will be contacted. If you have any queries about the progress of actions or investigations, please contact the officer on the above number.

Data protection: The information you provide may be shared by member agencies of the Wiltshire Community Safety Partnership to address crime and anti social behaviour. All personal information is handled in accordance with the Data Protection Act 1998.



<b>Date of incident and time it started and finished</b>	<b>Where did the incident occur?</b>	<b>What happened?</b>	<b>Who did it? Do you know the names or can you describe people? (or vehicles?)</b>	<b>Were there any other witnesses?</b>	<b>Have you reported the incident and if so, to who?</b>	<b>Please tell us how the incident has affected you and how you felt about it</b>