

Richmond Hill Terrace Residents Association

Keeping an incident log for anti-social behaviour

A diary log is a major step forward in tackling anti-social behaviour. It provides evidence of occurrences, which enables the Council to take action against anti-social behaviour. Without logs and the evidence they provide, the Council cannot always tackle anti-social behaviour as well as it would like.

Please make sure you keep to these simple rules whilst completing the incident diary log:

ONLY THE PERSON NAMED ON THE FIRST PAGE SHOULD COMPLETE THE LOG.

This diary is your account of what happened. You must witness everything written in it. If someone else wants to help give evidence then they need to keep their own log.

IT IS ESSENTIAL THAT THE DETAILS YOU ENTER ARE CORRECT AND ACCURATE.

Write down what you see or hear. DO NOT be tempted to add anything extra to make the incident sound plausible. Write down exactly what you hear or see no matter how distasteful.

NOTE DOWN THE DATES AND TIMES THE INCIDENTS OCCUR.

State whether the times are morning (AM) or afternoon (PM). You must note the time you recorded the incident on the log if the entry is made later.

REPORTING

The log is no substitute for calling the Council/s anti-social behaviour reporting line 0800 019 0026 or filling in an on line report on the Council's website. If necessary for a serious incident you can still call the police. If police reports confirm incidents you log, the evidence is stronger. Make sure you get a URN (unique reference number), which will relate to your call. A column on the log allows you to indicate when you reported the incident and any incident number you were given.

OTHER EVIDENCE

Photographs can help in certain cases such as graffiti. Put the time and date on the back of the picture and sign it. You could also make tape recordings of very loud music or shouting.