

ASB Incident Diary

EastendHomes is committed to taking action against residents who cause anti-social behaviour (ASB).

To take effective action in an ASB case, we must have evidence. The best type of evidence is eyewitness reports from a person experiencing or witnessing anti-social behaviour. To gather this sort of evidence, we ask residents to complete a diary record of incidents that happen. This means that we then have a written record that we can use to take action.

HOW TO COMPLETE THE DIARY

- The diary is your personal record. When an incident happens, you should complete the incident diary as soon as possible. This will help you to remember all the details of the incident.
- In the main section under 'What happened?', you should write down **exactly what you saw and heard**. This means that if someone was verbally abusive towards you, you should quote exactly what they said. Some people do find it upsetting to have to write down swear words or insults. However, the more accurate the evidence, the more useful it is to us if we need to take legal action.
- There are three incident diary forms enclosed, each of which can be used to record up to three incidents on a page. Please complete all of the information for each incident, even if there are multiple instances of the same problem, and use a separate box for each incident. If you find that you need more space to record all the details of the incident, use the next available empty box to continue.
- **Please remember to sign and date each incident form.**

WHAT TO DO WITH THE INCIDENT DIARY

Once the incident diary is full, you should return it to the EastendHomes officer who is dealing with your case.

It is important that EastendHomes is kept up-to-date with the case so that actions can be taken as soon as possible. If incidents are only occasional please do not feel that you have to fill the entire incident diary form before returning it to your case officer or the local housing office. As a rough guide, if you have not completed the incident diary form within two weeks of the first incident which you record on it, return it to the office so that EastendHomes can take any initial actions, and you will be issued with new forms so that you can continue to record any future incidents.

INCIDENT DIARY

Name:

Address:

Contact number:

Date of incident:	Start time:	End time:
Where the incident occurred:		
What happened: (include any descriptions & witnesses)		
.....		
.....		
.....		
.....		
How it made me feel:		
.....		

Date of incident:	Start time:	End time:
Where the incident occurred:		
What happened: (include any descriptions & witnesses)		
.....		
.....		
.....		
.....		
How it made me feel:		
.....		

Date of incident:	Start time:	End time:
Where the incident occurred:		
What happened: (include any descriptions & witnesses)		
.....		
.....		
.....		
.....		
How it made me feel:		
.....		

I declare that the above information is true and accurate to the best of my knowledge.

Your signature: Date:

<i>FOR HOUSING OFFICE USE ONLY:</i>		
Case ID:	Date Issued:	Date Received:

INCIDENT DIARY

Name:

Address:

Contact number:

Date of incident: _____ Start time: _____ End time: _____
 Where the incident occurred:

What happened: _____
 (include any descriptions & witnesses) _____

How it made me feel:

Date of incident: _____ Start time: _____ End time: _____
 Where the incident occurred:

What happened: _____
 (include any descriptions & witnesses) _____

How it made me feel:

Date of incident: _____ Start time: _____ End time: _____
 Where the incident occurred:

What happened: _____
 (include any descriptions & witnesses) _____

How it made me feel:

I declare that the above information is true and accurate to the best of my knowledge.

Your signature: Date:

FOR HOUSING OFFICE USE ONLY:
 Case ID: Date Issued: Date Received:

INCIDENT DIARY

Name:

Address:

Contact number:

Date of incident: _____ Start time: _____ End time: _____
 Where the incident occurred:

What happened:
 (include any
 descriptions &
 witnesses)

How it made me feel:

Date of incident: _____ Start time: _____ End time: _____
 Where the incident occurred:

What happened:
 (include any
 descriptions &
 witnesses)

How it made me feel:

Date of incident: _____ Start time: _____ End time: _____
 Where the incident occurred:

What happened:
 (include any
 descriptions &
 witnesses)

How it made me feel:

I declare that the above information is true and accurate to the best of my knowledge.

Your signature: Date:

FOR HOUSING OFFICE USE ONLY:
 Case ID: Date Issued: Date Received: