**How to complete the incident diary**

These diary sheets should be used to provide information on antisocial behaviour, and it is important that you provide accurate information. This is your record of what has occurred, and you should complete it as soon as possible when the incident is fresh in your mind.

Please include as much detail as possible including any actual words used. If threats are made or swear words are used this should be added with full details. This will enable staff to assess the contents thoroughly and it provides good evidence to rely upon should a case proceed to court.

Please also detail in brief terms how it made you feel and the impact upon your life.

Has the issue made you feel depressed, intimidated, or scared?

Has the issue interrupted your sleep?

Please sign the statement of truth at the bottom.

This diary sheet should be completed accurately, truthfully, and without personal or inflammatory comments about the person or address recorded.

Please share these sheets with Red Kite on a regular basis as agreed with any case handler.

Please remember, the diary sheet could be used as evidence in court proceedings.

**SAMPLE INCIDENT DIARY**

|  |  |  |
| --- | --- | --- |
| **Name** | **Address & Contact Details** | **Case Ref** |
| Your address | Your name | Any existing Twenty11 case numbers |
| **When?** | **What, Where & Who?** | **Signature** |
| What time and date the incident happened | What happened? Where did it happen & who was involved. How did it make you feel? | **Please initial or input your name** |
| Please add date and time of the incident noted | Ø   Add name, first name, surname or nickname whatever is known. |
| Ø       Please provide a description of the person involved (especially if name not known). |
| Ø    Please provide the address and or location of the incident in question. If you are not sure of the address or location, please provide as much information as you can. |
| Ø      Please include any crime reference numbers from the Police or reference numbers from the Council if appropriate |

**Statement of truth**

I believe that the facts stated in this incident diary sheet are true.

Signed:  *A Signature* Date: *01-01-23*

PRINT Name: A SIGNATURE

**INCIDENT RECORD SHEET**

| **Name** | **Address & Contact details** | **Case Ref** |
| --- | --- | --- |
|  |  |  |
| **When?**  *What time and date the incident happened* | **What, Where & Who?**  *What happened? Where did it happen & who was involved* | **Signature** |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

**Statement of truth**

I believe that the facts stated in this incident diary sheet are true.

Signed:   Date:

PRINT Name: