

Huntingdonshire Community Safety Partnership
Huntingdonshire District Council, Pathfinder House, St Mary's Street,
Huntingdon, PE29 3TN
Tel: 01480 388379



Guidance for Completion of Anti-Social Behaviour Logs

Thank you for taking the time to advise the Huntingdonshire Community Safety Partnership of these problems.

It is important that we have consistent evidence of the problems that are happening, so that if it is needed in the future you will be able to produce written proof. If others are affected by the behaviour could you please also ask them to keep a log of events? Further copies of the log booklet are available on request.

The Incident Log Book should not be used as an alternative to reporting to the Police. If you are witnessing a crime or an incident of anti-social behaviour you should report that to the police on 999 or 0845 456 456 4 if it is not an emergency.

Please make an entry in the log for every incident you witness, no matter how trivial it may seem to be.

The entry should be made as soon as possible after the incident whilst the details are still fresh in your memory.

Please include as much information as possible, even if you are not sure it is relevant, let us decide. It is helpful if the log contains a description of the behaviour that is occurring, the people involved (names if possible, but descriptions are fine), the time and date that the behaviour occurred, any language used and how the behaviour makes you feel.

Do not wait until the log is full, we need to know what happened as soon as possible after the incident. Please sign and date each sheet and return to the address above.

Information on the log will be treated as confidential; but if necessary may be disclosed to other partners within HCSP to reduce crime and anti-social behaviour, who are committed to confidentiality. It will be used to help us decide how to tackle your particular problem. If we need to make a statement based on the incidents contained on the sheet we will contact you. We understand that you may not wish to make a statement.

Huntingdonshire District Council is registered under the Data Protection Act 1998 for the purpose of processing personal data in the performance of its legitimate business. Any information held by the Council will be processed in compliance with the principles set out in the Act. Further information relating to the Data Protection Act can be sent to you on request. If you have concerns about the processing of your personal data by the Council you may contact the Data Protection Officer at its offices at Pathfinder House, Huntingdon or the Office of the Information Commissioner at Wycliffe House, Water Lane, Wilmslow, Cheshire SK9 5AF

If you need any help or information about the Incident Log Booklet please contact, Barbara Gowling on 01480 388379 email: Barbara.gowling@huntsdc.gov.uk or Tracey Guinea on 01480 388390 email: Tracey.Guinea@huntsdc.gov.uk

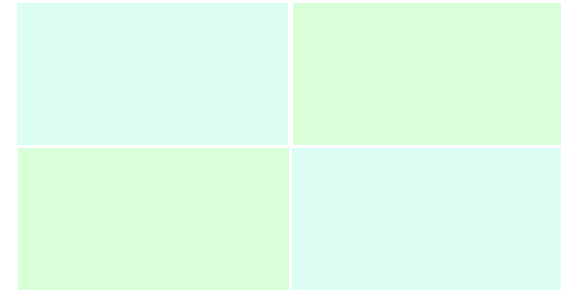


HUNTINGDONSHIRE
COMMUNITY SAFETY
PARTNERSHIP

Huntingdonshire District Council, Community Safety Team
Pathfinder House, St Mary's Street, Huntingdon, PE29 3TN

Tel: 01480 388388

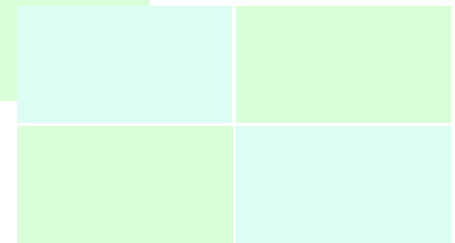
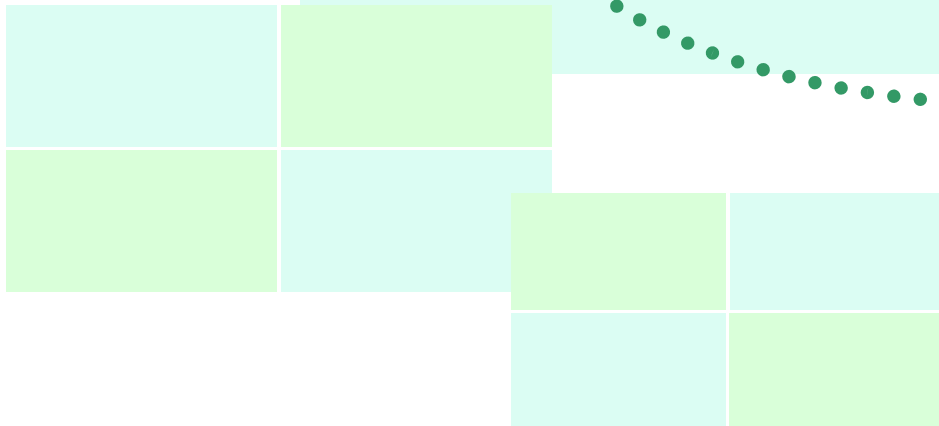
Website: www.huntingdonshire.gov.uk/



Huntingdonshire Community Safety Partnership

ANTI-SOCIAL BEHAVIOUR

INCIDENT LOG BOOK



Your Name _____

Your Address _____

_____ Postcode _____

Date	Time	Description of Incident	Description of any damage/language	Name/s or Description of person/s involved	How did this make you feel?

SignaturePrint NameDate.....

Address.....Tel no.....

«refno»

Date	Time	Description of Incident	Description of any damage/language	Name/s or Description of person/s involved	How did this make you feel?

SignaturePrint NameDate.....

Address.....Tel no.....

«refno»

Date	Time	Description of Incident	Description of any damage/language	Name/s or Description of person/s involved	How did this make you feel?

SignaturePrint NameDate.....

Address.....Tel no.....

«refno»

Date	Time	Description of Incident	Description of any damage/language	Name/s or Description of person/s involved	How did this make you feel?

SignaturePrint NameDate.....

Address.....Tel no.....

«refno»

Date	Time	Description of Incident	Description of any damage/language	Name/s or Description of person/s involved	How did this make you feel?

SignaturePrint NameDate.....

Address.....Tel no.....

«refno»

Date	Time	Description of Incident	Description of any damage/language	Name/s or Description of person/s involved	How did this make you feel?

SignaturePrint NameDate.....

Address.....Tel no.....

«refno»

Date	Time	Description of Incident	Description of any damage/language	Name/s or Description of person/s involved	How did this make you feel?

SignaturePrint NameDate.....

Address.....Tel no.....

«refno»

Date	Time	Description of Incident	Description of any damage/language	Name/s or Description of person/s involved	How did this make you feel?

SignaturePrint NameDate.....

Address.....Tel no.....

«refno»

Date	Time	Description of Incident	Description of any damage/language	Name/s or Description of person/s involved	How did this make you feel?

SignaturePrint NameDate.....

Address.....Tel no.....

«refno»

Date	Time	Description of Incident	Description of any damage/language	Name/s or Description of person/s involved	How did this make you feel?

SignaturePrint NameDate.....

Address.....Tel no.....

«refno»

Date	Time	Description of Incident	Description of any damage/language	Name/s or Description of person/s involved	How did this make you feel?

SignaturePrint NameDate.....

Address.....Tel no.....
«refno»