

Gathering evidence



Fact Sheet 2

If you have made a complaint about anti - social behaviour and Cross Keys Homes can help, you will receive a 'Keeping Incident Diary Sheets' pack to begin gathering evidence using diary sheets enclosed.

Why do I need to gather evidence?

If Cross Keys Homes is provided with clear and accurate evidence of anti - social behaviour we can:-

- Build our case, and use the evidence gathered in the County Court to obtain a legal remedy against the perpetrator (s).
- Direct resources appropriately, such as CCTV and professional witnesses to gather further direct evidence of anti- social behaviour especially in very serious cases involving violence, harassment or drugs.
- Challenge and support residents who are perpetrators of anti - social behaviour from the beginning, to bring about a real change to their behaviour and the community they live in.

If there is no evidence of anti - social behaviour, Cross Keys Homes cannot do these things as we cannot deal with anti - social behaviour alone without you and other witnesses to help and support us as well.

How do I keep the Incident Diary?

The diary is your own personal record of what you see or hear. You must fill in the sheet called Incident diary as soon as possible while the incident is still fresh in your mind. Do it on the same day if you can. If you leave it much longer a court may not accept it.

You can't write down something that other people

(including your wife, husband, partner or a friend) has witnessed. If they have witnessed something themselves, and they agree, put their name and address on your Incident Diary in the section called 'any witnesses'. We may then contact them for a statement.

Fill in the Incident Diary sheet. If there are several incidents, list these down too. Put your signature and the date at the bottom of each form. Send the diary back to the neighbourhood manager (anti-social behaviour) dealing with your case within at least two weeks of the first incident happening or sooner if the matter is very serious. If your complaint involves hate crime (see fact sheet 5) you must let the anti-social behaviour team know immediately, as these will be investigated within 24 hours.

Write down everything you see and hear in as much detail as possible. A general summary isn't taken as seriously by the court as word -for - word evidence. So you'll have to include swear words.

What will you do with my diary sheets?

We very much appreciate the time and effort it takes to gather evidence in this way and realise that this can be extremely upsetting. When we receive your diary sheets we will acknowledge doing so and update you as much as possible with how your case is progressing.

It is important that you continue to keep diary sheets up to date, especially if we are to be successful at court if legal action is required. If you run out of diary sheets please let the anti-social behaviour team know and they will send you some more. You can log incidents on another sheet of paper if you have no diary sheets.