



**St. Leger Homes of Doncaster**

## **ADVICE ON COMPLETING ANTISOCIAL BEHAVIOUR MONITORING FORMS**

### **Guidelines on Completing this Form**

- Use one form for each incident.
- Please record as much information as you can in relation to the incident you have witnessed. When you describe the incident only write the facts, what you have actually seen or heard.
- Accurately record the time of the incident including what time it started and finished.

For Example

<b>Date</b>	The date the incident occurred
<b>Times</b>	Accurately record the time of each incident
<b>Location</b>	Exactly where the incident took place
<b>Persons Involved</b>	Include names of people involved if known to you  Include any nickname they are known by, as long as it is not derogatory towards them. If the names are not known then please give as full a description as possible including approximate height, build, clothing, hair and eye colour.
<b>Details of Incident</b>	Exactly what you have seen and heard. If abusive language has been used, you must record exactly what has been said and do not abbreviate it. Please give details of how you felt during the incident whether you felt distressed, harassed or alarmed by what you witnessed.

### **IF YOU ARE NOT WILLING TO ATTEND COURT BECAUSE OF FEAR OF REPRISALS**

You can still complete these monitoring forms and they can be produced as hearsay evidence by the officer dealing with case. The monitoring forms will be checked so that nothing is used which could identify you.

Once the form is completed please sign and date it and return it to your St. Leger Office in an envelope marked **Private and Confidential** for the attention of the Estates Officer dealing with your case.

**HELP US TO HELP YOU, THANK YOU FOR TAKING THE TIME TO COMPLETE THESE FORMS.**

