PRESERVING EVIDENCE - DOCUMENTATION OF THE INCIDENT

|  |
| --- |
| **When** When did the incident occur? * Include the exact date and time of the incident. It’s okay if you can’t remember the exact details - write down what you can remember, such as the month, time of the day (e.g. afternoon), or other events happening around the same time (e.g. shortly after Christmas)
* If this has happened more than once, you can include the range of dates or years, and the number of times it has happened. (e.g. During the year XXXX, \_\_\_\_ happened. This took place first on DD/MM/YY and later on DD/MM/YY)
 |
| *[Write here]*  |
| **Where**Where did the incident occur?* Include the address, landmarks around the area, or descriptions of your surroundings (e.g. Hotel XYZ, room number 123, ABC carpark, 2nd floor close to bin area)
 |
| *[Write here]* |
| **Who**Who was/were involved?* Include their name, age, gender and how you know the person. Please state any other relevant information that will help identify the person (e.g. IC number, social media handle, where they work, where they live, etc.)
 |
| *[Write here]* |
| **What**What happened?* We know this part can be really difficult. Take a moment if you need to, or skip this and come back to it another time when you feel more ready.
* Write as much as possible and be as detailed as you can. Include what happened before, during and after the incident. Write down anything you can remember about what you felt, saw, smelled, tasted and the interactions you had with the perpetrator(s).
 |
| *[Write here]* |
| **Evidence**Evidence to support you. You may have more evidence than you think. * Was there anyone with you before, during and after the incident?
	+ This could be someone who drove you or accompanied you to and from the incident location (e.g. taxi driver or friend).
	+ While it is rare that eyewitnesses are present during the incident, if you think someone could have seen it, or if there could have been CCTVs around the area, include this information.
* Have you told anyone about the incident?
	+ This includes both full and partial information you may have disclosed.
	+ Possible people could be close friends, family members, colleagues, teachers and any helpline you have reached out to.
	+ Give details about the person and the information you have shared. If possible, include details on when you shared the information.
* Do you have physical evidence?
	+ This includes clothes from that day, objects that may have your and/or the perpetrator's DNA. Even if you have washed them, keep them safely in a bag as it could be useful in case you choose to file a police report.
	+ Injuries you have sustained from the incident (e.g. scratches, bruises) also count as evidence. Take pictures of them and upload the images to this document.
* Do you have electronic evidence?
	+ This includes texts, emails, pictures, Facebook chats, social media messages and your call history. Please screenshot the exchanges you’ve had with the perpetrator and upload them onto this document
 |
| *[Write here]* |

**Saving the written document**

After documenting everything, save your written document in PDF format. This ensures that the information you have written down is not edited further by third parties.

Encrypting your written document

Protecting your document with a password ensures that only you have access to its contents.

* For Apple users:
1. Open up “Finder” and locate your document.
2. Right-click on your document, select “Open with” and “Preview”.
3. Click “File” on the top left corner and select “export as PDF...”.
4. Select “Show Details” and check the box “Encrypt”. Type in your desired password into the Password box and retype it in the Verify box. Click Save.
* For Windows users:
1. Right-click (or press and hold) your document ‘Properties’.
2. Select the ‘Advanced’ button and check the ‘Encrypt contents to secure data’ box.
3. Select ‘OK to close the ‘Advanced Attributes’ window.
4. Select Apply, and then select OK.

 Note: File encryption is not available in Windows 10 Home

You may also wish to save this PDF file into a USB device and delete this PDF from your computer. Keep the USB in a well-protected place.