



# IF AN INSTRUMENT IS STOLEN, WHAT ACTION SHOULD I TAKE?

## Remember – personal safety comes first!

Good evidence can help the police catch the criminals

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- 1 If you are involved in an incident, try to stay calm and avoid confrontation.
  - 2 Give the offenders what they want but take in as much detail about them as you can – age, height, hair, accent, build, clothing, footwear, jewellery, tattoos and mannerisms.
  - 3 If a vehicle is involved, look at the make, model, colour, registration number, the direction it takes, plus any obvious damage or memorable features, like a roof rack.
  - 4 Notice what the offenders touch. Avoid touching these items if they are left behind.
  - 5 After the incident write down the sequence of events and description of the offenders as soon as you can.
  - 6 Make a note of the time and date the instrument was taken, the name of the road, district/area and if there are any CCTV cameras in the vicinity.
  - 7 Use your mobile phone to take a few photographs of the location and the immediate surroundings.
  - 8 Without risking your personal safety, approach any possible witnesses such as passersby or residents in the surrounding area and record their observations, if any.
  - 9 Call the office/supplier so they can log the details of the stolen equipment, including the make, model and serial numbers.
  - 10 Call 999 and explain to the police that a high value survey instrument has been stolen. Make a note of the name and number of the police officer you speak to, the police station where it was reported, and the crime number you are given.
  - 11 Exercise extra vigilance after a theft, particularly when revisiting the site with replacement equipment as criminals may anticipate this situation and return.
  - 12 Victims of crime can sometimes suffer a delayed shock reaction. Inform your work colleagues, staff, friends and family to ensure you receive support if you need it.
  - 13 Write a full report whilst it is all fresh in your mind and with as much information as possible, along with any photographs you took. Keep an electronic copy of this information, as it will be required by the insurers and will help you report the details to SmartWater.
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TSA has an official agreement with SmartWater for the reporting of ALL survey equipment theft. This can be done directly through TSA's website. SmartWater work closely with the police to ensure every incident of survey equipment theft receives detailed analysis and follow-up.

- 1 Follow the link [www.tsa-uk.org.uk/equipment-theft](http://www.tsa-uk.org.uk/equipment-theft)
- 2 Download the incident form.
- 3 Complete the spreadsheet, including as much detail as possible.
- 4 Send, together with any supporting information such as photos or videos, to [donotreplyanalysts@smartwater.com](mailto:donotreplyanalysts@smartwater.com)



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