

SecG2:07

Reporting of Theft to the Police



The Confederation has produced a standard form which can be used by Members to report incidents of theft to the Police. The form is attached to the rear of this Guidance note, and can be freely copied for use. Police Officers assisted in the design of the form which contains the information they require to record details of a crime and issue a Crime reference number.

Please note the following:

1. All identified thefts of material should be reported to the Police.
2. Major thefts should be reported by telephone in the first instance, using the local non-urgent telephone line. They may require the attendance of a Police Officer.
3. Criminal incidents in progress should also be immediately reported by telephone by using the '999' system.
4. Non urgent or more minor matters can also be reported by telephone using the local non-urgent telephone line. Most Police Stations have a Crime Desk or Crime Bureau who will take details of the offence and issue a Crime number.
5. There is usually no need for members to attend at a Police Station to report a crime unless specifically requested. In such cases, it is advisable to confirm the report by faxing or e-mailing a copy of the NASC form to the Crime Desk.
6. Please provide as full a description of the material stolen as possible, including quantities, identifying marking, paint colours, and replacement value.
7. It is also advisable to visit the scene of the offence and seek information or witnesses to the incident. The Police may not always do this in minor offences.
8. Please send a copy of every reported theft to the NASC by fax or e-mail. Due to Police area boundaries, they may not pick up patterns of scaffold-related theft. These can sometimes be identified by Security Committee members who can make Police aware, and circulate local members to warn them of a possible problem.
9. Even if there is nothing stolen, or the matter does not require Police attention, please inform the NASC. It may help other members in the area.
10. If you receive information relating to criminal activity, please inform a member of the Security Committee, who will advise (confidentially) if any further action is required.
11. E-Mail is now a recognised and convenient means of communication and will enable messages to be passed quickly between NASC/regions/members and Police.

Whilst every effort has been made to provide reliable and accurate information, we would welcome any corrections to information provided by the Writer which may not be entirely accurate, therefore and for this reason, the NASC or indeed the Writer, cannot accept responsibility for any misinformation posted.



NATIONAL ACCESS & SCAFFOLDING CONFEDERATION

THEFT REPORT

Date _____
 Company Name _____
 Address _____

 Tel No _____
 Fax No _____
 Email Address _____
To The Officer in Charge _____
 _____ Police Station
 Address (see note 1 below) _____

 Tel No _____
 Fax No _____

Dear Sir,

Theft of Scaffolding Materials/Vehicle/Other (delete as necessary)

I write to advise you of the theft of property of the above company as follows:

Location: _____

Time & Date: _____

Items Stolen: (description, quantities) _____

_____ Value £ _____

Other Information: (suspect, vehicle details) _____

Circumstances: (tick box)

Erected Dismantled From Vehicle From Site From Yard

Other (specify) _____

Can be identified by:

Security paint registered with NASC (specify colour) _____

Tube stamped (specify) _____

Marking of fittings (specify) _____

Board end bands (specify) _____

Board face plates (specify) _____

Other (specify) _____

Mr _____ of this Company, who can be contacted at _____ can provide a statement in respect of this incident.

The Company will assist you in the identification of any recovered property, and will support any prosecution you feel appropriate. If I can assist further, please contact me (or Mr _____) at the above address. I would be pleased to receive notification of your Crime Reference Number for our records.

Crime Reference Number (if known) _____

Yours faithfully,

_____ (signed)

_____ (position)

Notes:

1. Please note that this matter must be reported to the Police Station in the area where the theft occurred.
2. Company to send copy of this form to the NASC, preferably by fax: 020 7822 7401.
3. This form is produced by the National Access and Scaffolding Confederation, 4th Floor, 12 Bridewell Place, London EC4V 6AP. Tel: 020 7822 7400 Fax: 020 7822 7401 enquiries@nasc.org.uk www.nasc.org.uk.