

## MEMORANDUM

**TO:** All Principals and Vice Principals  
**FROM:** Greg Frank, Secretary Treasurer  
**DATE:** 2020-06-04  
**RE:** Portables – Break & Enters

---

### **Background**

Surrey Schools has experienced an alarming increase in the number of break-ins to portables in the past 10 days. Thieves can and will strike anywhere the opportunity exists. They will continue to target our schools as long as they continue to be successful in stealing valuable items. The RCMP is aware of the situation however their efforts are hampered by the speed with which the thieves commit the break-in, the lack of evidence left at the scene and ability to sell stolen items quickly.

We need your help to deter thieves and reduce the impact of these losses.

### **Targets**

Portables are being targeted because, by virtue of their construction, they are easy to enter and difficult to secure. Dead bolting doors does not stop thieves, nor do the locked cabinets or iPad/laptops carts. The articles at greatest risk of being stolen, due to their relatively smaller size for carrying and the ease with which they can be converted to cash, are:

- laptop computers, tablets and iPads;
- projectors, cameras, document cameras;
- money.

### **Prevention**

Although a school cannot stop these criminals you can make your location less desirable. You can do this by not leaving any desirable items in plain view and storing portable electronics and iPad or laptops carts inside the main school building overnight. Always turn cash in to the school office at the end of the day.

### **Detection**

If your location is the target of theft the best way to fight back is to help catch the thieves. You can do this by promptly providing the RCMP with accurate and complete information on the items stolen. Your next step is to file the incident report using our online reporting system at <https://www.incident-request.org>. The RCMP's ability to act quickly is critical to catching the thieves and recovering property. Every School, and for Secondary schools every department, should have an inventory of valuable equipment. The inventory should include the item's description, make, model and serial number or asset tag number. This list must be easily accessible so information on stolen items can be provided to the RCMP quickly in the event of a theft.

**Thank you in advance for your attention to this serious problem.**