GARAGE AND VEHICLES

For Operation ID purposes, list power tools, lawn mower, and other valuable garden tools, bicycles, sporting equipment, small boat or motor, any other hobby equipment, etc. For insurance purposes, add other valuables you may store in your garage, such as wood, snow tires, workbench, lawn furniture, barbecue, etc.

For vehicles, list tape decks, CB radios or any other valuables which you keep in your vehicles. For campers, make a complete listing of appliances and furnishings.

ITEM:	*Description & Serial #*	*Cost*	*Check if Marked*

Kitsap County Sheriff's Office
Community Resource Division
614 Division St., MS-37
Port Orchard, WA 98366
(360) 337-7074

TAKE A BITE OUT OF CRIME

OPERATION IDENTIFICATION

Inventory Book

AN INVALUABLE RECORD OF VALUABLES

WHY AN INVENTORY?

Most people who lose valuables through burglary, fire or for any other reason find it surprisingly difficult to recall all of their belongings. Details such as brand names, models and descriptions are even more difficult to remember.

A properly completed inventory record of your valuables will prove invaluable in reporting any losses to the police. It also will be invaluable in preparing an insurance claim in the event you suffer a loss for any reason.

We strongly recommend that as you make your inventory, you also mark your property as part of the crime prevention program known as Operation Identification. (See next page for more information on Operation Identification.)

HOW TO USE THIS BOOK

Simply go through your residence one room at a time and list your items, beginning with the most valuable things, which are the most likely to be stolen. Such a listing of theft-prone items will be extremely helpful in making a stolen-property report to the police in the event of a burglary.

The pages also include extra space to list additional belongings for insurance purposes. Should you ever suffer a major loss, such as from fire, a more detailed listing will be vital both as an aid to remembering your belongings and because your insurance firm will request the best possible documentation to verify your claim.

For insurance purposes, you should list brand name, model name or serial number, and the date and approximate value of purchase.

When you have finished your inventory, make a duplicate handwritten, typewritten or photocopy of this book and keep the duplicate in a safe place away from your home. Most insurance agents will be happy to place the duplicate in your file, or you can keep it in a safe-deposit box, a file at work, or the like. Then keep the book itself with your permanent records at home.

It also is recommended that you supplement this record with photographs. Photograph valuable items that are inappropriate for marking, such as works of art, antiques, china sets, silver, fur pieces and so forth. As a further memory aid, it's a good idea to photograph each room in a way that will show furnishings, accessories, drapes, etc.

All photos should be kept with the duplicate record away from your home.

BASEMENT/STORAGE ROOM/ STORAGE SHED

For Operation ID purposes, list bicycles, boat motor, skis, rifles, darkroom equipment, power tools, etc. For insurance purposes, add laundry appliances and cleaning supplies, freezer and an indication of contents, other food supplies and other valuable items which you may store in the basement, such as off-season clothing, luggage, extra furniture, etc.

ITEM: Description & serial #	*Cost*	*Check if Marked*

OTHER ROOMS OR HALLS

Use this space to list additional bedrooms, dens or other rooms and any valuables you may have in hallways or open areas not connected to other specified rooms. **For Operation ID purposes, list theft-prone valuables such as all electronic equipment, photo or other hobby equipment, rifles, etc.** For insurance purposes, add all other furnishings and accessories, drapes or curtains, supplies in linen closets, luggage, sports equipment, etc.

ITEM: Description & serial #	*Cost*	*Check if Marked*

If you operate a farm or business at your home, you should make a separate inventory of the valuable equipment involved, following the same procedures.

Finally, you should update your inventory from time to time as you acquire additional items of value.

JOIN OPERATION ID!

To "join" Operation ID, borrow an electric engraver from your police or sheriff's department. Then mark all of your valuable, theft-prone property with the letters WADL (indicating Washington driver's license) followed by your driver's license number. If you don't drive, you can get a state identification card.

Then place a large Crime Watch sticker near each exterior entrance to your residence to let potential burglars know that your property is marked. Smaller stickers are available to be placed directly on the items.

By marking your property and displaying the stickers, you will discourage potential thieves. If some of your valuables are stolen or lost and later recovered, law enforcement can find the rightful owner by tracing the driver's license number through the 24-hour computer network.

Credit Card Log

List by name and account number. Report any loss promptly!

LIVING ROOM

For Operation ID purposes, list such valuables as TV, stereo (including each component), major accessories and paintings. For insurance purposes add all furniture, drapes, carpet and pad, books, fireplace equipment, lamps, etc.

ITEM: Description & serial #	*Cost*	*Check if Marked*

BEDROOM #2

For Operation ID purposes, list TV, radio, stereo, tape recorder and similar valuables. For insurance purposes, add all furniture, mirrors, bedding linens, clothing, including footwear, carpet and pad, sporting goods, hobby equipment, books, etc.

ITEM: Description & serial #	*Cost*	*Check if Marked*

BEDROOM #3

For Operation ID purposes, list TV, radio, stereo, tape recorder and similar valuables. For insurance purposes, add all furniture, mirrors, bedding linens, clothing, including footwear, carpet and pad, sporting goods, hobby equipment, books, etc.

ITEM: Description & serial #	*Cost*	*Check if Marked*

MAIN BEDROOM

For Operation ID purposes, list TV, radio and similar valuables. For insurance purposes, add all furniture, mirrors, bedding linens and clothing, including footwear, carpet and pad.

ITEM: Description & serial #	*Cost*	*Check if Marked*

DINING ROOM

For Operation ID purposes, list silver, china and crystal. For insurance purposes add all furniture, chandelier, drapes, carpet and pad, accessories, table linens, etc.

ITEM: Description & serial #	*Cost*	*Check if Marked*

FAMILY/REC ROOM

For Operation ID purposes, list TV, stereo, tape recorder, radio, cameras and lenses, projector(s), musical instruments, binoculars, calculator, typewriter, and electronic games. For insurance purposes add all furniture, carpet and pad, drapes, piano, lamps, paintings or prints, books, etc.

ITEM: Description & serial #	*Cost*	*Check if Marked*

KITCHEN

For Operation ID purposes, list TV, radio, microwave oven, small appliances (such as toaster-ovens), etc. For insurance purposes, add major appliances, china, silverware and pots and pans. For this purpose you also should add food supplies and cleaning supplies, particularly if you purchase in large quantities.

ITEM: Description & serial #	*Cost*	*Check if Marked*

BATHROOM

For Operation ID purposes, list radios, hair dryers, razors or other electric appliances. For insurance purposes, add linen, toiletries, etc.

ITEM: Description & serial #	*Cost*	*Check if Marked*