Property Inventory Record

Portland Police Bureau Operation Recovery

Portavo Pouts	

Owner:		Page of				Operation Recovery			
Item No. Quantity	ltem	Brand/Make	Model/Style	Serial No.	Color	Engraving/Markings	Size	Value	
SAMPLE	Computer	Dell	Optip GX280	D-4560455-OQWYZ	BLK	SANALE	NA	\$1,000	
urther Description	Desk top	computer with 15" fla	at monitor + 2 dell de	esk top speakers (6" ta	ıll)				
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Use this inventory form to make a list of your valuable belongings and keep the list in a safe place. Should you become the victim of a burglary or theft, you will be able to provide important information to law enforcement officers. The chances of recovering any item increase when more information about an item, especially serial numbers, is recorded. It is important to list model numbers and serial numbers. You should photograph any item that does not have a serial number and update this list each time you obtain additional items. Review the form annually.

To download this form online, follow this path: www.portlandpolice.com > Divisions > Property and Evidence > P.E.D. Forms

What is Operation Recovery?

Operation Recovery is a program that recommends and promotes recording information about your property to aid the Police Bureau with the return of your property if items are ever stolen.

What can I do?

A few minutes of your time can go a long way to assist everyone in the recovery of property. All you need to do is record descriptions of your property on the Operation Recovery Inventory Record form and keep it in a safe place. We recommend that you make two copies, one that you may access and another that is stored in a safety deposit box.

Property Check List

Appliances Power tools
Bicycles Printers
Binoculars Speakers
Cameras Televisions
Car stereo Vehicles/Trailers
Chain saw Video/game devices

Clocks

Computers **Photo document:**

Electronics Antiques Exercise equipment Collectibles

Firearms Furs
Furniture Jewelry
Machines Paintings

Music equipment

If your property is stolen, you will be able to provide information to the police about the items taken. For any items that do not have serial numbers such as jewelry, you should take photographs and store them with the form.

What is the role of the Police Bureau in property recovery?

Information about stolen property with serial numbers or engravings is entered into both a state Law Enforcement Data System (LEDS) and a national computer database known as National Crime Information Center (NCIC). This information is available to federal, state and local police agencies 24 hours a day, 7 days a week. When an item is found it can be "checked for stolen" through NCIC to determine if it matches any items listed in the database.

Portland Police Bureau Contact Numbers

Non-emergency line 503-823-3333

Precincts:

 Central Precinct
 503-823-0097

 East Precinct
 503-823-4800

 North Precinct
 503-823-5700

For more information, please visit our website at:

www.portlandpolice.com

Portland Police Bureau

1111 SW 2nd Avenue Portland, OR 97204 **Property/Evidence Division**

Operation Recovery







Communications Unit-CHO/April 2011

Portland Police Bureau