

OPERATION IDENTIFICATION



Operation Identification has 3 simple steps.

STEP 1 - MARK YOUR VALUABLE PROPERTY

Engrave your valuables with your either your California State Driver's License Number, Identification Number or if you recording business property, your state Tax Identification Number. If stolen, your property can then be easily traced and identified as yours.

Do not use your Social Security Number. Do not engrave valuables such as heirlooms, paintings, antiques, silver, china, or items that you will be selling for profit.

STEP 2 - CREATE A COMPLETE LIST OF YOUR VALUABLES

Using the attached form, include a description, model number and most importantly serial number for all of your valuable property. Consider supplementing this inventory with photographs. Photograph valuable items that include items that you are unable to etch, such as works of art, antiques, china, silver, furs, and similar items. Then photograph or videotape each room, cupboard, closet (don't forget the garage and vehicles) in a way that will show all furnishings and accessories. Digital photos of your property (especially jewelry, art, antiques, or other valuables) can then be stored safely on a disc.

STEP 3 - DISPLAY THE CITY OF SANTA CLARITA OPERATION IDENTIFICATION DECAL ON OR NEAR YOUR PERIMETER DOORS AND VULNERABLE WINDOWS.

This decal warns would-be burglars that your property is marked. These decals are known to deter burglars from entering your neighborhood, home or business.

A Crime Prevention Program brought to you by
CITY OF SANTA CLARITA
SANTA CLARITA VALLEY SHERIFF'S STATION

GETTING STARTED

There are many ways to create a property inventory. It may seem hard at first to record information about everything you have in your home or business, but don't let that put you off. First, decide on a way to make an inventory that works for you. You can do it room by room, category by category (furniture, electronics, etc.), from newest items to oldest or from most expensive purchases to less expensive ones.

TAKING INVENTORY

There are different ways to create your list. You can write everything down in a notebook, or use the handy list attached for reference. You can take pictures, writing information on the back of the photos or put information on your computer. If you have a video camera, you can walk through your house or business filming and describing the contents at the same time.

Keep receipts when they are available and note the cost for the item, when you bought it and other information about the make, model and serial number.

Expensive items like jewelry and art work may need to be insured separately. Ask your insurance agent to review your homeowners or business policy to check your coverage.

Store a copy of your inventory in a safe place, outside of your home or office - with a friend or relative, or in a safe deposit box. If your inventory is electronic, store it on a disk so that you will have something to give your insurance representative if your home is damaged. Also, whenever you make a significant purchase, remember to add the information to your inventory while the details are fresh in your mind.

Home or Business Inventory

You never know when a disaster or a loss may occur - but you can be prepared with a home or business property inventory.

An inventory can help:

- Report and recover any stolen property
- Buy the amount of insurance you need
- Get your insurance claim settled faster
- Verify losses for your income tax return
- Keep track of all the things you've accumulated over the years

Tips for Property Engraving, Inventory & Insurance

Purchase an electric engraving tool at your local hardware store or contact the Santa Clarita Sheriff's Station Community Relations Office to make arrangements to borrow one. The number should be engraved on an area that cannot be easily dismantled or seen with the public eye, and yet can be easily seen when the item is inspected.

Identification stickers. By advertising on the outside of your home or business that you are participating in the Operation Identification program, you are announcing that your valuable property has been marked and will be difficult for a burglar to resell. (If you later sell one of your engraved items, etch one line through your Driver's License Number so that it is still readable, initial it and give the buyer a bill of sale describing the property).



Consider Insurance: It's Worth the Piece of Mind

Insurance is recommended for everyone. Replacement value insurance is also important to obtain, since your insurance might reimburse you for the current cost for the item, rather than a depreciated value. A television set that you purchased for \$500 three years ago may only be worth \$100 now; however, with the replacement value clause, your insurance company will give you the money to buy a new set. A caution to renters: Landlords only have insurance to cover their building, not your personal property. Check with your insurance agent about renter's insurance. You may be surprised how reasonably it may be obtained.

Update Your Information

Remember to periodically update your list, cross off items that you no longer own and add new items to your list. It is important to review your list from time to time to make certain that your valuable property is accounted for and properly recorded.

Operation Identification is a powerful deterrent to burglary. To learn more about crime prevention programs for your home or business, contact

You can refer to the following list to help create your personal inventory. Write a brief description of the item including when and where it was bought, its make or model.

- Televisions
- VCR/DVD player
- Video camera
- CD player
- Stereo equipment
- Washer/Dryer
- Vacuum cleaner
- Exercise equipment
- Carpet/rugs
- Artwork
- Statues
- Trailers
- Collections (coin, stamp, etc.)
- Pictures/wall hangings
- Entertainment center/wall units
- Piano/other musical instruments
- China
- Silverware
- Crystal
- Furs
- Jewelry
- Lawn mower
- Refrigerator
- Freezer
- Stove
- Microwave oven
- Oven
- Dishwasher
- Computer
- Printer
- Scanner
- Fax machine
- Bicycles
- Small boats

Operation Identification is a community crime prevention program for use in homes and businesses. The Operation Identification program involves marking certain valuable property with your California State Identifier number as a means of discouraging burglary and theft, and completing an inventory of your valuables. It's easy and worth your time!

Operation Identification is a powerful deterrent to burglary. To learn more about crime prevention programs for your home or business, contact

**Santa Clarita Valley Sheriff's Station
Community Relations Office
(661) 255-1121**

