

544.1 OPERATION INVENTORY BROCHURES

- I. **PURPOSE:** This directive identifies procedures and provides guidelines to assist victims of home and business burglaries. The intent of this program is to provide citizens with crime prevention advice and a form to inventory property. The probability of recovering stolen/missing items and identifying those responsible for the thefts is greatly enhanced when identifying information can be provided to the police.
- II. **DISCUSSION:** When a citizen reports a home or business burglary, theft or attempt of either crime, the officer will provide the citizen with an “Operation Inventory” brochure (TPD 1044b) and additional “Operation Inventory” forms (TPD 1044). The citizen will be advised to keep the form in a safe location in the event their items need to be reported stolen or missing.
- III. **PROCEDURE:**
 - A. Officers responding to home/business burglaries, after taking the report, will provide the victim with the “Operation Inventory” brochure and/or a blank “Operation Inventory” sheet.
 - B. The officer will then advise the citizen to complete and store the forms in a safe place for future use if necessary.
 - C. In the event that the officer is out of forms, the officer will have the citizen contact the respective District Crime Prevention Team.
 - D. Time permitting, the officer will assist the citizen in starting the inventory by making the first entry, assisting in locating serial numbers, model numbers, etc. The objective being to ensure that citizens actively participate in the program.

Supersedes SOP 544.1, dated 7/05