INSTRUCTIONS

You can help stop a thief by participating in Operation Identification. This system requires a small amount of time and effort on your part. It involves marking and then inventorying your property. Marking denies the would-be thief a market for stolen items. Valuables marked conspicuously with your driver's license number or your name and address will not be readily resalable. Operation Identification works even when your property is recovered and lets you identify it so it can be returned to you.

The purpose of this record is to facilitate the inventory you will perform of your property. It is a record of the necessary information you will need to give to the police when and if you are victimized. A hard copy of the record form can be picked up from the Office of Student Services. Keep the completed form in a safe place where it can be referred to if necessary.

WHAT NUMBER TO USE

Use the Personal Property Inventory Form to list all of your important valuables by description (make, model, color, size, etc.) and by serial number.

Also note the location where you have engraved your personal identification mark. The most effective number is your state driver's license number. Put the abbreviation of the state it was issued in after the number (e.g.: XXXXXXXXXXOK). Police across the country have access to this number through state motor vehicle records.

WHAT TO MARK AND HOW

The engraver will mark steel, plastic, glass, wood, or any hard surface. It requires no special skills. Just use it as you would a pen or pencil. Do not press down on the engraver; allow the engraver to etch smooth, even lines. Do not engrave on removable parts such as doors, lids, plates, etc. Pick a place close to the object's serial number.

Engravers are available on loan from the Campus Security by calling (580) 977-9448.

For hard objects such as bicycles, radios, stereos, televisions, tape recorders, cameras, watches, sporting goods and appliances, use an engraving tool to mark your identification on a conspicuous, permanent part of the item. Metal or plastic parts are best for making a smooth, legible mark.

For un-markable items such as jewelry, musical instruments, antiques, etc., place the object against a plain background and take several color photos from different angles. Include a ruler in the picture for scale. Label photos and keep them with your Property Inventory Form.

For soft or porous objects such as leather, fiberboards, cloth, use a contrasting magic marker. Once you have completed your Property Inventory form and your valuables are marked, store the form in a safe place... preferably a safe deposit box. Should you ever be the victim of a burglary, use this form to check off what has been stolen.