

Block Watch Guide

Neighbors knowing, caring and looking out for each other



This information is provided courtesy of the Longview Police Department



Longview Police Department

1351 Hudson Street
Longview, WA 98632
General business line:
360.442.5800
Emergency: 9-1-1,
Dispatch: 360.577.3098

Satellite Office

216 30th Avenue, Suite C
Longview, WA 98632
360.442.5850

Module 3—Operation Identification

Block Watch Module 3

Operation Identification

Module 3 of your Block Watch Guide is called Operation Identification. This module will walk you and your neighbors through the helpful process of labeling your personal property.

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Operation Identification

Meeting 3

1. Inventory Lists
 - a. Such lists are provided in the handout material.
 - b. Should be filled out so that a complete list of property can be provided in case of loss.
 - c. It is nearly impossible to depend on memory for list of stolen or lost items.
 - d. Good way to store serial numbers that can be computerized and checked against pawns.
 - e. Also good for loss from fire - insurance companies often ask for a detailed listing of loss.
 - f. Use a video camera to record valuables if cannot engrave. Use serial numbers and record information.

2. Marking items - use an engraver to mark your secret code word on items.
 - a. Mark tools, TVs, office equipment, etc.
 - b. Engravers are available at the Longview Highland Satellite Office for checkout.
 - c. Evidence and property persons need this information for returning your stolen or found property.
 - e. Longview Police Satellite Office can provide stickers for your windows letting others know that your property has been marked.

Operation Identification FAQs

Protecting your valuables

What is Operation Identification?

- ◆ Operation Identification is a citizen's burglary prevention program for use in homes and businesses.
- ◆ The Operation Identification program involves marking property with your Washington State license or ID Number as a means of discouraging burglary and theft.
- ◆ In communities where it has been properly implemented, Operation Identification has shown dramatic results in the ability to reduce burglaries and theft.

The Operation Identification Program has two parts.

Part One:

- ◆ Mark your valuables with your secret code.

Businesses can use their Washington State Tax Number preceded by "WA" and ending in "TX." 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. Take photos or videos and keep in a safe place.

Part Two:

- ◆ Display the 3" x 4" International/Washington State Operation Identification logos on or near your perimeter doors and vulnerable windows. This tells possible burglars that your property is marked and to go elsewhere. Display the 1" x 1" Operation Identification logos on the individual valuables or vehicle wing windows and create a greater deterrent.

How to Participate

- ◆ Purchase an electric engraving tool or contact your Corporal.
- ◆ Mark property that is of value to you with your secret code.
- ◆ The code should be engraved on an area that cannot be easily dismantled, and which is easily seen. You may also want to engrave in another area that is not easily seen.
- ◆ To obtain the Operation Identification sticker, contact your Corporal after you have engraved your property. By advertising your participation in Operation Identification, you are announcing that your valuable property has been marked and will be difficult for a burglar to re-sell.
- ◆ If you sell your engraved items, etch one line through your code so that it is still readable, initial it and give the buyer a bill of sale describing the property.
- ◆ For items you cannot engrave, you may want to consider purchasing an invisible marking pen from a stationary store. Although the invisible marking pen may not be a deterrent from the burglar taking the item, it can greatly add to identification of items recovered. You should remember though that the ink can be washed off and will dissipate within three years.

Engraver tool tips:

When engraving, hold the tool straight up and down.

The engraving tool can be adjusted for surface differences.

Practice using the engraving tool before you mark your property.



Photographs

- ◆ It is further recommended that you supplement this inventory with photographs. Photograph valuable items that are inappropriate for making, 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. Be sure to show distinguishing features.

Another consideration: Insurance

- ◆ Insurance is recommended for everyone. Replacement value insurance is also important to obtain, since it will reimburse you for the current cost for the item rather than a depreciation 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 purchased.

- ◆ Operation Identification is a powerful deterrent to burglary. To learn more about other burglary deterrents such as Auxiliary Locking Devices for your doors and windows, and Alarm Systems, please call your Corporal or go to a lock/security business.

Inventory

- ◆ While marking your property, make a list of all your valuables. List the brand, model, serial number and the date purchased, along with the value. When you have finished your inventory, make a duplicate and kept it away from the home.
- ◆ Most insurance agents will be happy to keep your list in a safe place. Should you suffer a major loss, this detailed listing will be vital because your insurance agent will require the best possible documentation to verify your claim. The inventory will also be of great help to police in their attempts to recover the stolen property.

PROPERTY INVENTORY RECORD - sample						
Item	Make	Serial #	Value	Purchase Date	Marked	
1. _____	_____	_____	_____	_____	_____	_____
2. _____	_____	_____	_____	_____	_____	_____
3. _____	_____	_____	_____	_____	_____	_____
4. _____	_____	_____	_____	_____	_____	_____
5. _____	_____	_____	_____	_____	_____	_____
6. _____	_____	_____	_____	_____	_____	_____
7. _____	_____	_____	_____	_____	_____	_____
8. _____	_____	_____	_____	_____	_____	_____
9. _____	_____	_____	_____	_____	_____	_____
10. _____	_____	_____	_____	_____	_____	_____
11. _____	_____	_____	_____	_____	_____	_____
12. _____	_____	_____	_____	_____	_____	_____
13. _____	_____	_____	_____	_____	_____	_____
14. _____	_____	_____	_____	_____	_____	_____
15. _____	_____	_____	_____	_____	_____	_____
16. _____	_____	_____	_____	_____	_____	_____
17. _____	_____	_____	_____	_____	_____	_____
18. _____	_____	_____	_____	_____	_____	_____
19. _____	_____	_____	_____	_____	_____	_____
20. _____	_____	_____	_____	_____	_____	_____

PROPERTY INVENTORY RECORD

Item	Make	Serial #	Value	Purchase Date	Marked
1. _____	_____	_____	_____	_____	_____
2. _____	_____	_____	_____	_____	_____
3. _____	_____	_____	_____	_____	_____
4. _____	_____	_____	_____	_____	_____
5. _____	_____	_____	_____	_____	_____
6. _____	_____	_____	_____	_____	_____
7. _____	_____	_____	_____	_____	_____
8. _____	_____	_____	_____	_____	_____
9. _____	_____	_____	_____	_____	_____
10. _____	_____	_____	_____	_____	_____
11. _____	_____	_____	_____	_____	_____
12. _____	_____	_____	_____	_____	_____
13. _____	_____	_____	_____	_____	_____
14. _____	_____	_____	_____	_____	_____
15. _____	_____	_____	_____	_____	_____

AUTOMOBILE INVENTORY RECORD

Item	Make	Serial #	Value	Purchase Date	Marked
1. _____	_____	_____	_____	_____	_____
2. _____	_____	_____	_____	_____	_____
3. _____	_____	_____	_____	_____	_____
4. _____	_____	_____	_____	_____	_____
5. _____	_____	_____	_____	_____	_____

CAMERAS/SPORTING GOODS INVENTORY RECORD

Item	Make	Serial #	Value	Purchase Date	Marked
1. _____	_____	_____	_____	_____	_____
2. _____	_____	_____	_____	_____	_____
3. _____	_____	_____	_____	_____	_____
4. _____	_____	_____	_____	_____	_____
5. _____	_____	_____	_____	_____	_____
6. _____	_____	_____	_____	_____	_____
7. _____	_____	_____	_____	_____	_____
8. _____	_____	_____	_____	_____	_____
9. _____	_____	_____	_____	_____	_____
10. _____	_____	_____	_____	_____	_____

ITEMS OF VALUE WITHOUT SERIAL NUMBERS/PHOTOS

Item	Make	Serial #	Value	Purchase Date	Marked
1. _____	_____	_____	_____	_____	_____
2. _____	_____	_____	_____	_____	_____
3. _____	_____	_____	_____	_____	_____
4. _____	_____	_____	_____	_____	_____
5. _____	_____	_____	_____	_____	_____
6. _____	_____	_____	_____	_____	_____
7. _____	_____	_____	_____	_____	_____
8. _____	_____	_____	_____	_____	_____
9. _____	_____	_____	_____	_____	_____
10. _____	_____	_____	_____	_____	_____



Operation Identification



Program Information | Engraver Checkout Application Form

To borrow an engraver, please fill out the following form and visit the Longview Police Highlands Satellite Office at 216 30th Ave. behind St. Helens Grocery Store. Monday through Thursday, from 9 a.m. to 4 p.m. Questions can be directed to 442-5850 or Satellite.Office@ci.longview.wa.us

About Operation Identification

Operation Identification encourages community members to mark or identify valuables as a proactive measure against theft. Marked or stolen articles are easily traced and difficult to sell.

Operation Identification also helps to make recovered property easier to get back to victims of theft.

Your local Community Policing Department will lend you an electric engraver FREE OF CHARGE to mark your personal possessions using a unique identifier like your Code Number. The borrowing period is usually three days. In addition, you are encouraged to photograph or videotape the contents of your home that cannot be engraved, including jewelry, silverware, figurines, paintings, etc. Window stickers for your home are also provided to alert people that you have taken proactive measures to deter theft by participating in the Operation Identification Program.

Protect your property. Become a participant in Operation Identification.

Help us serve you better.

Please indicate how you learned about the Operation Identification Program:

- | | |
|---|---|
| <input type="checkbox"/> Radio | <input type="checkbox"/> TV |
| <input type="checkbox"/> The Daily News | <input type="checkbox"/> Neighbors |
| <input type="checkbox"/> Community event/police display | <input type="checkbox"/> Volunteer call |
| <input type="checkbox"/> Word of mouth | <input type="checkbox"/> Block Watch |
| <input type="checkbox"/> Other (please specify) | |

Life-threatening emergencies or crimes in progress: Call 9-1-1

Community Police or to report crimes that are not in progress: Call 577-3098

Equipment Loan Application

Name	Driver's License Number/ID Number
Address/City/State/Zip	
Telephone	Email
Signature	Date

For office use only

Date Out	By	Date returned	By
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