



# OPERATION INVENTORY LEESBURG POLICE DEPARTMENT



Use the property inventory to make a list of your valuable belongings and keep the list in a safe place. Should you become the victim of a burglary, you will be able to provide valuable information to law enforcement officers. The more information about an item, especially serial numbers, the better the opportunities for recovery. It is important to list model numbers with serial numbers as manufacturers may repeat serial numbers on the same type item of different models. You should photograph any item without a serial number.

Below is an example of how a sheet might be filled out. Also, you should update your inventory each time you obtain additional item and review the sheet annually.

### PRINT CLEARLY

ITEM #	ITEM TYPE (STEREO, COMPUTER, ETC.)	BRAND/MAKE	MODEL #	COLOR	SIZE / CALIBER	SERIAL #	ENGRAVINGS OR MARKINGS	TOTAL VALUE
1	COMPUTER	DELL	DIMENSION 8100	BLK	N/A	D-4560455-0QW45	N/A	\$1000.00
<b>FURTHER DESCRIPTION:</b> Mini-tower case with keyboard								
2	Monitor	Dell	P-879	BLK	19 in	p-645-qty-56-PDM	n/a	\$400.00
<b>FURTHER DESCRIPTION:</b> Flat screen								

ITEM #	ITEM TYPE (STEREO, COMPUTER, ETC.)	BRAND/MAKE	MODEL #	COLOR	SIZE / CALIBER	SERIAL #	ENGRAVINGS OR MARKINGS	TOTAL VALUE
<b>FURTHER DESCRIPTION:</b>								

ITEM #	ITEM TYPE (STEREO, COMPUTER, ETC.)	BRAND/MAKE	MODEL #	COLOR	SIZE / CALIBER	SERIAL #	ENGRAVINGS OR MARKINGS	TOTAL VALUE
<b>FURTHER DESCRIPTION:</b>								

ITEM #	ITEM TYPE (STEREO, COMPUTER, ETC.)	BRAND/MAKE	MODEL #	COLOR	SIZE / CALIBER	SERIAL #	ENGRAVINGS OR MARKINGS	TOTAL VALUE
<b>FURTHER DESCRIPTION:</b>								

ITEM #	ITEM TYPE (STEREO, COMPUTER, ETC.)	BRAND/MAKE	MODEL #	COLOR	SIZE / CALIBER	SERIAL #	ENGRAVINGS OR MARKINGS	TOTAL VALUE
<b>FURTHER DESCRIPTION:</b>								

ITEM #	ITEM TYPE (STEREO, COMPUTER, ETC.)	BRAND/MAKE	MODEL #	COLOR	SIZE / CALIBER	SERIAL #	ENGRAVINGS OR MARKINGS	TOTAL VALUE
<b>FURTHER DESCRIPTION:</b>								
ITEM #	ITEM TYPE (STEREO, COMPUTER, ETC.)	BRAND/MAKE	MODEL #	COLOR	SIZE / CALIBER	SERIAL #	ENGRAVINGS OR MARKINGS	TOTAL VALUE
<b>FURTHER DESCRIPTION:</b>								
ITEM #	ITEM TYPE (STEREO, COMPUTER, ETC.)	BRAND/MAKE	MODEL #	COLOR	SIZE / CALIBER	SERIAL #	ENGRAVINGS OR MARKINGS	TOTAL VALUE
<b>FURTHER DESCRIPTION:</b>								
ITEM #	ITEM TYPE (STEREO, COMPUTER, ETC.)	BRAND/MAKE	MODEL #	COLOR	SIZE / CALIBER	SERIAL #	ENGRAVINGS OR MARKINGS	TOTAL VALUE
<b>FURTHER DESCRIPTION:</b>								
ITEM #	ITEM TYPE (STEREO, COMPUTER, ETC.)	BRAND/MAKE	MODEL #	COLOR	SIZE / CALIBER	SERIAL #	ENGRAVINGS OR MARKINGS	TOTAL VALUE
<b>FURTHER DESCRIPTION:</b>								
ITEM #	ITEM TYPE (STEREO, COMPUTER, ETC.)	BRAND/MAKE	MODEL #	COLOR	SIZE / CALIBER	SERIAL #	ENGRAVINGS OR MARKINGS	TOTAL VALUE
<b>FURTHER DESCRIPTION:</b>								
ITEM #	ITEM TYPE (STEREO, COMPUTER, ETC.)	BRAND/MAKE	MODEL #	COLOR	SIZE / CALIBER	SERIAL #	ENGRAVINGS OR MARKINGS	TOTAL VALUE
<b>FURTHER DESCRIPTION:</b>								
ITEM #	ITEM TYPE (STEREO, COMPUTER, ETC.)	BRAND/MAKE	MODEL #	COLOR	SIZE / CALIBER	SERIAL #	ENGRAVINGS OR MARKINGS	TOTAL VALUE
<b>FURTHER DESCRIPTION:</b>								

**Leesburg Police Department – 115 E Magnolia St. – Leesburg, FL 34748 – 352-728-9860**

ITEM #	ITEM TYPE (STEREO, COMPUTER, ETC.)	BRAND/MAKE	MODEL #	COLOR	SIZE / CALIBER	SERIAL #	ENGRAVINGS OR MARKINGS	TOTAL VALUE
<b>FURTHER DESCRIPTION:</b>								
<b>FURTHER DESCRIPTION:</b>								
<b>FURTHER DESCRIPTION:</b>								
<b>FURTHER DESCRIPTION:</b>								
<b>FURTHER DESCRIPTION:</b>								
<b>FURTHER DESCRIPTION:</b>								
<b>FURTHER DESCRIPTION:</b>								
<b>FURTHER DESCRIPTION:</b>								
<b>FURTHER DESCRIPTION:</b>								