

# Spirit Lake Police Department | Property Inventory Sheet

DATE: \_\_\_\_\_

CASE #: \_\_\_\_\_

VICTIM'S NAME: \_\_\_\_\_

No.	ITEM	BRAND	MODEL #	SERIAL # or OAN	COLOR	VALUE OF PROPERTY	SLPD USE ONLY

INSTRUCTIONS FOR COMPLETING THIS FORM

## Spirit Lake Police Department | Property Inventory Sheet

No.	ITEM	BRAND	MODEL #	SERIAL # or OAN	COLOR	VALUE OF PROPERTY	SLPD USE ONLY
#1	#2	#3	#4	#5	#6	#7	#8

**#1- No:** This column is for you to number the total quantity of items lost or stolen. For example, if 10 items were stolen, the first line would start with #1, #2, and so on.

**#2- ITEM:** This box is for the TYPE of item lost or stolen. *Example: Chainsaw, i-pod, wristwatch, etc.*

**#3- BRAND:** This box is for the BRAND NAME of the item. *Example: "Husqvarna", "Apple", "Rolex", etc.*

**#4- MODEL #:** Place the MODEL NUMBER of the item in this box if it is known. This number is generally on the item in an obvious location, generally on the face or front of the item. This is NOT the same as the serial number. Model numbers are the same for all similar items made by a particular company. If the model number is unknown, or does not apply, please write "unknown" or "N/A"

**#5- SERIAL #/OAN:** This number is different from the model number in that each specific item is assigned a unique identifying number. The number will be located on the manufacturer's identification plate and either embossed or engraved onto that plate. The number is sometimes abbreviated "S/N":\*\*\*\* The serial number is the most important number for locating and recovering stolen or lost items. \*\*OAN stands for Owner Applied Number. Anything that you, as the owner, have written or engraved on the item for identification purposes is considered an OAN.

**#6- COLOR:** What color, or color combination best describes the item.

**#7- VALUE:** Actual value of the property (not the replacement cost of the item)

**#8- SLPD:** DO NOT WRITE IN THIS SPACE

When you completing this form, be sure to:

- **PRINT/TYPE** the information legibly
- Check for accuracy
- If you're not sure, leave the space blank or mark UNK (unknown)
- **Return form to Spirit Lake Police Department or mail to PO Box 1018 Spirit Lake, ID 83869**