

Property/Evidence Division  
**Operation Recovery**

*Each year individuals fall victim to theft crimes. Detectives responsible for the investigation of these offenses rely heavily upon detailed descriptions of stolen property to aid in its recovery.*

**What is Operation Safeguard?**

Operation Safeguard is a program that recommends and promotes recording information about your property and aiding the Police Department with the return of your property if items are stolen.

**What can I do?**

A few minutes of your time can go a long way to assist everyone in the recovery of property. All you need to do is record descriptions of your property on the Operation Safeguard Inventory Record form and keep it in a safe place. We recommend that you make two copies, one that you may access and another that is stored in a safety deposit box.

**Property Check List**

Appliances	Music Equipment
Bicycles	Power Tools
Binoculars	Printers
Cameras	Speakers
Camping Gear	Sporting Goods
Car Stereo	Televisions
Chain Saw	Tool Boxes
Clocks	Typewriter
Clothing	Vehicles/Trailers
Computers	Video/game devices
DVD's	Electronics
Exercise Equipment	Firearms
Furniture	Garden tools
Machines	

**Items that should have photo documentation:**

Antiques	Collectibles
Furs	Jewelry
Paintings	

If your property is stolen, you will be able to provide information to the police about the items taken. For any items that do not have serial numbers, such as jewelry, you should take pictures and store them with the form.

**What is the role of the Police Department in property recovery?**

Information about stolen property with serial numbers or engravings is entered into both a New York Statewide Police Information Network (NYSPIN) and a national computer database known as National Crime Information Center (NCIC). This information is available to federal, state and local police agencies 24 hours a day, 7 days a week. When an item is found it can be "checked for stolen" through NCIC to determine if it matches any items listed in the database.

The information you provide will also be used to determine if your property has been sold to local pawn shops.

# PROPERTY INVENTORY RECORD

Schenectady Police Department  
**Operation Recovery**



Owner: \_\_\_\_\_ Page \_\_\_\_\_ of \_\_\_\_\_

Quantity	Item	Brand/Make	Model/Style	Serial No.	Color	Engraving/Markings	Size	Value
						<input type="checkbox"/> Yes <input type="checkbox"/> No (Describe below)		
Further Description:								

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Quantity	Item	Brand/Make	Model/Style	Serial No.	Color	Engraving/Markings	Size	Value
Further Description:								

Use this inventory form to make a list of your valuable belongings and keep the list in a safe place. Should you become the victim of a burglary or theft, you will be able to provide important information to law enforcement officers. The chances of recovering any item increases when more information about an item, especially serial numbers, is recorded. It is important to list model numbers and serial numbers. You should photograph any item that does not have a serial number and update this list each time you obtain additional items. Review the form annually.

**For more information or additional copies of this form, please visit our website at [www.schenectadypd.com](http://www.schenectadypd.com)**