

This form has been left with you so you can give us a complete list of property taken in your recent theft. Please follow the simple instructions below and when you are satisfied that your list is complete, return it to us or call us at (510) 724-8950 and we will send someone to pick it up.

INSTRUCTIONS

Please **PRINT** or **TYPE** all information.

The BCS box is for the Police Department's use only.

1. The **ITEM #** box - number each item sequentially on the first line used to list the item. You may group items that do not have serial numbers. For example, four baseball gloves may be item number one. *See example below.
2. The **QUAN** box is the quantity of each item taken. If you had 13 record albums taken, the number 13 would go in this box.
3. The **DESCRIPTION** box is most important. Describe each item taken as completely as possible being sure to indicate the type of item, the manufacturer's make, model, and anything else that can describe this item as yours, such as color, size, scratches, or missing parts. **The more complete of a description you can provide, the better chance we have of returning it to you if we recover it.** You may also attach drawings or photos of the item if you have them.
4. The **SERIAL #** box is for the serial number of the item taken. If you have engraved your driver's license number on the item, include it here.
5. The **BCS** box is for the Police Department's use only.
6. The **VALUE** box is where you put the *current* market value of each item. The **TOTAL** amount is to be listed here even though more than one item was stolen/lost. The price for each should be listed in the DESCRIPTION area. If stolen/lost from a business, list the wholesale value without any markup or profit added. Items without cash value (driver's licenses, credit cards, keys, etc.) should be listed without values. If the value is unknown, make an honest estimate.

7 & 8. The **DOC** and **DISPO** boxes are for the Police Department's use only.

*Here are some examples:

ITEM #	QUAN	DESCRIPTION	SERIAL #	BCS	VALUE	DOC	DISPO
1	1	COLOR TV, RCA XL100 BROWN PLASTIC WOOD GRAIN CASE	456178901		\$500.00		
2	5	MAXELL CASSETTE TAPES (BLANK) C-60	NONE		\$ 15.00		
3	1	WOMEN'S PLAIN YELLOW GOLD WEDDING BAND WITH ONE SMALL CIRCLE CUT DIAMOND AND INITIALS "BLV" ENGRAVED INSIDE.	NONE		\$350.00		
4	1	SET OF SOCKET WRENCHES, SEARS "CRAFTSMAN" ½ INCH DRIVE WITH SOCKETS RANGE FROM ¼" TO ¾". 10 PIECES IN A GREEN METAL CASE. ALL PIECES HAVE "DUKE" ENGRAVED ON THEM.	CDL R080251		\$ 45.00		

AT THE BOTTOM OF EACH PAGE YOU WILL SEE A SET OF BOXES. PLEASE PRINT OR TYPE YOUR NAME AND GIVE US YOUR SIGNATURE, DATE AND TIME ON EACH PAGE.

THANK YOU FOR YOUR HELP.

Pinole Police Department
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(510) 724-8950