### What is Operation Identification?

Operation Identification is a program to deter theft of valuable property and to help return it, if recovered.

Theft is the most common crime on any college campus. Valuable items and heirlooms can disappear quickly when doors are left open or bags are left unattended "for just a second." Most thefts are committed by people you know.

By taking preventive action, you can avoid becoming a victim of theft.

Tips to Prevent Theft

- Never leave your room door unlocked even if you are just going to the restroom or down the hall. An open or unlocked door is an invitation to steal.
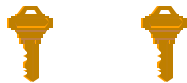
- Do not prop open exterior doors to your residence hall.
- Keep your keys with you at all times.
- Never lend your keys to anyone.
- Leave valuable jewelry, especially those items with sentimental or heirloom value, at home.
- If something is stolen or missing, report it right away. It is also helpful to post signs about the missing items(s) – this may help in its return.
- Mark valuable clothing with indelible markers and never leave your laundry unattended in the laundry room.

To participate in Operation ID:

1. Make an inventory of all valuables including computers, stereos, cameras, skis, and bicycles – anything of value to you.
2. Engrave the item with an ID number. The most common is to use your drivers license number followed by the 2-letter state code. **Engravers are available to sign out at Campus Safety during normal business hours. If you need assistance, an officer can help you.**
3. List the item, make, model, serial number, your ID number, the date of purchase and the cost of the item. You may use the "Personal Property Inventory" form on the back of this brochure.
4. Items you can't engrave should be photographed with an instant camera.
5. Keep a copy of the list and photos with you and send another copy home.
6. Get valuables insured.

If you do become a victim,
- Contact Campus Safety right away at x5566 or x5567.
- Provide the officer with all necessary information, including suspects.
- Copies of reports can be requested through the Department of Campus Safety.

**For more information,
Contact Campus Safety
(518) 580-5566**

OPERATION IDENTIFICATION
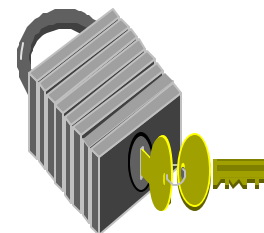
Theft Deterrence
&
Recovery Program

A crime awareness program from the Department of Campus Safety

580-5566

If you have information about a crime you can call the Campus Safety Office and provide information **Anonymously!**

PERSONAL PROPERTY INVENTORY

1. List items of value below. Include the item type (bicycle, computer, etc.), the make (Toshiba, IBM), the model, the serial #, other ID numbers or markings (the number you engrave for example), the date of purchase (Date Prch) and the original cost.
2. Engrave items with a personal identification number. All items should have the same number. You can use your license number followed by the 2-letter state code, or use your Skidmore ID number, followed by "SKID". ***For privacy reasons, you should not use your Social Security Number***
3. To use the engraver;
   - Hold the engraver like a pencil
   - Hold at a right angle to the item being engraved
   - Press down firmly and engrave large enough to be seen and on a surface that is not hidden from view.
   - Once you are done engraving, paint over it with clear nail polish to make filing it down more difficult (it's hard to re-sell damaged merchandise)

4. Make a copy of this list. Keep one copy in a secure location where you will be able to find it and the second copy should be kept at a separate location such as at home with your parents.
5. Get insurance, either through your parents homeowners or renters policy, or on your own to cover the cost to replace items in case of theft.
6. Apply the operations ID sticker to each item you mark with your ID number.

ITEM	MAKE	MODEL	SERIAL#	OTHER ID	DATE PRCH	COST

DATE_____NAME_____