

# SAN JOSE POLICE DEPARTMENT

## Property Report Instruction Sheet

List and identify all items of property that are missing. This report will be included with the original offense report.

**PLEASE TYPE OR PRINT LEGIBLY**

Describe each article completely. Be sure to note any initials or special marks on common items such as hand tools, toolboxes, sleeping bags, etc. to aid in identification and recovery of your property.

**ALWAYS INDICATE ANY IDENTIFIABLE OR UNIQUE FEATURES**

**ART OBJECTS:** Describe article, material, artist.

**BICYCLES:** Indicate wheel size, boy's or girl's model, speed and license information.

**CAMERAS:** Indicate type of lens, flash attachments, other accessories and if in camera case.

**CLOCKS:** Indicate type: wall, mantle, travel, wind, electric, digital, chimes, or alarm.

**CLOTHING:** Indicate men's, women's, or children, type of material, trim size, label.

**FIREARMS:** Indicate pistol, rifle or shotgun, barrel length, describe grips/stocks and holster/cases, caliber, make, and model number.

**JEWELRY:** Indicate type of metal, size, type & number of stones; men's, women's or children, jeweler.

**WATCHES:** Indicate men's, women's, children, type of band, movement, other features.

**PAINTINGS:** describe scene, type of paint, frame, artist name.

**RADIOS:** Indicate brand, AM-FM/CB, size, clock, additional features.

**SILVERWARE:** Indicate manufacturer, design, describe case, type of metal.

**TELEVISIONS:** Indicate color or black/white, screen size, brand, console or portable model.

### **STEREO**

**EQUIPMENT:** List all components, speakers, receivers, amps, headphones. Attach photos or drawing if available. Contact the store where purchased for additional description. (Serial and model number, inscriptions are important).

The completed Property Report Form can be mailed or returned to:

San José Police Department  
Records Unit  
201 W. Mission Street  
San José, CA 95110

Case #	<b>SAN JOSE POLICE DEPARTMENT PROPERTY REPORT</b>	Insurance Co.
Victim Name		Address
Address		<i>PLEASE TYPE OR PRINT – Return within 10 days to: SJPD 201 W. Mission St., San José, CA 95110</i>
Phone (h) (w)		

**CATEGORY A – FIREARMS – Please list all stolen firearms below**

Item Description	Brand	Model #	Caliber	Color	Serial #	Identifying Marks	Value
							\$
<b>Total Category A</b>							\$

**CATEGORY B – IDENTIFICATION (Badges, Birth Certificates, Passports, Licenses, etc. Do not include credit cards – list credit cards under Category D)**

Item Description	ID /Serial #	Name/Identifying marks on ID
<b>Total Category B</b>		

**CATEGORY C – (Food Stamps, WIC vouchers, lottery tickets)**

Item Description	ID /Serial #	Identifying marks	Value
			\$
<b>Total Category C</b>			\$

**CATEGORY D – MISCELLANEOUS – All other items other than above categories**

Item Description	Brand	Model #	Caliber	Color	Serial #	Identifying Marks	Value
							\$
<b>Total Category D</b>							\$