

COMPLETION INSTRUCTIONS

YOUR CASE WILL BE ASSIGNED TO A DETECTIVE FOR FOLLOW-UP BASED UPON SPECIFIC FACTS OBTAINED DURING THE INITIAL INVESTIGATION. STUDIES HAVE SHOWN THAT THE PRESENCE OF THE FACTS CAN PREDICT WHETHER A DETAILED FOLLOW-UP INVESTIGATION WOULD LIKELY RESULT IN THE ARREST AND PROSECUTION OF THE SUSPECT(S) OR THE RECOVERY OF PROPERTY IN A MANNER THAT IS COST-EFFECTIVE TO YOU, THE TAXPAYER. IT IS IMPOSSIBLE FOR THE DETECTIVES TO PERSONALLY DISCUSS EACH AND EVERY CASE WITH ALL CRIME VICTIMS. A DETECTIVE WILL NOT ROUTINELY CONTACT YOU UNLESS THE DETECTIVE REQUIRES ADDITIONAL INFORMATION.

TO REPORT ADDITIONAL INFORMATION:

AUTO THEFT
297-1122

BURGLARY
297-1123

LARCENY
297-1128

ROBBERY
297-1132

OTHER
297-1000

IF YOU HAVE ADDITIONAL SPECIFIC FACTS TO PROVIDE WHICH MIGHT ASSIST IN THE INVESTIGATION OF YOUR CASE, PLEASE CONTACT THE DETECTIVE UNIT INDICATED ABOVE. MONDAY THROUGH FRIDAY, BETWEEN 8:00 A.M. AND 4:00 P.M. IF A DETECTIVE IS NOT AVAILABLE WHEN YOU CALL, PLEASE LEAVE A MESSAGE AND INCLUDE THE PHONE NUMBER WHERE YOU CAN BE REACHED.

- A. PRINT LEGIBLY USING NO. 2 PENCIL OR BLACK INK, OR TYPE. STAY WITHIN COLUMNS. IF A COLUMN DOES NOT APPLY, LEAVE BLANK.
B. ITEM DESCRIPTION:

1. ITEM NUMBER: NUMBER THE ITEMS CONSECUTIVELY.
2. LIST PREV: MARK "Y" – YES OR "NO" – NO. WAS THE PROPERTY LISTED PREVIOUSLY BY THE OFFICER ON THE ORIGINAL REPORT?
3. CUST CODE: ENTER THE APPROPRIATE LETTER FROM THE CUSTODY CODES TABLE.
4. TYPE CODE: ENTER THE APPROPRIATE LETTER FROM THE TYPE CODES TABLE.
5. CAT CODE: ENTER THE APPROPRIATE LETTER FROM THE CATEGORY CODES TABLE.
6. ARTICLE: DESCRIBE WHAT WAS TAKEN; FOR EXAMPLE, TELEVISION, TYPEWRITER, CALCULATOR, ETC.
7. BRAND/MAKE: GIVE THE BRAND NAME OF THE MANUFACTURER; FOR EXAMPLE, SMITH & WESSON, CRAFTSMAN, SONY, ETC.
8. MODEL NAME/NO.: SEE LITERATURE PROVIDED BY MANUFACTURER OR DEALER FOR THIS INFORMATION. THIS IS NOT A SERIAL NUMBER; DO NOT CONFUSE THE TWO. SEE SAMPLE BELOW.
9. QTY: LIST THE NUMBER OF IDENTICAL ITEMS TAKEN; FOR EXAMPLE, WHEN LISTING TWELVE PAIRS OF GLOVES THE BOX WOULD NOT BE LISTED AS "12PR."
10. VALUE: LIST THE TOTAL VALUE FOR ONE ITEM OR GROUP OF IDENTICAL ITEMS. FOR EXAMPLE, 20 PAIRS OF LEVI JEANS WITH A VALUE OF "\$300," (NOT \$15 EACH). USE FAIR MARKET VALUE. DO NOT LIST ORIGINAL VALUE ON A USED ITEM. ANTIQUES SHOULD BE VALUED AT THEIR APPRAISAL, BUT COINS AT FACE VALUE ONLY. FOREIGN COINS HAVE NO VALUE FOR THE PURPOSE OF THIS REPORT. VALUE LISTED ON THIS REPORT DOES NOT NECESSARILY REPRESENT THE INSURED OR REPLACEMENT VALUE.
11. SERIAL NO.: LIST THE SERIAL NUMBER OF THE ITEM IF IT HAS ONE. IF UNKNOWN, AN OWNER APPLIED NUMBER MAY BE ENTERED HERE.
12. ADDITIONAL DESCRIPTION: THIS SECTION IS FOR ADDITIONAL PROPERTY DESCRIPTIONS. INDICATE THE ARTICLE BEING DESCRIBED AND DESCRIBE THOROUGHLY, INCLUDING ALL IDENTIFIABLE MARKS, SUCH AS BURN FEATURES (TARGET ACCESSORIES, GRIP ADAPTOR, ETC.) BARREL LENGTH AND FINISH (BLUE STEEL, CHROME, ETC.) ON JEWELRY AND CLOTHING, INCLUDE WHETHER LADIES OR MEN'S.

MAILING IN THE REPORT

MAIL OR BRING THE COMPLETED REPORT TO THE RECORDS BUREAU LOCATED AT: 701 COLCORD DRIVE, OKLAHOMA CITY, OK 73102.

SAMPLE

NO.	LIST PREV	CUST CODE	TYPE CODES	CAT CODE	ARTICLE	BRAND/MAKE	MODEL NAME/NO.	QTY.	VALUE	SERIAL NO.
1	Y	N	S	F	GUN	SMITH & WESSON	MODEL 15 COMBAT MASTERPIECE	1	\$95.00	K13845
2	N	N	S	T	TV	RCA	LC446	1	\$299.00	J47610
3	N	N	S	A	TIRES	FIRESTONE	721 RADIAL	4	\$95.00	