



# OPERATION IDENTIFICATION

Theft Deterrence & Recovery Program

A crime awareness program offered by Reinhardt University Department of Public Safety 770-720-5911

## What is Operation Identification?

Operation Identification is a program which helps to deter thefts of valuable property, and locate stolen or misplaced items. Valuable items can disappear quickly when doors are left open or bags are left unattended, "even for just a second."

Most thefts are committed by people you know.

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

**Theft** is the most common crime on ANY college campus.



## 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.
- Don't 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, wireless devices, cameras, gaming stations, bicycles – anything of value to you.
- 2) List the item, make, model, serial number, and the cost of the item. You may use the "Personal Property Inventory" form provided.
- 3) If the item does not have factory identifiers, like serial and model numbers, engrave the item with an ID number. The most common practice is to use your driver's license number followed by the 2-letter state code.  
\*Engravers are available to sign out at the Public Safety Office during normal business hours. If you need assistance, an officer can help you.
- 4) We have Serial Number stickers available for items if you cannot or do not wish to engrave your items.
- 5) Keep a copy of the list and photos with you and file a copy at the Public Safety Office.
- 6) When you bring your documents to our office located in the East Apartment Building, you can pick up your Reinhardt University Operation Identification sticker for your door. It's a great deterrent!
- 7) You might consider getting your valuables insured.



**If you become a victim:**

- Contact Reinhardt University Department of Public Safety right away @ 770-720-5911.
- Provide the officer on duty with all necessary information, including suspects.
- We will assist you with filing a theft or burglary report of your missing items with the Cherokee County Sheriff's Office.

**For more information, contact Public Safety (770) 720-5911**

