

INSTRUCTIONS

1. USING BLACK INK, PRINT LEGIBLY OR TYPE. IF A COLUMN DOES NOT APPLY, LEAVE IT BLANK.
2. DESCRIPTION OF COLUMN LABELS:
 - ❖ QTY – QUANTITY: ENTER THE NUMBER OF IDENTICAL ARTICLES TAKEN
 - ❖ ARTICLE – LIST SEPARATELY EACH TYPE OF ITEM TAKEN. EXAMPLE, HANDGUN, RIFLE, TV, WATCH, ETC...
 - ❖ REPORTED – IF THIS ARTICLE WAS LISTED IN THE ORIGINAL OFFENSE REPORT, WRITE YES. IF IT IS PROPERTY THAT WAS DISCOVERED MISSING AFTER THE DEPUTY LEFT, WRITE NO.
 - ❖ SERIAL NUMBER – MANUFACTURER APPLIED IDENTIFICATION NUMBER, **DO NOT CONFUSE WITH MODEL NUMBER**. THIS IS THE MOST IMPORTANT INFORMATION, FOR PURPOSES OF IDENTIFICATION AND RECOVERY, THAT WE CAN HAVE.
 - ❖ MAKE – NAME OF MANUFACTURER
 - ❖ MODEL- DESIGNATED BY MANUFACTURER
 - ❖ DESCRIPTION/MARKS – ACCURATE DESCRIPTION OF ARTICLE TAKEN, ANY IDENTIFYING MARKS, OR OWNER APPLIED NUMBERS, SUCH AS DL NUMBER.
 - ❖ CURRENT VALUE – LIST THE CURRENT FAIR MARKET VALUE, AS IF YOU WERE TO SELL THE ARTICLE. **DO NOT USE THE ORIGINAL OR REPLACEMENT VALUE**. ANTIQUES SHOULD BE LISTED AT THEIR APPRAISED VALUE, BUT COINS AT THE FACE VALUE ONLY. FOREIGN COINS HAVE NO VALUE, FOR THE PURPOSE OF THIS REPORT.

YOUR CASE MAY BE ASSIGNED TO AN INVESTIGATOR FOR FOLLOW-UP, BASED UPON SPECIFIC FACTS OBTAINED DURING THE INITIAL INVESTIGATION. STUDIES HAVE SHOWN THAT THE PRESENCE OF THESE 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.

IF YOU HAVE ADDITIONAL SPECIFIC FACTS TO PROVIDE WHICH MIGHT ASSIST IN THE INVESTIGATION OF YOUR CASE, PLEASE CONTACT THE INVESTIGATIVE UNIT, AT THE NUMBER LISTED BELOW, MONDAY THROUGH FRIDAY, BETWEEN 8 AM AND 4 PM.

WHEN YOU HAVE COMPLETED THE FORM(S), MAIL, FAX OR BRING THEM TO:

**BASTROP COUNTY SHERIFF'S OFFICE
CRIMINAL INVESTIGATION DIVISION
200 JACKSON STREET
BASTROP, TEXAS 78602
PH. (512) 549-5100
FAX: (512) 549-5195**