



Engrave It & Save It

Introduction to the Norwich Police Department's Property Identification and Protection Program:

The Norwich Police Department's Community Policing Unit has implemented the Norwich Police Property Protection Program which is a citizen's burglary prevention and property identification program for use in both homes and businesses. The Norwich Police Department will loan residents of the City of Norwich an engraver which can be borrowed for a 24 hour period. This program requires a small amount of time and effort on your part. It involves marking your property with an engraver and then listing your property on a Property Inventory Form, which is available on the website. Marking an item denies would be thief's a market for stolen items. Valuables marked conspicuously with your driver's license number, name or other identifying mark will deter would be thief's from stealing the item. This program enables law enforcement to identify and recover your personal property in the event it is stolen or misplaced.

What property should be engraved?



All items that might be attractive to a thief, such as radios, televisions, camera equipment, stereos, small appliances, tools, and sports equipment should be marked.

Small or very valuable items such as jewelry or antiques can be either engraved by a jeweler or professional engraving service. An alternative to permanently marking valuable items such as jewelry, musical instruments, antiques, etc. is to place the object against a plain background and take several color photographs from different angles. Include a ruler in the picture for the viewer to determine the scale of the item. Label the photographs and store them in a safe and secure place along with your Property Inventory Form.

What to mark and how?

The engraver will mark steel, plastic, glass, wood, or any hard surface. It requires no special skills. Just use it as you would a pen or pencil. **DO NOT** press down on the engraver; allow the engraver to etch smooth, even lines. Do not engrave on removable parts such as doors, lids, plates, etc. Pick a place close to the object's serial number.



For hard objects such as bicycles, radios, stereos, televisions, tape recorders, cameras, watches, sporting goods, appliances, use an engraving tool to mark your identification on a conspicuous, permanent part of the item. Metal or plastic parts are best for making a smooth, legible mark.

For soft or porous objects such as leather, fiberboard, or cloth items, use a contrasting magic marker to make the mark.

Where should I make the engraving?

Property should be marked with an identifying number, such as your Connecticut Driver's License or Identification Number (with state of issue next to it), as a means of discouraging burglary and theft. This number also helps law enforcement agencies identify your property should it be lost or stolen. Police Officers will immediately be able to identify you as the owner when they conduct an inquiry using your state issued license or identification number.

You may also choose to use your name and address to mark the property. **DO NOT** use your social security number.

When engraving, hold the tool straight up and down. The engraving tool can be adjusted for surface differences depending on the specific model which you are using.

PRACTICE using the engraving tool before you mark your property. This can be done by engraving on an item which is soon to be disposed of, etc. This will enable you to get the feel for the engraver and will ultimately result in a much better end result.

Where do I get an engraver?

To borrow an engraver, simply contact the Community Policing Unit at (860) 886-5561, and request to be included on the Property Protection Program list. The engraving tool will be loaned out on a first come, first served basis. The engraver may be borrowed for up to a 24 hour period of time, with extensions granted upon approval. It is imperative to return the engraver within the loan agreement time so others may take advantage of this benefit.

You may also choose to purchase your own engraver. A basic engraving tool is relatively inexpensive and can be purchased at your local hardware.

How do I keep an inventory of the engraved items?

Equally important to marking and photographing your items is to make a detailed list of the engraved items including the make, model, size, color, serial number, etc. using the Norwich Police Department's Property Inventory Form. The Property Inventory Form is used to assist in maintaining a clear and detailed record of your property. It will also benefit you in the event you are victimized and need to make a police report. Should you ever have to call the police to make a larceny or burglary complaint the responding Officer will need detailed information in order for the investigation to move forward and greatly increase the chances of valuables being recovered. You should also make note of the specific location on each item where it was engraved.

The initial Property Inventory Form, along with any photographs or supporting documents (i.e. warranty information, receipt, owner's manual, etc) should be stored in a safe and secure place such as a safe deposit box or family member's residence in a lock box. A copy of the Property Inventory Form should be kept at home in a secure location but readily accessible to be used as a reference and for the addition of newly acquired items.

A copy of the Property Inventory Form can be provided to you by the Community Policing Unit or you can print the Norwich Police Department Property Inventory Form from the City's website. An Engraving Tool Loan Request form must also be completed

and submitted prior to receiving the engraver. A copy of the request form is available on the City's website. For questions and/or additional information please contact the Community Policing Officer assigned to your neighborhood as listed below.

PO Formiglio
PO Besse
PO Lazzaro
PO Chastang
PO Grispino
PO Collins
SFC Camp

hformiglio@cityofnorwich.org
kbesse@cityofnorwich.org
tlazzaro@cityofnorwich.org
cchastang@cityofnorwich.org
jgrispino@cityofnorwich.org
dcollins@cityofnorwich.org
pcamp@cityofnorwich.org

Downtown
Downtown
Greeneville/Eastside
Greeneville/Eastside
Taftville
Taftville
Unit Supervisor/Other areas

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