PINE COUNTY SHERIFF'S OFFICE
635 NORTHRIDGE DR NW, STE 100
PINE CITY, MN 55063-1409
(320) 629-8380 or 1-800-450-3930
FAX 320-629-8392

To Whom It May Concern:

This letter and enclosure are in regard to your recent _____.
It is of great importance to this Department to have a complete itemization of the property stolen or damaged and its value. This is needed for a two-fold reason:

1. To assist us in recovering your property or assess the damages.

2. To provide a dollar amount for the court, as this Office and the County Attorney's Office have always requested restitution from the individuals apprehended.

If you have a firearm taken, please describe the following:

If it is a rifle or a shotgun, we need to know if it is a pump, bolt action, semi-automatic, lever or single action. If it is a handgun, we need to know if it is a semi-automatic or revolver. Also include serial numbers, color of gun, blue finish, stainless or nickel-plated. If there is a scope, describe model, power and serial number.

In all cases please give serial number, if possible, or any other information that would help identify the property. You might have already furnished the deputy who was assigned your case with a list of items and/or damages. However, in some cases, other items may have been found missing or more damages are observed afterwards. Therefore, I would appreciate your assistance with the enclosure and request that it be returned to this office as soon as possible. Please be as detailed as you can when listing items without serial numbers.

If you have any questions pertaining to your case, please feel free to contact me. Thanking you in advance for your prompt attention to this matter.

Sincerely,

Robin K. Cole
Pine County Sheriff

CRIME VICTIM INFORMATION

Pine County Sheriff's Office
635 Northridge Drive NW, Ste. 100
Pine City, MN 55063
(320) 629-8380
1-800-450-3930

Services for Victims

Assistance for Domestic Assault Victims	320-384-7113
Assistance for Sexual Assault Victims	320-384-7113
Community Advocacy	320-384-7113
General Crime Victims	320-384-7995
Child Abuse Hotline	1-800-422-0879
Crime Victim Ombudsman-Statewide Referal Services	1-888-622-8799
24 hours toll free	1-612-205-4827

RIGHTS AND SERVICES FOR ALL CRIME VICTIMS

1. You have the right to apply for financial help for losses resulting from a violent crime. This assistance does not cover property losses. For application and information, call **651-282-6256** or outside the Twin Cities, call **1-888-622-8799** or **TDD 1-612-205-4827.**

2. You have the right to request that the law enforcement agency withhold public access to data revealing your identity. The law enforcement agency will decide if this is possible.

3. You have the right, if an offender is charged, to be informed of and participate in the prosecution, including the right to request restitution (money court ordered from the offender and paid to the victim). For the information of first court appearances, call **1-800-450-7463, ext. 5634** or **320-629-6358.**

If you do not understand your rights or anything on this card, call one of the phone numbers listed on this form. Someone will help you.

VICTIMS OF DOMESTIC VIOLENCE

1. You can ask the city or county attorney to file a criminal complaint. You also have the right to go to court and file a petition requesting an Order for Protection from domestic abuse. The order would include the following:
    a. An order restraining the abuser from further acts of abuse,
    b. An order directing the abuser to leave your household,
    c. An order preventing the abuser from entering your home (or a reasonable area around your home), school, business, or place of employment,
    d. An order awarding you or the other parent custody of or visitation of your minor child or children, or,
    e. An order directing the abuser to pay support to you and the minor if the abuser has a court order to do so.
2. You also have the right to notification if prosecution of the case is declined or criminal charges are dismissed.

Case File Number:_____

Deputy Name/Badge Number:_____

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INVENTORY OF LOSS

Pine County Sheriff's Office Case File #_____ Deputy #_____

Complainant's FULL Name _____
Address_____
Location of Offense _____
Telephone: Home _____Work#_____
Insurance Carrier _____Date Reported _____

Item/ Brand Name_____/ Serial # _/Model #/_____Gun Caliber/Type _____Value____

1._____

2._____

3._____

4._____

5._____

6._____

7._____

8._____

9._____

10._____

Use back side of this sheet if more space is required. **Please be as specific as possible.**

Signature of Reporting Person _____ Date _____

Return form to: Pine County Sheriff's Office
Attn: Inventory Loss
635 Northridge Drive NW, Ste. 100
Pine City, MN 55063

01/11