Memorandum

Date: December 4, 2009

To: Office of the Academy - South

Attention: Captain D. B. Newman

From: **DEPARTMENT OF CALIFORNIA HIGHWAY PATROL**
Office of the Assistant Commissioner, Inspector General

File No.: 005.9968.17571.010

Subject: 2009 COMMAND PROPERTY INSPECTION REPORT

In accordance with procedures outlined in Highway Patrol Manual (HPM) 11.2, Materials Management Manual, and HPM 22.1, Command Inspections Program Manual, an inspection of your command's property, including vehicles and weapons, was completed by the Property Inspector (PI) on July 30, 2009. Using property records from the appropriate Offices of Primary Interest (OPI), the PI selected a random statistically-valid sample of property that was stratified across four property areas: general inventory control, telecommunications, fleet, and weapons (see Attachments B, C, D, and E). Additionally, the PI chose items within your command and compared them to the appropriate inventory records.

According to the OPI inventory lists, the command had a total property inventory population of 213 items (a). The statistically-valid sample at a 95 percent confidence level ± 4 percent error rate provided a total stratified sample size of 68 items when rounded to the nearest whole number (d).

	Population Size	Percentage of Total	Calculated Sample Size	Predetermined List Sample Size
	(a)	(b)	(c)	(d)
ICU Decals	59	27.70%	18.56	19
Telecommunications	40	18.78%	12.58	13
Fleet	12	5.63%	3.77	4
Weapons	102	47.89%	32.09	32
Total	213			68

When comparing equipment recorded on the predetermined property inspection list to equipment located at the command, 57 of the 68 items were located. Eleven items were transferred to other commands. The property inspection results of the equipment recorded on the predetermined property inventory list to equipment located at the command are summarized in Attachment A.

When comparing equipment assigned to the command to the OPI inventory lists, eight of the 12 items reconciled. Four items were not listed on the appropriate OPI inventory lists. The property inspection results of equipment located at the command to the OPI inventory list are summarized in Attachment A.

I request your command research and investigate all discrepancies in accordance with departmental procedures outlined in HPM 11.2, Materials Management Manual, Chapter 8, Equipment, and work with the appropriate OPI(s) to rectify any variances. A Physical Inventory Adjustment Request, CHP 24, must be completed to adjust the inventory records. In order to verify that the above listed discrepancies have been rectified, please submit a memorandum to the Office of Inspections through your respective Division by March 4, 2010.

Furthermore, in accordance with the Governor's Executive Order S-20-09 to increase government transparency, this report will be posted on the CHP's internet website, and on the Office of the Governor's webpage, located on the State's Government website.

The Office of Inspections would like to thank your command for their assistance during this property inspection. If you have any questions or need additional information, please contact me or Roger Ikemoto, Senior Management Auditor at (916) 843-3160.

M. C. A. Santiago

M. C. A. SANTIAGO, CIG
Assistant Commissioner

Attachments

cc: Office of the Assistant Commissioner, Leadership Development and Communications
Fiscal Management Section
Telecommunications Section
Office of the Academy
Office of Inspections, Audits Unit

Attachment A

ATTACHMENT A

OFFICE OF INSPECTIONS, AUDIT UNIT
PROPERTY INSPECTION ~ Discrepancy
Office of the Academy - South
July 30, 2009

EQUIPMENT DESCRIPTION	CHP NUMBER	LISTED ON PROPERTY RECORD BUT NOT FOUND	FOUND BUT NOT LISTED ON PROPERTY RECORD	MISSING DECAL OR CORRECTION NEEDED TO PROPERTY RECORD	TRANSFER	NOT AVAILABLE FOR INSPECTION	COMMENTS
Router	130562		X				Item located on-site in Area radio room. Database lists item as Information Technology Section/041WW.
Router	130563		X				Item located on-site in Area radio room. Database lists item as Information Technology Section/041WW.
Switch	145295		X				Item located on-site in Area radio room. Database lists item as Information Technology Section/041WW.
Mobile Radio Repeater	R45162		X				Item located in vehicle 1126836. Database listed item in Riverside Area.
Weapon	[redacted]				X		Item transferred, MIS attached.
Simunition Weapon	[redacted]				X		Item transferred, CHP 266 attached.
Simunition Weapon	[redacted]				X		Item transferred, CHP 266 attached.
Simunition Weapon	[redacted]				X		Item transferred, CHP 266 attached.
Simunition Weapon	[redacted]				X		Item transferred, CHP 266 attached.
Simunition Weapon	[redacted]				X		Item transferred, CHP 266 attached.
Simunition Weapon	[redacted]				X		Item transferred, CHP 266 attached.

ATTACHMENT A

OFFICE OF INSPECTIONS, AUDIT UNIT
PROPERTY INSPECTION
Office of the Academy - South
July 30, 2009

EQUIPMENT DESCRIPTION	CHP NUMBER	LISTED ON PROPERTY RECORD BUT NOT FOUND	FOUND BUT NOT LISTED ON PROPERTY RECORD	MISSING DECAL OR CORRECTION NEEDED TO PROPERTY RECORD	TRANSFER	NOT AVAILABLE FOR INSPECTION	COMMENTS
Simunition Weapon	[redacted]				X		Item transferred, CHP 266 attached.
Simunition Weapon	[redacted]				X		Item transferred, CHP 266 attached.
Simunition Weapon	[redacted]				X		Item transferred, CHP 266 attached.
Simunition Weapon	[redacted]				X		Item transferred, CHP 266 attached.

Attachment B

ATTACHMENT B

CALIFORNIA HIGHWAY PATROL
2009 ICU PROPERTY RECORD INSPECTION REPORT
Office of the Academy - South

	ASSET #	DESCRIPTION	SERIAL #	Y	N	A	T	C	OTHER
PROPERTY INSPECTION LIST TO EQUIPMENT									
1	104732	PANASONIC MDC CF-25	7CKSA01412	X					
2	119457	UPS	A00040014	X					
3	125790	PROJECTOR	204312245	X					
4	126728	POSTAL SCALE	0219034	X					
5	128181	ROUTER 2611	JMX0545K7RD	X					
6	132193	UNINTERRUPTIBLE POWER SOURCE	AS0346311927	X					
7	136370	COMPUTER	2UA44907ZJ	X					
8	139691	PRINTER	CNGXD01138	X					
9	144640	COPIER, DIGITAL MULTI-FUNCTIONAL	60000360	X					
10	150677	LASER FAX	U61325G7N143549	X					
11	158730	PROJECTOR LCD		X					
12	158782	TELEVISION / DVD COMBO	LA096H233L3005	X					
13	158783	TELEVISION / DVD COMBO	LA096H233L3127	X					
14	163537	CANOPY		X					
15	163540	CANOPY		X					
16	AF00788	PRINTER STAND		X					
17	163639	DVD / VCR COMBO PLAYER	SG1A0835000595	X					
18	AF00807	CONFERENCE TABLE, OAK		X					
19	AF00960	AUDIO RECORDING EQUIPMENT-CASSETTE RECORDER/PLAYER		X					
EQUIPMENT TO INVENTORY LIST									
1	134166	FILE SERVER DL380R03 #456H2002	D342LJC1H489	X					

LEGEND
(Y) = INSPECTED (N) = NOT INSPECTED (A) = ADDITION (T) = TRANSFER (C) = CORRECTION

ATTACHMENT B

CALIFORNIA HIGHWAY PATROL
2009 ICU PROPERTY RECORD INSPECTION REPORT
Office of the Academy - South

	ASSET #	DESCRIPTION	SERIAL #	Y	N	A	T	C	OTHER
EQUIPMENT LOCATED ON-SITE (NOT LISTED ON COMMAND PROPERTY LIST)									
2	130562	ROUTER				X			Item located on-site in Area radio room. Database lists item as Information Technology Section/041WW.
3	130563	ROUTER				X			Item located on-site in Area radio room. Database lists item as Information Technology Section/041WW.
4	145295	SWITCH				X			Item located on-site in Area radio room. Database lists item as Information Technology Section/041WW.

LEGEND
(Y) = INSPECTED (N) = NOT INSPECTED (A) = ADDITION (T) = TRANSFER (C) = CORRECTION

Attachment C

ATTACHMENT C

CALIFORNIA HIGHWAY PATROL
2009 TELECOMMUNICATIONS PROPERTY INSPECTION REPORT
Office of the Academy - South

	ASSET #	DESCRIPTION	VEHICLE/MISC.	VEHICLE/MISC.	SERIAL #	Y	N	A	T	C	OTHER
PROPERTY INSPECTION LIST TO EQUIPMENT											
1	R40666	Mobile Radio	3QDY786	5LMB467	9523427	X					
2	R41679	Mobile Radio	C1066E	C091 AI08	9540685	X					
3	R45318	Mobile Repeater	C1066E	C091 AI08	7629226	X					
4	R46626	Mobile Repeater	3QDY786	5LMB467	7723023	X					
5	R46660	Mobile Repeater	1189460		7724320	X					
6	R49595	Mobile Repeater	1189922		7783578	X					
7	R50147	Scanner	1189460		5001317	X					
8	R51330	Scanner	1189884		95004840	X					
9	R68240	Hand-Held Radio	16171	MM 08-100	402AXE7699	X					
10	R68396	Hand-Held Radio	17336		402AXE7929	X					
11	R71085	Battery Charger - Radio				X					
12	R71348	Battery Charger - Radio				X					
13	R81081	Scanner	1126836		96001072	X					
EQUIPMENT TO INVENTORY LIST											
1	R40593	Mobile Radio	1189460		9522545	X					
2	R40606	Mobile Radio	1189884		9523529	X					
3	R42798	Mobile Radio	1126836		9541637	X					
4	R42966	Mobile Radio	1189922		9542022	X					
5	R47088	Mobile Repeater	1189884		7773747	X					
6	R77721	Control Head - Mobile	1189884			X					
7	R85959	Control Head - Mobile	1189460			X					

LEGEND
(Y) = INSPECTED (N) = NOT INSPECTED (A) ADDITION (T) = TRANSFER (C) = CORRECTION

ATTACHMENT C

CALIFORNIA HIGHWAY PATROL
2009 TELECOMMUNICATIONS PROPERTY INSPECTION REPORT
Office of the Academy - South

	ASSET #	DESCRIPTION	VEHICLE/MISC.	VEHICLE/MISC.	SERIAL #	Y	N	A	T	C	OTHER
EQUIPMENT LOCATED ON-SITE (NOT LISTED ON COMMAND PROPERTY LIST)											
8	R45162	Mobile Radio Repeater						X			Item located in vehicle 1126836. Database listed item in Riverside Area.

LEGEND
(Y) = INSPECTED (N) = NOT INSPECTED (A) ADDITION (T) = TRANSFER (C) = CORRECTION

Attachment D

ATTACHMENT D

CALIFORNIA HIGHWAY PATROL
2009 FLEET OPERATIONS PROPERTY INSPECTION REPORT
Office of the Academy - South

	EQUIPMENT NUMBER	LICENSE NUMBER	MANUFACTURER	MODEL	Y	N	A	T	C	OTHER
1	1126836	1126836	FORD	CROWN VIC.	X					
2	3QDY786	5LNE467	FORD	CROWN VIC.	X					
3	C1066E	1214213	CHEVROLET	SUBURBAN	X					
4	D1414	1288198	FORD	TAURUS	X					

LEGEND
(Y) = INSPECTED (N) = NOT INSPECTED (A) ADDITION (T) = TRANSFER (C) = CORRECTION

Attachment E

ATTACHMENT E

CALIFORNIA HIGHWAY PATROL
2009 WEAPONS PROPERTY INSPECTION REPORT
Office of the Academy - South

	Weapon	Serial Number	Control Number	Y	N	A	T	C	OTHER
PROPERTY INSPECTION LIST TO EQUIPMENT									
1	[redacted]	[redacted]	[redacted]	X					
2	[redacted]	[redacted]	[redacted]				X		Item transferred, MIS attached.
3	[redacted]	[redacted]	[redacted]	X					
4	[redacted]	[redacted]	[redacted]	X					
5	[redacted]	[redacted]	[redacted]				X		Item transferred, CHP 266 attached.
6	[redacted]	[redacted]	[redacted]				X		Item transferred, CHP 266 attached.
7	[redacted]	[redacted]	[redacted]				X		Item transferred, CHP 266 attached.
8	[redacted]	[redacted]	[redacted]				X		Item transferred, CHP 266 attached.
9	[redacted]	[redacted]	[redacted]				X		Item transferred, CHP 266 attached.
10	[redacted]	[redacted]	[redacted]				X		Item transferred, CHP 266 attached.
11	[redacted]	[redacted]	[redacted]				X		Item transferred, CHP 266 attached.
12	[redacted]	[redacted]	[redacted]				X		Item transferred, CHP 266 attached.
13	[redacted]	[redacted]	[redacted]				X		Item transferred, CHP 266 attached.
14	[redacted]	[redacted]	[redacted]						
15	[redacted]	[redacted]		X					
16	[redacted]	[redacted]		X					
17	[redacted]	[redacted]		X					
18	[redacted]	[redacted]		X					
19	[redacted]	[redacted]		X					
20	[redacted]	[redacted]		X					
21	[redacted]	[redacted]		X					
22	[redacted]	[redacted]		X					
23	[redacted]	[redacted]		X					

LEGEND
(Y) = INSPECTED (N) = NOT INSPECTED (A) ADDITION (T) = TRANSFER (C) = CORRECTION

ATTACHMENT E

CALIFORNIA HIGHWAY PATROL
2009 WEAPONS PROPERTY INSPECTION REPORT
Office of the Academy - South

	Weapon	Serial Number	Control Number	Y	N	A	T	C	OTHER
24	[redacted]	[redacted]		X					
25	[redacted]	[redacted]		X					
26	[redacted]	[redacted]		X					
27	[redacted]	[redacted]		X					
28	[redacted]	[redacted]		X					
29	[redacted]	[redacted]		X					
30	[redacted]	[redacted]		X					
31	[redacted]	[redacted]		X					
32	[redacted]	[redacted]		X					

LEGEND

(Y) = INSPECTED (N) = NOT INSPECTED (A) ADDITION (T) = TRANSFER (C) = CORRECTION

- CHP 266
- ASSET LOCATOR
- VOLUME TRANSFER

STATE OF CALIFORNIA
DEPARTMENT OF CALIFORNIA HIGHWAY PATROL

CREDIT MEMO - EQUIPMENT

CHP 266 (Rev. 10-07) OPI 076

☐ Return ☐ Repair ☑ Transfer
☐ Loan, return by: _____

FROM (COMMAND NAME)	LOCATION CODE	PREPARED BY	DATE
Academy-South, Ben Clark Training Center	093	Budwine, D.P., Sgt.	06/25/2009
TO: (COMMAND NAME)	**LOCATION CODE**	**NUMBER BOXES/PIECES IN THIS SHIPMENT**	
Southern Division	501		
SHIPPED VIA		**DRIVER'S SIGNATURE**	
☐ SSU truck ☑ Other (specify): Hand Carry			

EQUIPMENT
MAJOR, MINOR, SENSITIVE, COMPUTER, TELECOMMUNICATIONS, ETC.

CHP NUMBER (Incl. X, AF, SF, R #'s)	SERIAL NUMBER	UNIT	DESCRIPTION	CHECK IF DEFECTIVE	HQ USE ONLY STOCK	HQ USE ONLY SURVEY
[redacted]	[redacted]	1	[redacted]			
[redacted]	[redacted]	1	[redacted]			
[redacted]	[redacted]	1	[redacted]			
[redacted]	[redacted]	1	[redacted]			
[redacted]	[redacted]	1	[redacted]			
[redacted]	[redacted]	1	[redacted]			
[redacted]	[redacted]	1	[redacted]			
[redacted]	[redacted]	1	[redacted]			
[redacted]	[redacted]	1	[redacted]			
[redacted]	[redacted]	1	[redacted]			
	[redacted]	1	[redacted]			
	[redacted]	1	[redacted]			
		1	[redacted]			
		1	[redacted]			
		1	[redacted]			
		1	[redacted]			
		30	[redacted]			
		1	[redacted]			

RECEIVED BY (SIGNATURE)	PRINTED NAME	DATE	AUTHORIZED BY
	SGT SEAN COLE	6/29/09	

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STATE OF CALIFORNIA
DEPARTMENT OF CALIFORNIA HIGHWAY PATROL

CREDIT MEMO - EQUIPMENT

CHP 266 (Rev. 10-07) OPI 076

☐ Return ☐ Repair ☑ Transfer
☐ Loan, return by: _____

FROM: (COMMAND NAME)	LOCATION CODE	PREPARED BY	DATE
Academy-South, Ben Clark Training Center	093	Budwine, D.P., Sgt.	06/25/2009
TO: (COMMAND NAME)	**LOCATION CODE**	**NUMBER BOXES/PIECES IN THIS SHIPMENT**	
Border Division	601		
SHIPPED VIA		**DRIVER'S SIGNATURE**	
☐ SSU truck ☑ Other *(specify)*: Hand Carry			

EQUIPMENT

MAJOR, MINOR, SENSITIVE, COMPUTER, TELECOMMUNICATIONS, ETC.

CHP NUMBER (Incl. X, AF, SF, R #'s)	SERIAL NUMBER	UNIT	DESCRIPTION	CHECK IF DEFECTIVE	HQ USE ONLY STOCK	HQ USE ONLY SURVEY
[redacted]	[redacted]	1	[redacted]			
[redacted]	[redacted]	1	[redacted]			
[redacted]	[redacted]	1	[redacted]			
[redacted]	[redacted]	1	[redacted]			
[redacted]	[redacted]	1	[redacted]			
[redacted]	[redacted]	1	[redacted]			
[redacted]	[redacted]	1	[redacted]			
[redacted]	[redacted]	1	[redacted]			
[redacted]	[redacted]	1	[redacted]			
[redacted]	[redacted]	1	[redacted]			
[redacted]	[redacted]	1	[redacted]			
	[redacted]	1	[redacted]			
	[redacted]	1	[redacted]			
		1	[redacted]			
		1	[redacted]			
		1	[redacted]			
		1	[redacted]			
		1	[redacted]			
		30	[redacted]			
		1	[redacted]			

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[signature]	M. REDEL	6/25/09	

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STATE OF CALIFORNIA
DEPARTMENT OF CALIFORNIA HIGHWAY PATROL

CREDIT MEMO - EQUIPMENT

CHP 266 (Rev. 10-07) OPI 076

☐ Return ☐ Repair ☑ Transfer
☐ Loan, return by: _____

FROM: (COMMAND NAME)	LOCATION CODE	PREPARED BY	DATE
Academy-South, Ben Clark Training Center	093	Budwine, D.P., Sgt.	06/25/2009
TO: (COMMAND NAME)	LOCATION CODE	NUMBER BOXES/PIECES IN THIS SHIPMENT	
[redacted]	801		
SHIPPED VIA		DRIVER'S SIGNATURE	
☐ SSU truck ☑ Other (specify): Hand Carry			

EQUIPMENT
MAJOR, MINOR, SENSITIVE, COMPUTER, TELECOMMUNICATIONS, ETC.

CHP NUMBER (Incl. X, AF, SF, R #'s)	SERIAL NUMBER	UNIT	DESCRIPTION	CHECK IF DEFECTIVE	HQ USE ONLY STOCK	HQ USE ONLY SURVEY
[redacted]	[redacted]	1	[redacted]			
[redacted]	[redacted]	1	[redacted]			
[redacted]	[redacted]	1	[redacted]			
[redacted]	[redacted]	1	[redacted]			
[redacted]	[redacted]	1	[redacted]			
[redacted]	[redacted]	1	[redacted]			
[redacted]	[redacted]	1	[redacted]			
[redacted]	[redacted]	1	[redacted]			
[redacted]	[redacted]	1	[redacted]			
[redacted]	[redacted]	1	[redacted]			
	[redacted]	1	[redacted]			
	[redacted]	1	[redacted]			
		1	[redacted]			
		1	[redacted]			
		1	[redacted]			
		1	[redacted]			
		29 ~~30~~	[redacted]			
		1	[redacted]			

RECEIVED BY (SIGNATURE)	PRINTED NAME	DATE	AUTHORIZED BY
T. [signature] 12017 SGT.	T. PRESZLER JR 12017	6/25/09	

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Item Number

Look up by

Tag # **Serial #**

Look up

Asset Information

Asset # R45162

SN 7625843

Model # RVR16HP

Description MOBILE RADIO REPEATER RVR16HP

Vendor Name

Warranty End

Asset Key MOBILE RADIO REPEATER RVR16HP.RVR16HP.NONE

Location 840.00.00.0

Item Number

Look up by

Tag # **Serial #**

Look up

Asset Information

Asset # 145295

SN FOC1025X7JG

Model # CATALYST 2960

Description SWITCH

Vendor Name EVOLVE TECHNOLOGY

Warranty End 21-JUL-2007

Asset Key SWITCH.CATALYST 2960.NONE

Location 041.00.00.WW

Item Number

Look up by

Tag # **Serial #**

Look up

Asset Information

Asset # 130562

SN JMX0725L12E

Model # 2611

Description ROUTER

Vendor Name SBC DATACOMM INC.

Warranty End 14-JUL-2004

Asset Key ROUTER.2611.NONE

Location 041.00.00.WW

Item Number

Look up by

Tag # **Serial #**

Look up

Asset Information

Asset # 130563

SN JMX0725L12Q

Model # 2611

Description ROUTER

Vendor Name SBC DATACOMM INC.

Warranty End 14-JUL-2004

Asset Key ROUTER.2611.NONE

Location 041.00.00.WW

From: Judy Chavez
To: AIMS_ALL
Date: 5/28/2009 8:06 AM
Subject: Transfers -- PAGE 5 OF 6 - TRANSFERS & PROMOTIONS - SERGEANTS AND ABOVE

CHP2 00005 05/28/09 08.04.58

CHP2 00006 05/28/09 08.05.42
PERI 00021 05/27/09 16.49.56

N 005 ALL COMMANDERS

FISCAL MANAGEMENT SECTION - TRAVEL & REVOLVING FUND AND PAYROLL UNIT
PAGE 5 OF 6

RE: TRANSFERS & PROMOTIONS - SERGEANTS AND ABOVE ORDER #19-09
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TRANSFERS - SERGEANT
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EFFECTIVE AND REPORTING 07/01/2009, THE FOLLOWING SERGEANTS, CHP, ARE ADMINISTRATIVELY TRANSFERRED AND ASSIGNED AS INDICATED. EXPENSES ARE AUTHORIZED IF A MOVE IS CONSUMMATED UNDER THE PROVISIONS OF CHAPTER 3 OF HPM 11.1, UNLESS OTHERWISE NOTED.

NAME AND I.D. NUMBER	FROM	TO
ALEXANDER, K.W. #17697	006 OFFICE OF INVESTIGATIONS	175 TRINITY RIVER
BOUDREAUX, C.M. #13615 (NO EXPENSES)	401 CENTRAL DIVISION	481 PORTERVILLE
BUDWINE, D.P. #14935	091 OFFICE OF THE ACADEMY	680 EL CAJON
GALLISDORFER, M.D. #10199 (NO EXPENSES)	009 OFFICE OF RISK MANAGEMENT	250 NORTH SACRAMENTO
JENNINGS, D.T. #12306	091 OFFICE OF THE	255 SAN ANDREAS