Memorandum

Date: December 4, 2009

To: Trinity River Area

Attention: Lieutenant J. A. Micheletti JOE

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 September 10, 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 413 items (a). The statistically-valid sample at a 95 percent confidence level ± 5 percent error rate provided a total stratified sample size of 52 items when rounded to the nearest whole number (d).

	Population Size (a)	Percentage of Total (b)	Calculated Sample Size (c)	Predetermined List Sample Size (d)
ICU Decals	181	43.83%	22.79	23
Telecommunications	143	34.62%	18.00	18
Fleet	19	4.60%	2.39	2
Weapons	70	16.95%	8.81	9
Total	413			52

However, to ensure all inventory lists were proportionally represented in the statistically-valid sample, we reduced the general inventory inspection from 23 to 21 items to increase the fleet inventory inspection from two to three items and weapons inventory inspection from nine to ten items.

When comparing equipment recorded on the predetermined property inspection list to equipment located at the command, 52 of the 56 items were located. Two items listed on the Area's property inventory list were transferred to the Supply Services Unit on Credit Memo – Equipment, CHP 266, forms. Additionally, two items assigned to individual Officers, accompanied each Officer when they transferred from the Trinity River Area. Supporting documentation is attached to this report. 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, 15 of the 15 items reconciled. The property inspection results of equipment located at the command to the OPI inventory list are summarized in the Attachments.

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, Field
Northern Division
Fiscal Management Section
Telecommunications Section
Office of Inspections, Audits Unit

Attachment A

ATTACHMENT A

OFFICE OF INSPECTIONS, AUDIT UNIT
PROPERTY INSPECTION DISCREPANCY REPORT
Trinity River Area
September 10, 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
1	POLAROID CAMERA	92683				X		TRANSFERRED TO SUPPLY SERVICES ON 01-26-2009. CHP 266 ATTACHED
2	HAND HELD RADIO	R65200				X		ASSIGNED TO OFFICER BATTLE (I.D. #13614) TRANSFERRED TO MT. SHASTA AREA (146) . VOLUME TRANSFER LIST ATTACHED
3	HAND HELD RADIO	R67388				X		ASSIGNED TO OFFICER NAILOR (I.D. 16461) TRANSFERRED TO EL CAJON AREA (680) CHP 266 ATTACHED
4	SCANNER	R80783				X		TRANSFERRED TO SUPPLY SERVICES ON 08-05-2009. CHP 266 ATTACHED

ATTACHMENT B

CALIFORNIA HIGHWAY PATROL
2009 ICU PROPERTY RECORD INSPECTION REPORT
TRINITY RIVER AREA

Property inspection list to equipment

	ASSET #	DESCRIPTION	MANUFACTURER NAME	SERIAL #	Y	N	A	T	C	OTHER
1	106262	CAMERA STILL	OLYMPUS	6921037	X					
2	110513	RADAR TRAFFIC MOUNTED	STALKER	040505	X					
3	115549	RADAR, VEHICLE	STALKER	043334	X					
4	120063	RADAR HANDHELD	GENESIS DECATUR ELEC	GVP02648	X					
5	120438	RADAR, VEHICLE	STALKER	046543	X					
6	132664	SCANNER	SYMBOL	M1H84E42W	X					
7	140469	HANDHELD GPS	GARMIN	74924149	X					
8	142328	DVD PLAYER	JVC	170K1627	X					
9	143113	LAPTOP	GATEWAY	0036126585	X					
10	143120	LAPTOP	GATEWAY	0036126548	X					
11	143315	PRINTER	HEWLETT PACKARD	CNGXF27351	X					
12	149879	Uniterruptable Power Sour	APC	AS0704330521	X					
13	150880	CAMERA	OLYMPUS	1234284	X					
14	151486	COMPUTER	HEWLETT PACKARD	2UA7230H4S	X					
15	158430	CAMERA DIGITAL CYBER-SHOT	SONY	3654116	X					
16	158643	TELEVISION HD LCD 32"	TOSHIBA	811101060437	X					
17	164163	COMPUTER	HEWLETT PACKARD	MXL8320B33	X					
18	78840	DICTATOR PORTABLE	DICTAPHONE	225011065	X					
19	92683	CAMERA W/LENS & CASE	POLAROID					X		TRANSFERRED TO SUPPLY SERVICES ON 01-26-2009.
20	AF01759	SCANNER 7400C	HEWLETT PACKARD	TW12TA2424	X					
21	XRR0394	PAS DEVICE	INTOXIMTR	18239	X					

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

ATTACHMENT B

CALIFORNIA HIGHWAY PATROL
2009 ICU PROPERTY RECORD INSPECTION REPORT
TRINITY RIVER AREA

Equipment to inventory list

	ASSET #	DESCRIPTION	MANUFACTURER NAME	SERIAL #	Y	N	A	T	C	OTHER
1	119833	VIDEO CASSETTE RECORDER	SONY	0019021251	X					
2	124566	RADAR VEHICLE	STALKER	049397	X					
3	125066	BREATH ANALYZER	INTOXIMETER	047885	X					
4	151483	COMPUTER	HEWLETT PACKARD	2UA7230H5K	X					

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

ATTACHMENT C

CALIFORNIA HIGHWAY PATROL
2009 TELECOMMUNICATIONS PROPERTY INSPECTION REPORT
TRINITY RIVER AREA

Property inspection list to equipment

	ASSET #	DESCRIPTION	VEHICLE / MISC.	VEHICLE / MISC.	MANUFACTURER NAME	SERIAL #	Y	N	A	T	C	OTHER
1	F1375	Generator			ONAN	H790443676	X					
2	R41794	Mobile Radio		1270404	GE	9540455	X					
3	R42556	Mobile Radio	spare		GE	9541438	X					
4	R45137	Mobile Repeater	spare		GE	7625771	X					
5	R49953	Scanner	1248543		UNIDEN	5000838	X					
6	R57382	Control Head - Mobile	C2549F		GE		X					
7	R57475	Control Head - Mobile	3QDY790	5LSN255	GE		X					
8	R58479	Mobile Radio	1239756		GE	9934916	X					
9	R62733	Hand-Held Radio	15928		MOTOROLA	402AWW4914	X					
10	R65200	Hand-Held Radio	13614	MM 08-084	MOTOROLA	402AWYB024				X		ASSIGNED TO OFFICER BATTLE (I.D. #13614) TRANSFERRED TO MT. SHASTA AREA (146)
11	R67388	Hand-Held Radio		AREI-08	MOTOROLA	402AXA4615				X		ASSIGNED TO OFFICER NAILOR (I.D. 16461) TRANSFERRED TO EL CAJON AREA (680)
12	R68690	Hand-Held Radio	18388	MM 08-040	MOTOROLA	402AXE7738	X					
13	R71205	Battery Charger - Radio			MOTOROLA		X					
14	R71263	Battery Charger - Radio			MOTOROLA		X					
15	R77772	Control Head - Mobile	1239571		GE		X					
16	R78423	Control Head - Mobile	1239756		GE		X					
17	R80783	Scanner	1239756		UNIDEN	96001024				X		TRANSFERRED TO SUPPLY SERVICES ON 08-05-2009.
18	R82720	Announcer - Telephone			BOGEN	0005001519	X					

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

CALIFORNIA HIGHWAY PATROL
2009 TELECOMMUNICATIONS PROPERTY INSPECTION REPORT
TRINITY RIVER AREA

Equipment to inventory list

	ASSET #	DESCRIPTION	VEHICLE / MISC.	VEHICLE / MISC.	MANUFACTURER NAME	SERIAL #	Y	N	A	T	C	OTHER
1	R44029	Mobile Radio	1248543		GE		X					
2	R49584	Mobile Repeater	1239571		GE	7783597	X					
3	R70359	Battery Charger - Radio			MOTOROLA		X					
4	R80720	Scanner			UNIDEN	96001096	X					

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

ATTACHMENT D

CALIFORNIA HIGHWAY PATROL
2009 FLEET RECORD INSPECTION REPORT
TRINITY RIVER AREA

Property inspection list to equipment

	EQUIPMENT #	LICENSE #	DESCRIPTION	YEAR	MANUFACTURER	MODEL	Y	N	A	T	C	OTHER / COMMENTS
1	1248408	1248408	ENFORCEMENT SEDAN	2009	FORD	CROWN VICTORIA	x					
2	3QDY790	5LSN255	COMMANDER VEHICLES	2005	FORD	CROWN VICTORIA	x					
3	T306	1171570	TRAILER	2003	DIS	RADAR TRAILER	x					

Equipment to inventory list

	EQUIPMENT #	LICENSE #	DESCRIPTION	YEAR	MANUFACTURER	MODEL	Y	N	A	T	C	OTHER / COMMENTS
1	1248543	1248543	ENFORCEMENT SEDAN	2009	FORD	CROWN VICTORIA	x					
2	1288981	1288981	ENFORCEMENT SEDAN	2005	FORD	CROWN VICTORIA	x					
3	1240067	1240067	ENFORCEMENT SEDAN	2003	FORD	CROWN VICTORIA	x					

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

Attachment E

ATTACHMENT E

CALIFORNIA HIGHWAY PATROL
2009 WEAPONS RECORD INSPECTION REPORT
TRINITY RIVER AREA

Property inspection list to equipment

	Weapon Type	Serial Number	Control Number	Employee I.D.	Last Name	First Name	Y	N	A	T	C	Other / Comments
1	[redacted]	[redacted]	[redacted]	[redacted]	[redacted]	[redacted]	X					
2	[redacted]	[redacted]	[redacted]	[redacted]	[redacted]	[redacted]	X					
3	[redacted]	[redacted]					X					
4	[redacted]	[redacted]					X					
5	[redacted]	[redacted]					X					
6	[redacted]	[redacted]					X					
7	[redacted]	[redacted]					X					
8	[redacted]	[redacted]					X					
9	[redacted]	[redacted]					X					
10	[redacted]	[redacted]					X					

Equipment to inventory list

	Weapon Type	Serial Number	Control Number	Employee I.D.	Last Name	First Name	Y	N	A	T	C	Other / Comments
1	[redacted]	[redacted]	[redacted]	[redacted]	[redacted]	[redacted]	X					
2	[redacted]	[redacted]					X					
3	[redacted]	[redacted]					X					
4	[redacted]	[redacted]					X					

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

- CHP 266
- VOLUME TRANSFER LIST
- ASSET LOCATOR

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STATE OF CALIFORNIA
DEPARTMENT OF CALIFORNIA HIGHWAY PATROL

CREDIT MEMO - EQUIPMENT

CHP 266 (Rev. 10-07) OPI 076

INSTRUCTIONS TO COMPLETE AND DISTRIBUTE ON REVERSE

☑ Return ☐ Repair ☐ Transfer
☐ Loan, return by

FROM (COMMAND NAME)	LOCATION CODE	PREPARED BY	DATE
Trinity River Area	175	Sheila A. Brewer	10/10/2008
TO (COMMAND NAME)	LOCATION CODE	NUMBER BOXES/PIECES IN THIS SHIPMENT	
Supply Services	076	5	
SHIPPED VIA		DRIVER'S SIGNATURE	
☑ SSU truck ☐ Other (specify)			

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
	7	EA	Assorted computer key boards			
	26	EA	Assorted computer power cords			
	2	EA	Computer mouse			
	1	EA	Wrist Support Pad			
	4	EA	19" Glare Screen			
	4	EA	CPU floor stand			
	502A01056	EA	Mitsubishi Diamond Pro 15FS computer monitor			
	CN3280C427	EA	Compaq 1520 computer monitor			
124106	X138FHGZB251	EA	Compaq Deskpor P3/1000 standard computer			
130440	USW3220C4X	EA	D51S			
134104	USW339014K	EA	D51S			
124678	BE1FC002208	EA	Panasonic voice activated recorder			
75168	1185878	EA	35MM Camera			
75966	1302204	EA	Camera w/50MM lense Fl8 Lens			
92683	NONE	EA	Polaroid camera w/lens and lens case			
101889	3058198A	EA	Casio digital camera			

RECEIVED BY (SIGNATURE)	PRINTED NAME	DATE	AUTHORIZED BY
[signature]	Tony Niklas	1/26/09	

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N 005 ALL COMMANDERS

FISCAL MANAGEMENT SECTION - TRAVEL & REVOLVING FUND AND PAYROLL UNIT

RE: TRANSFERS & PROMOTIONS - SERGEANTS AND ABOVE ORDER #19-09

TRANSFERS - SERGEANT

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
[redacted]	006 OFFICE OF INVESTIGATIONS	175 TRINITY RIVER
[redacted] (NO EXPENSES)	401 CENTRAL DIVISION	481 PORTERVILLE
[redacted]	091 OFFICE OF THE ACADEMY	680 EL CAJON
[redacted] (NO EXPENSES)	009 OFFICE OF RISK MANAGEMENT	250 NORTH SACRAMENTO
[redacted]	091 OFFICE OF THE ACADEMY	255 SAN ANDREAS
[redacted]	010 OFFICE OF INSPECTIONS	240 OROVILLE
[redacted] (NO EXPENSES)	101 NORTHERN DIVISION	135 REDDING

TRANSFERS - SERGEANT

EFFECTIVE AND REPORTING 07/01/2009, THE FOLLOWING SERGEANTS, CHP, ARE TRANSFERRED AND ASSIGNED AS INDICATED. NO EXPENSES ARE AUTHORIZED.

NAME AND I.D. NUMBER	FROM	TO
[redacted]	340 SAN JOSE	465 MODESTO
[redacted]	435 FRESNO	480 VISALIA
[redacted]	330 REDWOOD CITY	145 YREKA
[redacted]	175 TRINITY RIVER	146 MT. SHASTA
[redacted]	360 SONOMA COAST	630 INDIO

Item Number

Look up by

◉ **Tag #** ○ **Serial #**

Look up

Asset Information

Asset # R65200
SN 402AWYB024
Model # HT1000
Description RADIO HT VHF P042872
Vendor Name
Warranty End
Asset Key RADIO HT VHF P042872.HT1000.NONE
Location 175.00.00.0
Vehicle # 13614
Assigned to Vehicle LC# MM 08-084

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
Trinity River Area	175	Robert Lichney	07/02/2009
TO: (COMMAND NAME)	**LOCATION CODE**	**NUMBER BOXES/PIECES IN THIS SHIPMENT**	
El Cajon Area	680	0	

SHIPPED VIA
☐ SSU truck ☑ Other (specify): Transferred with officer

DRIVER'S SIGNATURE

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
R-67388 •	402AWYA817	1	Motorola HT1000, Assigned to Officer Ryan Nailor, #16461			

2009 JUL 23 AM 10: 1

TRIN

RECEIVED BY (SIGNATURE)	PRINTED NAME	DATE	AUTHORIZED BY
[signature] 16972	J Williams	7/23/09	

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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
Trinity River	175	R. Lichney	08/04/2009
TO: (COMMAND NAME)	**LOCATION CODE**	**NUMBER BOXES/PIECES IN THIS SHIPMENT**	
Telecommunications Warehouse	047T	3	
SHIPPED VIA		**DRIVER'S SIGNATURE**	
☐ SSU truck ☑ Other (specify): hand delivered			

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
R57599		1	GE Radio Control Head	✓		
R80783	96001024	1	Uniden Bearcar BC 760XLT Scanner	✓		
R74802	75001948	1	Uniden Bearcar BC 760XLT Scanner			

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Frank Homen	FRANK Homen	8-5-09	

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