State of California | Business, Transportation and Housing Agency

Memorandum

Date: December 4, 2009

To: Yreka Area

Attention: Captain D. M. Uhlik DOUG

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

File No.: 005.9968.17044.010

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 16, 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 508 items (a). The statistically-valid sample at a 95 percent confidence level ± 5 percent error rate provided a total stratified sample size of 57 items when rounded up to the next whole number (d).

	Population Size (a)	Percentage of Total (b)	Calculated Sample Size (c)	Predetermined List Sample Size (d)
ICU Decals	175	34.45%	18.95	19
Telecommunications	223	43.90%	24.15	25
Fleet	22	4.33%	2.38	3
Weapons	88	17.32%	9.53	10
Total	508			57

When comparing equipment recorded on the predetermined property inspection list to equipment located at the command, 38 of the 57 items were located. One item could not be located (field less lethal SG); 14 items were unavailable for inspection due to employees being out of the office; and four items were transferred to other commands. Furthermore, six of the 38 items require a correction be made to the property record. 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, 22 of the 24 items reconciled. Two items require corrections be made to the property record. 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, Field
Northern Division
Fiscal Management Section
Telecommunications Section
Fleet Operations Section
Office of the Academy
Office of Inspections, Audits Unit

ATTACHMENT A

ATTACHMENT A

OFFICE OF INSPECTIONS, AUDIT UNIT
PROPERTY INSPECTION DISCREPANCY REPORT
YREKA - 145
September 16, 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
TIMER REACTION ELECTRONIC HAND-HELD	108653					X	Employee "off" will return 9/17/09.
LAPTOP	141491					X	Employee "off" will return 9/20/09.
LAPTOP	141710					X	Employee "off" will return 9/17/09.
LAPTOP	143368					X	Employee "off" will return 9/17/09.
DIGITAL VOICE RECORDER	146989			X			Add serial number 1419015.
BREATH ANALYZER SYSTEM PAS DEVICE	153059					X	Employee "off" will return 9/20/09.
CAMERA STYLUS ZOOM	93213				X		Item transferred to Supply Services Unit, unsigned CHP 266 attached.
CAMERA STYLUS ZOOM	93316				X		Item transferred to Supply Services Unit, unsigned CHP 266 attached.
Mobile Radio	R43460			X			Add serial number 9542481.
Mobile Repeater	R45964			X			Item removed from vehicle, located in Area office.
Mobile Radio	R59348					X	Employee "off" will return 9/28/09.
Hand-Held Radio	R62933					X	Employee "off" will return 9/17/09.
Hand-Held Radio	R64813				X		Employee transferred to Truckee Area effective September 1, 2009. Transfer list attached.
Control Head - Mobile	R81320			X			Item located in vehicle number 1249965.
Citizen Band Radio	R85951			X			Item located in vehicle number 1247978.

ATTACHMENT A

OFFICE OF INSPECTIONS, AUDIT UNIT
PROPERTY INSPECTION DISCREPANCY REPORT
YREKA - 145
September 16, 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
Citizen Band Radio	R87785			X			Item located in Area automotive office.
Scanner	R94067					X	Employee "off" will return 9/17/09.
Control Head - Mobile	R97236					X	Employee "off" will return 9/24/09.
Citizen Band Radio	R79069			X			Item located in vehicle number 1240140.
Citizen Band Radio	R85947			X			Item located in vehicle number 1240137.
ENFORCEMENT SEDAN	1248209					X	Employee "off" will return 9/28/09.
[redacted]	[redacted]					X	Employee "off" will return 9/24/09.
[redacted]	[redacted]					X	Employee "off" will return 9/17/09.
[redacted]	[redacted]					X	Employee "off" will return 10/5/09.
[redacted]	[redacted]				X		Employee transferred to Truckee Area effective September 1, 2009. Transfer list attached.
[redacted]	[redacted]	X					Item not located.
[redacted]	[redacted]					X	Employee "off" will return 9/17/09.

ATTACHMENT B

ATTACHMENT B

CALIFORNIA HIGHWAY PATROL
2009 ICU PROPERTY RECORD INSPECTION REPORT
YREKA - 145

	ASSET #	DESCRIPTION	SERIAL #	Y	N	A	T	C	OTHER
PROPERTY INSPECTION LIST TO EQUIPMENT									
1	108653	TIMER REACTION ELECTRONIC HAND-HELD			X				Employee "off" will return 9/17/09.
2	115539	RADAR, VEHICLE	043324	X					
3	120243	RADAR, VEHICLE	046209	X					
4	132296	ROUTER	JMX0803L553	X					
5	132668	SCANNER	M1H84E52M	X					
6	141491	LAPTOP	0036040458		X				Employee "off" will return 9/20/09.
7	141710	LAPTOP	0036040523		X				Employee "off" will return 9/17/09.
8	143368	LAPTOP	0036145986		X				Employee "off" will return 9/17/09.
9	146985	DIGITAL CAMERA	KCKFL63214376	X					
10	146986	PROJECTOR, DLP	0001855	X					
11	146989	DIGITAL VOICE RECORDER		X				X	Add serial number 1419015.
12	151478	COMPUTER	2UA7230H3L	X					
13	151485	COMPUTER	2UA7230H2X	X					
14	153059	BREATH ANALYZER SYSTEM PAS DEVICE	90102955-82		X				Employee "off" will return 9/20/09.
15	159990	LIDAR SPEED ENFORCEMENT SYSTEM	TS000698	X					
16	162053	ROUTER	FTX1221Y184	X					
17	166337	PRINTER	CNDS200789	X					
18	93213	CAMERA STYLUS ZOOM					X		Item transferred to Supply Services Unit, unsigned CHP 266 attached.
19	93316	CAMERA STYLUS ZOOM	1643432				X		Item transferred to Supply Services Unit, unsigned CHP 266 attached.

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

ATTACHMENT B

CALIFORNIA HIGHWAY PATROL
2009 ICU PROPERTY RECORD INSPECTION REPORT
YREKA - 145

	ASSET #	DESCRIPTION	SERIAL #	Y	N	A	T	C	OTHER
EQUIPMENT TO INVENTORY LIST									
1	142078	DIGITAL CAMERA	KCKDT51709581	X					
2	159988	LIDAR SPEED ENFORCEMENT SYSTEM	TS000666	X					
3	166192	SWITCH	FOC1311V3ZQ	X					

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

ATTACHMENT C

ATTACHMENT C

CALIFORNIA HIGHWAY PATROL
2009 TELECOMMUNICATIONS PROPERTY INSPECTION REPORT
YREKA - 145

	ASSET #	DESCRIPTION	VEHICLE/MISC.	VEHICLE/MISC.	SERIAL #	Y	N	A	T	C	OTHER
PROPERTY INSPECTION LIST TO EQUIPMENT											
1	R43460	Mobile Radio	C2861F			X				X	Add serial number 9542481.
2	R45964	Mobile Repeater	1248642			X				X	Item removed from vehicle, located in Area office.
3	R54063	Scanner	1240140		45006798	X					
4	R56134	Scanner	1270759		55003047	X					
5	R59348	Mobile Radio	31 Oct 08	145 AI-08	322005		X				Employee "off" will return 9/28/09.
6	R62691	Hand-Held Radio	14441		402AWW4874	X					
7	R62933	Hand-Held Radio	18210	AREI-08	402AWW4901		X				Employee "off" will return 9/17/09.
8	R64813	Hand-Held Radio	10808	MM 08-051	402AWY7575				X		Employee transferred to Truckee Area effective September 1, 2009. Transfer list attached.
9	R70362	Battery Charger - Radio				X					
10	R71214	Battery Charger - Radio				X					
11	R71288	Battery Charger - Radio				X					
12	R71656	Analyzer/Conditioner - Radio				X					
13	R74381	Scanner	SGT.		75002275	X					
14	R74497	Scanner	1240137		75002067	X					
15	R74831	Scanner	1270931		75001748	X					
16	R77415	Control Head - Mobile	1248507			X					
17	R80736	Scanner	1248334		95000899	X					
18	R81320	Control Head - Mobile				X				X	Item located in vehicle number 1249965.
19	R82722	Announcer - Telephone			0005001518	X					
20	R85951	Citizen Band Radio	1161067		06024002	X				X	Item located in vehicle number 1247978.

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

CALIFORNIA HIGHWAY PATROL
2009 TELECOMMUNICATIONS PROPERTY INSPECTION REPORT
YREKA - 145

	ASSET #	DESCRIPTION	VEHICLE/MISC.	VEHICLE/MISC.	SERIAL #	Y	N	A	T	C	OTHER
21	R87785	Citizen Band Radio			26010405	X				X	Item located in Area automotive office.
22	R93162	Recorder -Dispatch			0650008	X					
23	R94067	Scanner	1270530		320Z44002856		X				Employee "off" will return 9/17/09.
24	R97236	Control Head - Mobile	C3011F	1283580			X				Employee "off" will return 9/24/09.
25	R99369	Citizen Band Radio	1248503			X					
EQUIPMENT TO INVENTORY LIST											
1	R46193	Mobile Repeater	1248642		7733155	X					
2	R53345	Mobile Radio	1248642		9543339	X					
3	R77806	Control Head - Mobile	C2861F			X					
4	R79069	Citizen Band Radio	1061139		85019694	X				X	Item located in vehicle number 1240140.
5	R85947	Citizen Band Radio	1097082		06023997	X				X	Item located in vehicle number 1240137.
6	R94143	Scanner	1247978		320Z44002879	X					
7	R99507	Citizen Band Radio	1270759			X					
8	R99517	Citizen Band Radio	1248642			X					

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

ATTACHMENT D

ATTACHMENT D

CALIFORNIA HIGHWAY PATROL
2009 FLEET INSPECTION YREKA - 145

	EQUIPMENT ID	LICENSE NUMBER	MANUFACTURER	MODEL	Y	N	A	T	C	OTHER
PROPERTY INSPECTION LIST TO EQUIPMENT										
1	1240137	1240137	ENFORCEMENT SEDAN	CRNVIC	X					
2	1248209	1248209	ENFORCEMENT SEDAN	CRNVIC		X				Employee "off" will return 9/28/09.
3	1248334	1248334	ENFORCEMENT SEDAN	CRNVIC	X					
EQUIPMENT TO INVENTORY LIST										
1	1240140	1240140	ENFORCEMENT SEDAN	CRNVIC	X					
2	1240236	1240236	ENFORCEMENT SEDAN	CRNVIC	X					
3	1247978	1247978	PRIMARY COLLISION FACTOR	CRNVIC	X					
4	1248326	1248326	ENFORCEMENT SEDAN	CRNVIC	X					
5	1248503	1248503	ENFORCEMENT SEDAN	CRNVIC	X					
6	1248507	1248507	ENFORCEMENT SEDAN	CRNVIC	X					
7	1248642	1248642	ENFORCEMENT SEDAN	CRNVIC	X					
8	1270759	1270759	ENFORCEMENT SEDAN	CRNVIC	X					
9	1270931	1270931	ENFORCEMENT SEDAN	CRNVIC	X					

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

ATTACHMENT E

Department of California Highway Patrol

Complete Area Inventory

145 - Yreka

ATTACHMENT E

August 31, 2009

Officer Issued Weapons

[redacted]

[redacted] *Issued to officer*

ID#	Last Name	First Name	Ser#	Control#	Comments
[redacted]		[redacted]	[redacted]		EMPLOYEE "OFF" WILL RETURN 9/24/09
[redacted]		[redacted]	[redacted]		
[redacted]		[redacted]	[redacted]		
[redacted]		[redacted]	[redacted]		
[redacted]		[redacted]	[redacted]		
[redacted]		[redacted]	[redacted]		EMPLOYEE "OFF" WILL RETURN 9/17/09.
[redacted]		[redacted]	[redacted]		
[redacted]		[redacted]	[redacted]		
[redacted]		[redacted]	[redacted]		
[redacted]		[redacted]	[redacted]		
[redacted]		[redacted]	[redacted]		
[redacted]		[redacted]	[redacted]		
[redacted]		[redacted]	[redacted]		EMPLOYEE "OFF" WILL RETURN 10/5/09.
[redacted]		[redacted]	[redacted]		
Y [redacted]		[redacted]	[redacted]		
[redacted]		[redacted]	[redacted]		
[redacted]		[redacted]	[redacted]		
[redacted]		[redacted]	[redacted]		
[redacted]		[redacted]	[redacted]		
[redacted]		[redacted]	[redacted]		
[redacted]		[redacted]	[redacted]		
[redacted]		[redacted]	[redacted]		
[redacted]		[redacted]	[redacted]		
[redacted]		[redacted]	[redacted]		
[redacted]		[redacted]	[redacted]		
[redacted]		[redacted]	[redacted]		
[redacted]		[redacted]	[redacted]		
[redacted]		[redacted]	[redacted]		

Department of California Highway Patrol

Complete Area Inventory

145 - Yreka

August 31, 2009

Issued to officer:

Issued to officer

ID#	Last Name	First Name	Ser#	Control#	Comments
					EMPLOYEE TRANSFERRED TO TRUCKEE AREA EFFECTIVE SEPTEMBER 1, 2009. TRANSFER LIST ATTACHED.

Issued to officer:

Officer Issued Weapons Total:

Area Issued Weapons

Ser#	Control#	Comments

Issued to Area/Division

Ser#	Control#	Comments

Department of California Highway Patrol

Complete Area Inventory

145 - Yreka

August 31, 2009

[redacted]

Y [redacted]

Issued to Area/Division: [redacted]

[redacted]

Ser# Control#

Comments

[redacted]

[redacted]

Ser# Control#

Comments

ITEM NOT LOCATED.

[redacted]

Y [redacted]

Y [redacted]

Y [redacted]

[redacted]

[redacted]

Department of California Highway Patrol

Complete Area Inventory

145 - Yreka

August 31, 2009

[redacted]

[redacted]) Issued to Area/Division

Ser#	Control#	Comments
[redacted]		
[redacted]		
[redacted]		
[redacted]		
Y [redacted]		
[redacted]		
[redacted]		
Y [redacted]		
[redacted]		
[redacted]		

Issued to Area/Division: [redacted]

[redacted]

[redacted]) Issued to Area/Division

Ser#	Control#	Comments
[redacted]		
[redacted]		
[redacted]		EMPLOYEE "OFF" WILL RETURN 9/17/09.
[redacted]		
[redacted]		
[redacted]		
[redacted]		
[redacted]		
[redacted]		
Y [redacted]		

Issued to Area/Division: [redacted]

Area Issued Weapons Total:

Area Grand Total: [redacted]

OTHER SUPPORTING DOCUMENTS

145-01

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
YREKA AREA	145	P. FENNELL #13400	03/18/2009
TO (COMMAND NAME)	**LOCATION CODE**	**NUMBER BOXES/PIECES IN THIS SHIPMENT**	
SUPPLY SERVICES WAREHOUSE	076W	1	

SHIPPED VIA
☐ SSU truck ☑ Other (specify): HAND DELIVERY

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
93316	1643432	1	CAMERA, OLYMPUS STYLUS ZOOM			
93213	1643798	1	CAMERA, OLYMPUS STYLUS ZOOM			
114818	03007ZNV2389DB8	1	SWITCH, 3COM	✓		

SUBJECT TO VERIFICATION
LARRY WHITEHORN
LW 7-1-09

RECEIVED BY (SIGNATURE)	PRINTED NAME	DATE	AUTHORIZED BY

Destroy Previous Editions

c266_208 pdf

145-02

From: Cheryl Grayson
To: AIMS_ALL
Date: 7/31/2009 9:32 AM
Subject: Transfers -- PAGE 1 OF 7 - TRANSFERS & PROMOTIONS - SERGEANTS AND ABOVE ORDER

OSP1 00001 07/31/09 09.29.20
PRS5 00008 07/31/09 08.52.14

N 001 ALL COMMANDERS

FISCAL MANAGEMENT SECTION - TRAVEL & REVOLVING FUND AND PAYROLL UNIT
PAGE 1 OF 7

RE: TRANSFERS & PROMOTIONS - SERGEANTS AND ABOVE ORDER #26-09

TRANSFER - ASSISTANT CHIEF

EFFECTIVE AND REPORTING 09/01/2009, ASSISTANT CHIEF S.R. HOWLAND, I.D. #13313, OFFICE OF ASSISTANT COMMISSIONER, LEADERSHIP DEVELOPMENT AND COMMUNICATIONS (004), IS ADMINISTRATIVELY TRANSFERRED AND ASSIGNED TO COASTAL DIVISION (701), FOR A PERIOD OF ONE YEAR. EXPENSES ARE AUTHORIZED IF A MOVE IS CONSUMMATED UNDER THE PROVISIONS OF CHAPTER 3 OF HIGHWAY PATROL MANUAL (HPM) 11.1.

PROMOTIONS TO CAPTAIN

EFFECTIVE AND REPORTING 09/01/2009, THE FOLLOWING LIEUTENANTS, CALIFORNIA HIGHWAY PATROL (CHP), ARE PROMOTED TO THE RANK OF CAPTAIN, CHP, AND ADMINISTRATIVELY ASSIGNED AS INDICATED FOR A PERIOD OF ONE YEAR. NO EXPENSES ARE AUTHORIZED, UNLESS OTHERWISE NOTED.

NAME AND I.D. NUMBER	FROM	TO
[redacted]	580 WEST VALLEY	765 VENTURA
[redacted] (EXPENSES ARE AUTHORIZED IF A MOVE IS CONSUMMATED UNDER THE PROVISIONS OF CHAPTER 3 OF HPM 11.1)	840 RIVERSIDE	645 SAN DIEGO
[redacted]	360 SANTA ROSA	318 GOLDEN GATE COMMUNICATIONS CENTER

TRANSFERS - CAPTAIN

EFFECTIVE AND REPORTING 09/01/2009, THE FOLLOWING CAPTAINS, 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.

145-03

NAME AND I.D. NUMBER	FROM	TO
[redacted]	835 BARSTOW	855 RANCHO CUCAMONGA
[redacted] (NO EXPENSES)	245 PLACERVILLE	220 AUBURN
[redacted]	145 YREKA	222 TRUCKEE