Memorandum

Date: January 8, 2010

To: Dublin Area

Attention: Captain M. M. Mueller MITCH

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

File No.: 005.9968.015989.010

Subject: 2009 COMMAND PROPERTY INSPECTION REPORT

State Administrative Manual (SAM) Section 8652 requires Departments to conduct a physical count of all state owned property and reconcile the count with accounting records at least once every three years. Departmental records indicate the last command inventory by the Dublin Area was conducted on April 7, 2009. In order to provide independent verification and reasonable assurance to the Office of the Commissioner that California Highway Patrol inventory records are complete and accurate, your command was selected for a property inspection.

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 December 15-16, 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 649 items (a). The statistically-valid sample at a 95 percent confidence level ± 5 percent error rate provided a total stratified sample size of 59 items when rounded up to the next whole number (d).

	Population Size	Percentage of Total	Calculated Sample Size	Predetermined List Sample Size
	(a)	(b)	(c)	(d)
ICU Decals	260	40.06%	22.43	23
Telecommunications	224	34.51%	19.33	20
Fleet	36	5.55%	3.11	4
Weapons	129	19.88%	11.13	12
Total	649			59

When comparing equipment recorded on the predetermined property inspection list to equipment located at the command, 53 of the 59 items were located. Two items were transferred out of the Area using a CHP 266, Credit Memo, and four items were not available during the inspection due to personnel assigned the equipment being on days off or out of the Area. The inspector received photographs of three of the items prior to leaving the Area on December 15, 2009 and received the fourth via e-mail on December 22, 2009. Furthermore, two of the 53 items inspected 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, all 71 items inspected reconciled. Five of the items, however, require corrections 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 April 8, 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
Golden Gate Division
Fiscal Management Section
Telecommunications Section
Office of Inspections, Audits Unit

ATTACHMENT A

ATTACHMENT A

OFFICE OF INSPECTIONS, AUDIT UNIT
PROPERTY INSPECTION DISCREPANCY REPORT
DUBLIN - 390
December 15-16, 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
Calculator	84140				X		CHP 266 issued and attached.
Calculator	84146				X		CHP 266 issued and attached.
Control Head - Mobile	R85405			X			Change vehicle license plate number to 1248407.
Control Head - Mobile	R89271			X			Add vehicle license plate number 1239760.
Mobile Repeater	R45768			X			Change vehicle license plate number to 1239760
Mobile Repeater	R46358			X			Add vehicle license plate number 1248148.
Mobile Radio	R53346			X			Add vehicle license plate number 1248148.
Scanner	R56033			X			Add vehicle license plate number 1248148.
Control Head - Mobile	R90943			X			Add vehicle license plate number 1248148.

ATTACHMENT B

ATTACHMENT B

CALIFORNIA HIGHWAY PATROL
2009 ICU PROPERTY RECORD INSPECTION REPORT
DUBLIN - 390

	ASSET #	DESCRIPTION	SERIAL #	Y	N	A	T	C	OTHER
PROPERTY INSPECTION LIST TO EQUIPMENT									
1	116389	RADAR VEHICLE	044843	X					
2	140655	LIDAR, HANDHELD	UX014920	X					
3	142807	TIRE CHANGER	0603108771	X					
4	144469	LASER FAX MACHINE	U60283A6J424313	X					
5	146699	PROJECTOR, MULTIMEDIA	GYSG541690F	X					
6	146700	DIGITAL VOICE RECORDER	100117125	X					
7	147622	COMPUTER	2UA634177B	X					
8	149835	COMPUTER	2UA7221DJ5	X					
9	150163	TELEVISION 42" LCD HDTV		X					
10	152480	COMPUTER	MXL7300VTZ	X					
11	153764	HANDHELD GPS	118249532		X				Not available during inspection due to assigned officer being on a day off. Photo attached.
12	155041	LAPTOP	0040296534		X				Not available during inspection due to assigned officer being out of the Area. Photo attached.
13	155046	LAPTOP	0040296575	X					
14	155048	LAPTOP	0040296550	X					
15	155604	LAPTOP	0039338987		X				Not available during inspection due to assigned officer being on a day off. Photo attached.
16	162165	POP-UP AUTOMOTIVE SHADES, PLAIN ROYAL BLUE		X					
17	164322	COMPUTER	MXL8320B1K	X					
18	164446	UNINTERRUPTABLE POWER SOURCE	AS0820122424	X					
19	165404	PRINTER	CNDY239338	X					
20	84140	CALCULATOR	006301				X		CHP 266 issued and attached.

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

CALIFORNIA HIGHWAY PATROL
2009 ICU PROPERTY RECORD INSPECTION REPORT
DUBLIN - 390

	ASSET #	DESCRIPTION	SERIAL #	Y	N	A	T	C	OTHER
21	84146	CALCULATOR	000411				X		CHP 266 issued and attached.
22	84367	DICTATOR	0691805127	X					
23	AF02154	CURRENCY DISCRIMINATION COUNTER	9811663	X					
EQUIPMENT TO INVENTORY LIST									
1	110633	RADAR TRAFFIC MOUNTED	040763	X					
2	115700	RADAR, VEHICLE	043539	X					
3	115701	RADAR, VEHICLE	043344	X					
4	115704	RADAR, VEHICLE	043559	X					
5	121818	PRINTER	USBD012856	X					
6	124655	RADAR VEHICLE	049736	X					
7	130556	ROUTER	JMX0725L12N	X					
8	135380	PRINTER	USGNX48541	X					
9	140656	LIDAR, HANDHELD	UX015584	X					
10	147554	COMPUTER	2UA6341772	X					
11	147558	COMPUTER	2UA634176Y	X					
12	149834	COMPUTER	2UA7221DJ4	X					
13	152479	COMPUTER	MXL7300VWT	X					
14	159916	LIDAR SPEED ENFORCEMENT SYSTEM	TS000560	X					
15	160109	PRINTER	CNRXR78961	X					
16	164323	COMPUTER	MXL8320B2D	X					
17	164324	COMPUTER	MXL8320B7D	X					
18	164447	UNINTERRUPTABLE POWER SOURCE	AS0820122383	X					
19	165401	PRINTER	CNWBD78407	X					
20	165402	PRINTER	CNWBD78416	X					

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ATTACHMENT B

CALIFORNIA HIGHWAY PATROL
2009 ICU PROPERTY RECORD INSPECTION REPORT
DUBLIN - 390

	ASSET #	DESCRIPTION	SERIAL #	Y	N	A	T	C	OTHER
21	165405	PRINTER	CNDY240417	X					
22	165406	PRINTER	CNDY334176	X					
23	84370	DICTATOR	0691805131	X					
EQUIPMENT LOCATED ON-SITE (NOT LISTED ON COMMAND PROPERTY LIST)									
1									
2									
...									

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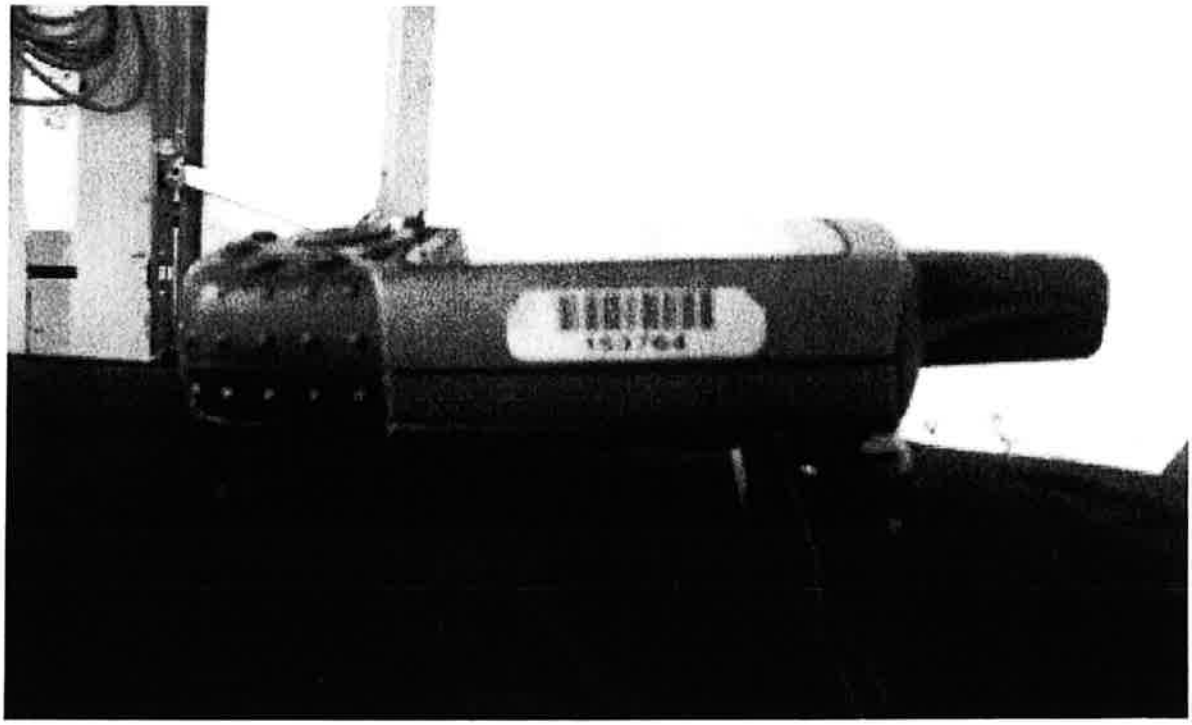

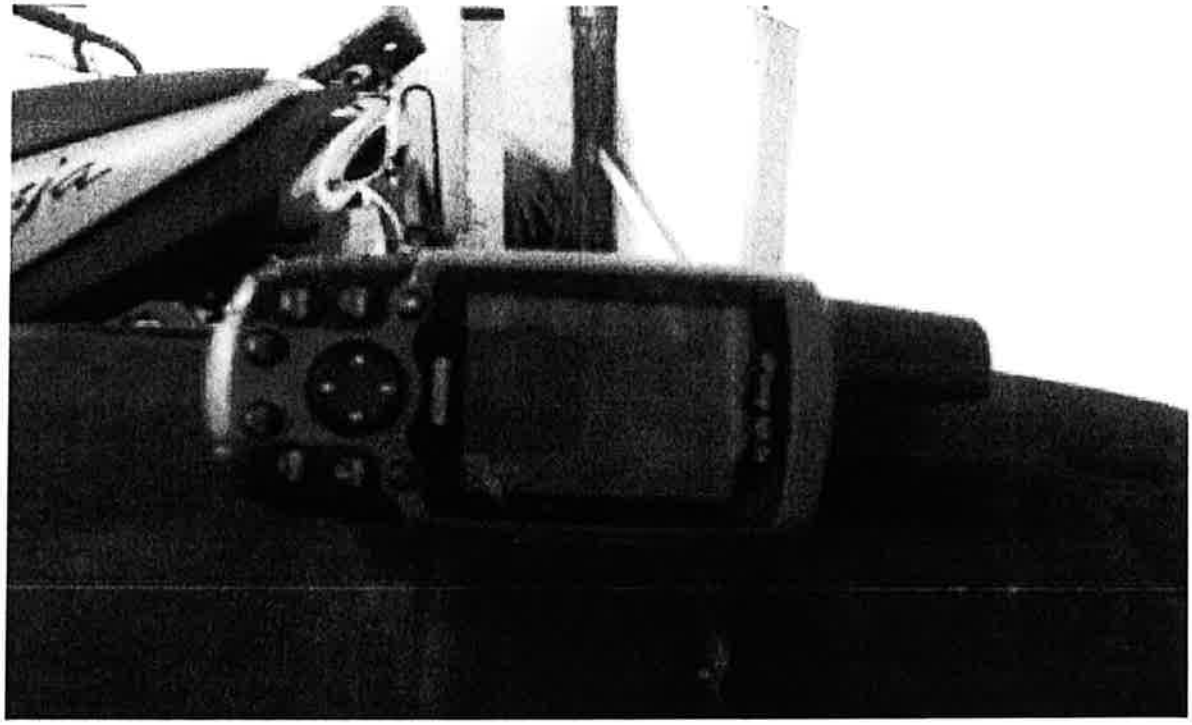

Gateway.
MODEL No.:CA6
This class B digital apparatus complies with Canadian ICES-003.
This device complies with Part 15 of the FCC Rules. Operation is subject to the following two
licensed for limited viewing uses only.
S/N
Microsoft

SCT RCPINWM05-886
003NY05120 0210
003WY05061 0211
WI FI CERTIFIED
CE0336
ENERGY STAR
CONFORMS TO
CERTIFIED TO
CAN/CSA STD
MODEL:M255 – E
P/N
1CA65032727
GC1.0
GWTF733064G
Assembled in China
Fitted with Motor
Modem model nu
Complies with 47
US: S56MD01B13
Complies with In
IC: 109AH-ML308
STATE OF CALIFORNIA
HIGHWAY PATROL
155604

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
Dublin Area	390	Steve Creel	04/23/2009
TO (COMMAND NAME)	**LOCATION CODE**	**NUMBER BOXES/PIECES IN THIS SHIPMENT**	
SSU	076	1	
SHIPPED VIA		**DRIVER'S SIGNATURE**	
☐ SSU truck ☑ Other (specify) PATROL CAR		[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
84140	006301	each	Sharp Calculator Model # Qs2760			
84145	000421	each	Sharp Calculator Model #Qs2760			
84146	000411	each	Sharp Calculator Model #Qs2760			
84147	000401	each	Sharp Calculator Model #Qs2760			

RECEIVED BY (SIGNATURE)	PRINTED NAME	DATE	AUTHORIZED BY
[signature]	Robert Castro	04/23/09	

Destroy Previous Editions

c266_208.pdf

ATTACHMENT C

ATTACHMENT C

CALIFORNIA HIGHWAY PATROL
2009 TELECOMMUNICATIONS PROPERTY INSPECTION REPORT
DUBLIN - 390

	ASSET #	DESCRIPTION	VEHICLE/MISC.	VEHICLE/MISC.	SERIAL #	Y	N	A	T	C	OTHER
PROPERTY INSPECTION LIST TO EQUIPMENT											
1	R41170	Mobile Radio	1084711	C2301P	9523447	X					
2	R43679	Mobile Radio	3QKM820			X					
3	R53245	Mobile Radio	1248192		9543203	X					
4	R53985	Scanner	1239760		45007590	X					
5	R62072	Hand-Held Radio	18605	AREI-08 MM	402AWUF993	X					
6	R62961	Hand-Held Radio	15293		402AWW5974	X					
7	R63485	Hand-Held Radio	19438	CTC 4-08	402AWY1145	X					
8	R64156	Hand-Held Radio	18147		402AWY1582	X					
9	R64801	Hand-Held Radio	14056		402AWY7515	X					
10	R67289	Hand-Held Radio	18219		402AXA4571	X					
11	R68706	Hand-Held Radio	13477		402AXE8766	X					
12	R70694	Battery Charger - Radio				X					
13	R74790	Scanner	1270578		75002401	X					
14	R81048	Scanner	1270797		96001216	X					
15	R85405	Control Head - Mobile	1239926			X				X	Change vehicle license plate number to 1248407.
16	R87310	Battery Charger - Radio				X					
17	R87315	Battery Charger - Radio				X					
18	R87401	Battery Charger - Radio				X					
19	R89271	Control Head - Mobile				X				X	Add vehicle license plate number 1239760.
20	R98438	Control Head - Mobile	999591	C2271P			X				Not available for inspection due to vehicle being out of the Area. Photo attached.
...											

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ATTACHMENT C

CALIFORNIA HIGHWAY PATROL
2009 TELECOMMUNICATIONS PROPERTY INSPECTION REPORT
DUBLIN - 390

	ASSET #	DESCRIPTION	VEHICLE/MISC.	VEHICLE/MISC.	SERIAL #	Y	N	A	T	C	OTHER
EQUIPMENT TO INVENTORY LIST											
1	R41316	Mobile Radio	1239760		9540499	X					
2	R42625	Mobile Radio	1248407		9541509	X					
3	R43631	Mobile Radio	1270578			X					
4	R45768	Mobile Repeater	1204821		7741433	X				X	Change vehicle license plate number to 1239760.
5	R45973	Mobile Repeater	1248192			X					
6	R46358	Mobile Repeater				X				X	Add vehicle license plate number 1248148.
7	R46881	Mobile Repeater	1248407			X					
8	R47201	Mobile Repeater	DEFECTIVE		7775379	X					
9	R51018	Scanner	3QKM820		95005477	X					
10	R53346	Mobile Radio			9543310	X				X	Add vehicle license plate number 1248148.
11	R54084	Scanner	1084711	C2301P	45006799	X					
12	R54281	Scanner	1248407		45005333	X					
13	R56033	Scanner			55002833	X				X	Add vehicle license plate number 1248148.
14	R57400	Control Head - Mobile	1215569			X					
15	R66429	Hand-Held Radio	12821		402AWY9238	X					
16	R70237	Battery Charger - Radio				X					
17	R70247	Battery Charger - Radio				X					
18	R70730	Battery Charger - Radio				X					
19	R70731	Battery Charger - Radio				X					
20	R70750	Battery Charger - Radio				X					
21	R77937	Control Head - Mobile	1084711	C2301P		X					

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ATTACHMENT C

CALIFORNIA HIGHWAY PATROL
2009 TELECOMMUNICATIONS PROPERTY INSPECTION REPORT
DUBLIN - 390

	ASSET #	DESCRIPTION	VEHICLE/MISC.	VEHICLE/MISC.	SERIAL #	Y	N	A	T	C	OTHER
22	R78453	Control Head - Mobile				X					
23	R80137	Control Head - Mobile	1249948			X					
24	R82345	Mobile Repeater	1084711	C2301P	734266	X					
25	R86230	Control Head - Mobile	1270578			X					
26	R87193	Control Head - Mobile	1270797			X					
27	R90943	Control Head - Mobile				X				X	Add vehicle license plate number 1248148.
28	R97665	Control Head - Mobile				X					
29	R98277	Control Head - Motorcycle				X					
...											
EQUIPMENT LOCATED ON-SITE (NOT LISTED ON COMMAND PROPERTY LIST)											
1											
2											
...											

LEGEND
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R-98438

ATTACHMENT D

ACTIVE EQUIPMENT INVENTORY BY LOCATION
(PAR:EQUIP INVENT BY LOC)
11/25/2009

Attachment D

	COMMAND	EQUIPMENT ID	LICENSE	DESCRIPTION	YEAR	MAKE	MODEL
1	390	1239760	1239760	ENFORCEMENT SEDAN	2006	FOR	CRNVIC
2	3[illegible]	1239761	1239761	ENFORCEMENT SEDAN	2006	FOR	CRNVIC
3	39[illegible]	1240073	1240073	ENFORCEMENT SEDAN	2006	FOR	CRNVIC
4	390	1240165	1240165	ENFORCEMENT SEDAN	2007	FOR	CRNVIC
5	390	1247973	1247973	PRIMARY COLLISION FACTOR	2008	FOR	CRNVIC
6	390	1248103	1248103	ENFORCEMENT SEDAN	2007	FOR	CRNVIC
7	390	1248148	1248148	ENFORCEMENT SEDAN	2007	FOR	CRNVIC
8	390	1248192	1248192	ENFORCEMENT SEDAN	2007	FOR	CRNVIC
9	390	1248268	1248268	ENFORCEMENT SEDAN	2008	FOR	CRNVIC
0	390	1248286	1248286	ENFORCEMENT SEDAN	2008	FOR	CRNVIC
1	390	1248388	1248388	ENFORCEMENT SEDAN	2009	FOR	CRNVIC
2	390	1248407	1248407	ENFORCEMENT SEDAN	2009	FOR	CRNVIC
3	390	1249948	1249948	PRIMARY COLLISION FACTOR	2007	FOR	CRNVIC
4	390	1270485	1270485	ENFORCEMENT SEDAN	2008	FOR	CRNVIC
5	390	1270578	1270578	ENFORCEMENT SEDAN	2008	FOR	CRNVIC
6	390	1270797	1270797	ENFORCEMENT SEDAN	2008	FOR	CRNVIC
7	390	1270847	1270847	ENFORCEMENT SEDAN	2008	FOR	CRNVIC
8	390	1270870	1270870	ENFORCEMENT SEDAN	2008	FOR	CRNVIC
9	390	1270928	1270928	ENFORCEMENT SEDAN	2008	FOR	CRNVIC
0	390	1270954	1270954	ENFORCEMENT SEDAN	2008	FOR	CRNVIC
1	390	1271009	1271009	ENFORCEMENT SEDAN	2009	DOD	CHARGER
2	390	1288852	1288852	PRIMARY COLLISION FACTOR	2008	FOR	CRNVIC
3	39[illegible]	1290341	1290341	ENFORCEMENT SEDAN	2009	FOR	CRNVIC
4	390	3QKM820	5WKS254	COMMANDER VEHICLES	2007	FOR	CRNVIC
5	390	3QKM821	5WKS273	COMMANDER VEHICLES	2007	FOR	CRNVIC
6	390	C2271P	E955591	MRE 2X4	2001	DOD	PU
7	390	C2276P	1084710	MRE 2X4	2001	DOD	PU
8	390	C2301P	1084711	MRE 2X4	2001	DOD	PU
9	390	C2588P	1154400	MRE 2X4	2003	CHE	2500 PU
0	390	M9031	E88A74	ENFORCEMENT MOTORCYCLE	2004	BMW	R1150RT
1	390	M9409	E95A04	ENFORCEMENT MOTORCYCLE	2004	BMW	R1150RT
2	390	M9567	E97A14	ENFORCEMENT MOTORCYCLE	2009	BMW	R1200RT
3	390	M9600	E97A47	ENFORCEMENT MOTORCYCLE	2009	BMW	R1200RT
1	390	T270	1104074	TRAILERS	2001	UST	RADAR TRLR
2	390	T311	1171575	TRAILERS	2003	DIS	RADAR TRLR
3	390	T339	19515	TRAILERS	2006	CALIF	MOTOR TRLR

If the vehicle has been tranferred - attach CHP 57 form

VERIFIED BY: _____ DATE: _____

COMMANDERS SIGNATURE : _____

ATTACHMENT E

Department of California Highway Patrol

Attachment E

Complete Area Inventory

390 - Dublin

November 25, 2009

Officer Issued Weapons

[redacted]

[redacted] *Issued to officer*

ID#	Last Name	First Name	Ser#	Control#	Comments
[redacted]					

Attachment E

Department of California Highway Patrol

Complete Area Inventory

390 - Dublin

November 25, 2009

[redacted]

Issued to officer: [redacted]

Attachment E

Department of California Highway Patrol

Complete Area Inventory

390 - Dublin

November 25, 2009

[redacted]

[redacted] *Issued to officer*

ID#	Last Name	First Name	Ser#	Control#	Comments
[redacted]		[redacted]	[redacted]	[redacted]	

Issued to officer: [redacted]

Officer Issued Weapons Total: [redacted]

Area Issued Weapons

[redacted]

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

[redacted]

[redacted] *Issued to Area/Division*

Ser#	Control#	Comments
[redacted]		
[redacted] +		
[redacted] +		
[redacted]		
[redacted] +		
[redacted] +		
[redacted] +		
[redacted]		
[redacted]		
[redacted]		
[redacted]		
[redacted] +		
[redacted]		

Attachment E

Department of California Highway Patrol

Complete Area Inventory

390 - Dublin

November 25, 2009

Issued to Area/Division:

Ser#	Control#	Comments

Ser#	Control#	Comments

Attachment E

Department of California Highway Patrol

Complete Area Inventory

390 - Dublin

November 25, 2009

[redacted]

[redacted] *Issued to Area/Division*

Ser#	Control#	Comments
[redacted]		

Issued to Area/Division: [redacted]

[redacted]

[redacted] *Issued to Area/Division*

Ser#	Control#	Comments
[redacted]		

Attachment E

Department of California Highway Patrol

Complete Area Inventory

390 - Dublin

November 25, 2009

[redacted]

Issued to Area/Division: [redacted]

Area Issued Weapons Total: [redacted]

Area Grand Total: [redacted]