State of California | Business, Transportation and Housing Agency

Memorandum

Date: January 8, 2010

To: Telecommunications Section - South JOE

Attention: Captain J. Whiteford

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

File No.: 005.9968.16163.010

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 Telecommunications Section - South was conducted on April 8, 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, was completed by the Property Inspector (PI) on December 15, 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 two property areas: general inventory control and telecommunications (see Attachments B and C). 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 153 items (a). The statistically-valid sample at a 95 percent confidence level ± 5 percent error rate provided a total stratified sample size of 45 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	83	54.25%	23.87	24
Telecommunications	70	45.75%	20.13	21
Fleet	0	0.00%	0.00	0
Weapons	0	0.00%	0.00	0
Total	153			45

When comparing equipment recorded on the predetermined property inspection list to equipment located at the command all 45 items selected for inspection were located.

When comparing equipment assigned to the command to the OPI inventory lists, 12 of the 12 items reconciled. Property inspection results of equipment located at the command to the OPI inventory list are summarized in Attachments B and C. Due to your facilities effective management of its assigned equipment, no further action is required on your behalf.

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, Staff
Information Management Division
Office of Inspections, Audits Unit

ATTACHMENT A

None.

ATTACHMENT B

ATTACHMENT B

CALIFORNIA HIGHWAY PATROL
2009 ICU PROPERTY RECORD INSPECTION REPORT
TELECOMMUNICATIONS SECTION SOUTH - 047S

	ASSET #	DESCRIPTION	SERIAL #	Y	N	A	T	C	OTHER
PROPERTY INSPECTION LIST TO EQUIPMENT									
1	101862	HAMMER DEMOLITION MOD 11305 P0047D6029	6670445	X					
2	103779	ROBO CRIMP COMPRESSION TOOL P0047D6158	972203	X					
3	119606	RIDGE POWER THREADER	1102449	X					
4	119908	TOOL KIT, RESPONSE TECHNICIAN	1099	X					
5	126642	STEEL TANK (FOR OXYGEN SIZE 125 CF)	65506X	X					
6	138832	BOBCAT NORMAL DUTY CONSTRUCTION BUCKET	X107811	X					
7	138841	BOBCAT 96" DOZER BLADE ATTACHMENT	224400325	X					
8	138844	BOBCAT CONCRETE BREAKER ATTACHMENT	797013698	X					
9	142047	TESTER, BATTERY	1105480014	X					
10	143463	COMPUTER	2UB54608VQ	X					
11	149070	PRINTER	CNRXH64211	X					
12	150145	KIT, ONAN PCC TOOL		X					
13	162439	CANOPY POP-UP TENT ROYAL BLUE		X					
14	76627	CALCULATOR ELEC 12PRINTCS-2164D	51008769	X					
15	80876	DRILL PRESS	32918	X					
16	90086	JACK HYDRAULIC-P0078H0096		X					
17	90528	JACK HYDRAULIC P0078H0153		X					
18	91867	SPRAYER PAINT AIRLESS P0047D0207	360370	X					
19	91874	BENDER HYDRAULIC P0047D108		X					
20	91979	LABELER P-TOUCH P00000000	G39395079	X					
21	91983	LEVEL SURVEYING TRANSITP0047D0289	8048	X					
22	92604	HYDRAULIC PUNCH W/SAW P0047D0290	BG297385LE	X					
23	92605	HYDRAULIC PUNCH W/SAW P0047D0290	BG097406LE	X					
24	92607	POWER DRIVE P0047D290	EE15144C92	X					

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

ATTACHMENT B

CALIFORNIA HIGHWAY PATROL
2009 ICU PROPERTY RECORD INSPECTION REPORT
TELECOMMUNICATIONS SECTION SOUTH - 047S

	ASSET #	DESCRIPTION	SERIAL #	Y	N	A	T	C	OTHER
EQUIPMENT TO INVENTORY LIST									
1	113681	PRINTER	USQL030560	X					
2	126363	FORKLIFT		X					
3	133162	DIGITAL COPIER	ICG2ZK00006	X					
4	133891	FAX MACHINE	U60283AJ207640	X					
5	138831	BOBCAT COMBINATION CONSTRUCTION BUCKET	027800337	X					
6	150146	KIT, ONAN PCC TOOL		X					
7	91805	GENERATOR TESTER P0047D156		X					

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ATTACHMENT C

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CALIFORNIA HIGHWAY PATROL
2009 TELECOMMUNICATIONS PROPERTY INSPECTION REPORT
TELECOMMUNICATIONS SECTION SOUTH - 047S

	ASSET #	DESCRIPTION	VEHICLE/MISC.	VEHICLE/MISC.	SERIAL #	Y	N	A	T	C	OTHER
PROPERTY INSPECTION LIST TO EQUIPMENT											
1	F1743	Generator			1041655	X					
2	F2156	Generator	DEFECTIVE		A910366618	X					
3	F2187	Generator			995596	X					
4	F2279	Generator			D910382103	X					
5	F2337	Propane Tank			330840	X					
6	F2347	Generator			5120-6484-Z9F	X					
7	F2506	Transfer Switch			38972	X					
8	F2576	Transfer Switch			J990012990	X					
9	F2611	Generator			8429744	X					
10	F2642	Generator			2061362	X					
11	F2664	Transfer Switch			L990029393	X					
12	F2853	Propane Tank			420102	X					
13	F2855	Propane Tank			420104	X					
14	F2892	Generator			F050797266	X					
15	F2937	Generator			F058795261	X					
16	R41038	Mobile Radio	C2968F	1283479	9523555	X					
17	R42200	Mobile Radio	1183632	C2815C	9541109	X					
18	R44236	Mobile Radio	1137293	C2493C		X					
19	R79397	Control Head - Mobile	C2968F	1283479		x					
20	R86136	Control Head - Mobile	1183631	C2814C		x					
21	R97370	Control Head - Mobile	1223709			x					

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2009 TELECOMMUNICATIONS PROPERTY INSPECTION REPORT
TELECOMMUNICATIONS SECTION SOUTH - 047S

	ASSET #	DESCRIPTION	VEHICLE/MISC.	VEHICLE/MISC.	SERIAL #	Y	N	A	T	C	OTHER
EQUIPMENT TO INVENTORY LIST											
1	F2335	Propane Tank			B58119	X					
2	R89786	Control Head - Mobile	1137293	C2493C		X					
3	R98968	Cellular Telephone	[redacted]		A0000003540403	X					
4	R98971	Cellular Telephone	[redacted]		A00000035401FD	X					
5	R98972	Cellular Telephone	[redacted]		A00000035401E8	X					

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