

## CHAPTER 8

### EQUIPMENT

REVISED JANUARY 2024

#### TABLE OF CONTENTS

AUTHORITY .....	8-5
PURPOSE .....	8-5
DEFINITIONS .....	8-6
Equipment.....	8-6
California Highway Patrol-Owned Property .....	8-6
Computer Equipment .....	8-6
California Highway Patrol-Owned Equipment.....	8-6
RESPONSIBILITY .....	8-6
Commanders' Responsibilities .....	8-6
Employee's Responsibility.....	8-7
Separation of Duties .....	8-7
Office of the Commissioner.....	8-8
EQUIPMENT CATEGORIES .....	8-8
EXAMPLES OF MAJOR, SENSITIVE, AND MINOR EQUIPMENT .....	8-9
SECTION-ISSUED EQUIPMENT .....	8-9
Telecommunications Section .....	8-9
Information Technology Section.....	8-10
Fiscal Management Section (Section-Issued X Numbers).....	8-10
Field Support Section (Section-Issued Asset Forfeiture Numbers).....	8-11
Business Services Section (Section-Issued Surplus Federal Numbers) .....	8-11
METHODS OF ACQUISITION.....	8-11
Purchase.....	8-11
Donated Property .....	8-12
Transfer from Another Department .....	8-12
Asset Forfeiture.....	8-13
Federal Express Property Program .....	8-13
Manufactured in Cabinet Shop.....	8-13
Police Protective Equipment .....	8-13
Copiers .....	8-13
Mail Equipment .....	8-13
PURCHASE PROCEDURES.....	8-13
EQUIPMENT FOR FACILITY OR PERSONNEL CHANGES.....	8-14
Additional Facility .....	8-14
Replacement Facility or Enlarged Offices.....	8-14
Additional Employees.....	8-14

REPLACEMENT EQUIPMENT .....	8-15
EMERGENCY REPLACEMENT EQUIPMENT .....	8-15
IDENTIFICATION OF EQUIPMENT .....	8-15
Requirements.....	8-15
Types of Identification .....	8-15
Distribution of Decals .....	8-15
Location of Decals .....	8-16
Assistance .....	8-16
Accountability.....	8-16
INVENTORY INFORMATION.....	8-16
Annual Physical Inventory .....	8-16
Inventory Schedule .....	8-17
Prior to Inventory.....	8-17
Conducting the Physical Inventory .....	8-17
Certification of Accountability and CHP 24, Physical Inventory	
Adjustment Request.....	8-19
Missing/Lost Items/Unresolved Discrepancies .....	8-20
Forwarding Information to Division .....	8-22
Division Review/Forwarding Information to Headquarters	
(Appropriate Commissioner).....	8-22
Updating Property Record Information .....	8-23
Retention .....	8-23
Change-of-Command Inventory .....	8-24
Random Inspection of Equipment by the Property Inspector, Specialist.....	8-24
GENERAL REPAIR/SERVICE GUIDELINES .....	8-26
MAINTENANCE/REPAIR OF OFFICE EQUIPMENT.....	8-26
Copier Machines .....	8-27
Postage Meters and Mailing Machines.....	8-27
Computer Equipment.....	8-27
MAINTENANCE/REPAIR OF AUDIO-VISUAL EQUIPMENT.....	8-27
Responsibility .....	8-27
Definition .....	8-27
General Information .....	8-27
Instructions.....	8-28
Surplus/Obsolete Audio-Visual Equipment.....	8-28
REPAIR/SERVICE OF MISCELLANEOUS EQUIPMENT.....	8-29
Portable Truck Scales.....	8-29
Telecommunications (R-numbered) Equipment .....	8-29
Other Equipment.....	8-29
DISPOSAL OF SURPLUS EQUIPMENT–SERVICEABLE AND	
UNSERVICEABLE .....	8-30
Definitions .....	8-30
Determination of Serviceability .....	8-30

Reporting and Handling Unserviceable Surplus Equipment .....	8-30
Reporting and Handling Serviceable Surplus Equipment .....	8-31
Returning Surplus Items to Supply Services Unit .....	8-33
Equipment Transferred Between Commands.....	8-33
Dismantled Parts for Sale/Surplus or Obsolete Automotive Parts .....	8-35
Surplus/Obsolete Supplies .....	8-35
Used Brass/Spent Ammunition Casings.....	8-35
Police Protective Equipment .....	8-35
Dry-Cell and Rechargeable Battery Recycling.....	8-35
CALIFORNIA HIGHWAY PATROL-OWNED EQUIPMENT OR PROPERTY	
SUBJECT TO REIMBURSEMENT AND/OR ADVERSE ACTION .....	8-35
Bargaining Unit 5 Employees .....	8-35
Employees not in Bargaining Unit 5 .....	8-35
REPORTING LOST, DAMAGED, OR DESTROYED	
CALIFORNIA HIGHWAY PATROL-OWNED EQUIPMENT OR PROPERTY .....	8-36
REPORTING STOLEN CALIFORNIA HIGHWAY PATROL-OWNED EQUIPMENT	
OR PROPERTY .....	8-37
REPORTING LOST, STOLEN, DAMAGED, OR DESTROYED	
CALIFORNIA HIGHWAY PATROL-OWNED EQUIPMENT OR PROPERTY	
DISCOVERED DURING THE INVENTORY PROCESS .....	8-38
DISPOSING OF STATE-OWNED PROPERTY .....	8-38
CONDITIONS CONSTITUTING CAUSE FOR REIMBURSEMENT	
BY AN EMPLOYEE .....	8-39
DETERMINATION OF VALUE OF EQUIPMENT OR PROPERTY .....	8-39
COLLECTION PROCEDURES.....	8-39
Collection – Current Employee .....	8-40
Collection – Separated Employee .....	8-40
REPORTING OF CRIMES OCCURRING ON	
CALIFORNIA HIGHWAY PATROL- OWNED/LEASED PROPERTY .....	8-40
REPORTING OF CRIMES OCCURRING ON STATE-OWNED/LEASED	
PROPERTY OTHER THAN CALIFORNIA HIGHWAY PATROL .....	8-40
EXCLUSIONS .....	8-41

## ANNEXES

A - ANNUAL INVENTORY SCHEDULE.....	8-43
B - SAMPLE OF INVENTORY PRINTOUTS .....	8-59
C - SAMPLE MEMORANDUM-REIMBURSEMENT OF EQUIPMENT TO AREA .....	8-61
D - SAMPLE COMMANDER'S MEMORANDUM-LOSS OF EQUIPMENT .....	8-63
E - SAMPLE MEMORANDUM-REIMBURSEMENT OF EQUIPMENT	
TO DIVISION.....	8-65

F - INVENTORY PROCESS FLOW CHART .....	8-67
G - PHYSICAL INVENTORY ADJUSTMENT REQUEST, CHP 24,.....	8-69
H - CREDIT MEMO - EQUIPMENT, CHP 266.....	8-71

## CHAPTER 8

### EQUIPMENT

#### 1. AUTHORITY.

a. The State Administrative Manual (SAM) Section 8643, Lost, Stolen, or Destroyed Property, and SAM Section 20080, Notification of Actual or Suspected Frauds and Irregularities, and Government Code Sections 14674 and 14675, are the authorities for equipment procurement, identification, inventory, repair/service, and disposal.

b. Government Code Sections 11017.1 and 19850.5(a) states each state agency shall take all practical and reasonable steps to recover civil damages for the negligent, willful, or unlawful damaging or taking of state equipment or property under the jurisdiction of the state agency, including the institution of appropriate legal action. Government Code Section 14613.7 discusses reporting of crimes occurring on state-owned or state-leased property.

#### 2. PURPOSE. The purposes of this directive are as follows:

a. Outline departmental policies and procedures regarding acquisition of equipment based on SAM rules/regulations.

b. Explain accountability procedures for major, minor, sensitive, lost, stolen, damaged, and destroyed equipment. Accountability of police protective, safety, and work equipment is discussed in Chapter 10, Police Protective and Safety Equipment - Uniformed Employees, of this manual.

c. Provide commands with procedures to follow when office machines, furniture, audio-visual equipment, portable truck scales, etc., must be repaired or serviced.

d. Provide instructions pertaining to the disposal of serviceable and unserviceable surplus equipment and supplies.

e. Provide guidance and procedures on reporting lost, stolen, damaged, or destroyed CHP-owned equipment or property.

f. Establish procedures for recovery of costs for lost or damaged CHP-owned equipment or property due to negligence on the part of an employee.

g. Provide procedures for reporting crimes occurring on CHP-owned or CHP-leased property.

### 3. DEFINITIONS.

- a. Equipment. Equipment refers to all movable, free-standing items of nonexpendable property which have a normal useful life of four years or more (including extended life due to repairs or improvements). Refer to Chart of Accounts, at [https://chp2go.sharepoint.com/sites/Starpoint/Resources/SitePages/FI\\$Cal-Resources.aspx](https://chp2go.sharepoint.com/sites/Starpoint/Resources/SitePages/FI$Cal-Resources.aspx) for a reference guide of equipment (not all inclusive).
- b. California Highway Patrol-Owned Property. As used in this directive, the term property refers to, but is not limited to buildings, building accessories, and gasoline pumps.
- c. Computer Equipment. The term refers to electronic and/or computer media (e.g., departmental or personal laptop computers, handheld devices, or floppy/compact disk/tapes/diskettes).
- d. California Highway Patrol-Owned Equipment. The term equipment refers to but is not limited to: badges; cap pieces; state-issued wearing apparel; police protective, safety, and work equipment; mobile radio extenders; and portable radios. (This excludes departmental identification cards. Refer to Highway Patrol Manual [HPM] 10.3, Personnel Transactions Manual, Chapter 18, Departmental Identification Cards, for reporting lost or stolen identification cards.)

### 4. RESPONSIBILITY.

- a. Commanders' Responsibilities.
  - (1) Equipment. Commanders are responsible for:
    - (a) Initiating budgeted and unbudgeted equipment requests.
    - (b) Accounting for all major and sensitive state-owned equipment assigned to their command. Reporting requirements for major and sensitive equipment involving annual, change of command, reorganization, and random inventories are discussed in paragraph 14. of this chapter.
    - (c) Safeguarding all minor state-owned equipment assigned to their command. There is no inventory reporting requirement for minor equipment. However, in compliance with SAM Section 8651, all minor equipment shall be tagged where feasible.
    - (d) Ensuring equipment is maintained in good working condition and that proper procedures are followed for repair or service.
    - (e) Identifying and properly disposing of surplus equipment and supplies in compliance with the rules and regulations set forth in this manual.

(f) Commands with a property subsystem (e.g., Fleet Operations Section [FOS] and Field Support Section [FSS]) shall annually reconcile their respective system(s) to the property control system maintained by Administrative Services Division (ASD).

(2) Lost, Stolen, Damaged, or Destroyed California Highway Patrol-Owned Equipment or Property/Reporting of Crimes on California Highway Patrol-Owned or California Highway Patrol-Leased Property.

(a) It is the responsibility of each commander to ensure any involved employee has been afforded their Public Safety Officers Procedural Bill of Rights (POBR) Act. Additionally, a CHP 51, Memorandum, shall be prepared as stated in paragraph 21.a. The memorandum will be routed as outlined in paragraph 21.d.

b. Employee's Responsibility.

(1) All employees are accountable for state-owned equipment assigned to them or under their control and shall exercise reasonable and prudent care in the use, maintenance, and storage of such equipment. Control of state-owned equipment shall not be relinquished to anyone other than another authorized state employee with required documentation.

(2) It is the employee's responsibility to immediately notify their commander of any lost, stolen, damaged, or destroyed CHP-owned equipment or property.

(3) Storage of state equipment in a vehicle: Sensitive items, such as, but not limit to, weapons and state computers, shall be removed from the vehicle to a safe location.

(a) If parked temporarily (e.g., restaurant, gym, bank) **and** the vehicle's trunk release button has been deactivated **and** the trunk can only be opened by key or when the vehicle is on, sensitive items shall be placed in the trunk.

(b) If the vehicle is equipped with a gun safe, weapons may be stored in the gun safe, including when parked overnight.

(c) If the vehicle does not have a trunk, sensitive items shall be removed from the vehicle to a safe location.

c. Separation of Duties. Commands shall comply with SAM Section 8652, Property Inventory, requiring separation of duties when:

(1) Receiving Property.

(2) Tagging property and keeping records.

- (3) Conducting physical inventory counts.
- (4) Reconciling an inventory list to the physical count and investigating discrepancies.
- (5) Disposing of property.

If an employee performs more than one of these duties, compensating controls must be in place.

d. Office of the Commissioner. The Office of the Commissioner shall appoint the members of the Property Survey Board to include not less than:

- (1) Administrative Services Division (ASD)—Responsible for managing, providing oversight and approval of the Property Survey Board. Responsible for approving deletions from command inventories.
- (2) Business Services Section (BSS)—Responsible for completing STD. 152, Property Survey Report, for excess surplus and unclaimed property from commands. Responsible for signing STD. 152.
- (3) Fiscal Management Section (FMS)—Responsible for signing STD. 152.
- (4) Fleet Operations Section (FOS)—Responsible for completing STD. 152 for vehicles.
- (5) Telecommunications Section (TS)—Responsible for completing STD. 152 for all telecommunications equipment.

## 5. EQUIPMENT CATEGORIES.

a. Equipment is categorized as major, sensitive, or minor. The characteristics listed below should be used as guidelines, instead of absolute requirements, for each category. If there are any questions concerning equipment categories, contact your Division Equipment Coordinator or ASD, Inventory Control Unit (ICU).

b. Individual characteristics include:

- (1) Equipment which has a unit cost of \$5,000 or more (including tax, freight, etc.) is classified as major.
- (2) Equipment which has a unit cost of less than \$5,000 but requires stringent accountability controls are classified as sensitive. Examples are given in paragraph 6.a. and at:  
[https://chp2go.sharepoint.com/sites/Starpoint/Resources/SitePages/Fi\\$Cal-Resources.aspx](https://chp2go.sharepoint.com/sites/Starpoint/Resources/SitePages/Fi$Cal-Resources.aspx).



(3) Equipment less than \$5,000 that does not require stringent accountability controls (refer to examples in paragraph 6.b.) is classified as minor.

6. EXAMPLES OF MAJOR, SENSITIVE, AND MINOR EQUIPMENT.

a. Major and sensitive equipment are assigned CHP numbered decals (also refer to items listed in paragraph 7. below). Examples include, but are not limited to:

Camera	Radar Unit
Cassette/Voice Recorder	Radiation Monitor
Copier/Multifunction Device	Rear Screen Computer Projection System
Computer	Restraint Chair
DVD	Television (Liquid Crystal Display or Plasma)
Facsimile Machine	Television/VCR and/or DVD combination
Laptop Computer	Tire Changer
Preliminary Alcohol Screening Device	VCR
Printer	Wheel balancer

b. Minor equipment is assigned unnumbered decals. Examples include:

Bookcase	Gym Equipment
Desk	Projection Screen
Couch/Sofa	Slide Projector
Chair	Storage Cabinet
File Cabinet	Table
Floor Polisher	Typewriter
Locker	

c. Identification and accountability of equipment is discussed further in paragraph 13. of this chapter.

7. SECTION-ISSUED EQUIPMENT. Certain equipment items are not under the control of BSS but are the responsibility of the following sections. Some items have numbered decals while others have unnumbered decals. As noted, some sections use special section-issued numbers instead of CHP-numbered decals.

a. Telecommunications Section.

(1) Section-issued "R" Numbers.

Answering machine/Announcer  
Cellular Phone  
Dispatch Tape Recorder/Reproducer  
Fixed Amplifier (Office Use)  
Mobile Network Equipment  
Radio (Mobile, Motorcycle, Portable, and Base Station)  
Radio Control Console  
Radio Receiver (Fixed and Mobile Scanner)  
Telephone System  
Uninterrupted Power Supply for Radios/Facility

(2) Examples of Section-issued "F" Numbers.

Fuel tank–Propane, Diesel, and Gas  
Generator  
Generator Transfer Switch  
Window Air Conditioner (for Remote Radio Sites)

b. Information Technology Section. Information Technology Section (ITS) is responsible for all computer equipment, such as:

Backup Tape Drive	Modem
Central Processing Unit	Multiple Access Unit
Diagnostic Unit	Printer
Laptop Computer	Router
Microcomputer	Uninterruptible Power Supply

NOTE: Monitors purchased after February 1994 will not have numbered CHP decals assigned to them. All monitors purchased prior to February 1994 should have numbered decals assigned and will continue to be tracked through the inventory process until the monitor is surveyed from the departmental Property Record (PR). Even though newer monitors are not listed on each command's inventory printout, a CHP 266, Credit Memo - Equipment, must be completed and forwarded to ITS whenever monitors are transferred to ensure their location, warranty, and replacement information is updated in the PR as explained in paragraph 19.f.(1).

c. Fiscal Management Section (Section-Issued X Numbers). Federally funded equipment (e.g., Emergency Medical Technician kit, aircraft, communications equipment) is assigned an X number by FMS, Grants Management Unit. Refer to Chapter 9, Federal Grants/Office of Traffic Safety Grants Purchases, of this manual, for acquisition and disposal instructions.

d. Field Support Section (Section-Issued Asset Forfeiture Numbers). Equipment purchased with asset forfeiture (AF) funds is assigned an AF number by FSS. Refer to HPM 11.1, Administrative Procedures Manual, Chapter 19, Administration of Forfeited Assets, for further information.

e. Business Services Section (Section-Issued Surplus Federal Numbers). Surplus federal (SF) equipment received through the Federal Excess Property Program is assigned a SF number by BSS. Refer to Chapter 19, Federal Excess Property Program (1033 Program), of this manual, for acquisition and disposal instructions.

## 8. METHODS OF ACQUISITION.

### a. Purchase.

(1) All major, sensitive, and minor equipment must have prior budget approval and shall be purchased only if the Department has secured appropriate approval in the applicable fiscal year (FY) budget. The HPM 11.1, Chapter 1, Budgets and Allocations, provides complete instructions pertaining to budgeting for equipment. Purchase procedures for budgeted and unbudgeted equipment are described in paragraph 9. of this chapter.

(2) Even though a command has received prior budget approval for requested equipment, the Financial Information System of California (FI\$Cal) is still required to initiate the purchase. This will not only serve to confirm the present need for this item but will facilitate the procurement of that item by providing BSS, Purchasing Services Unit (PSU), a clear description of the equipment needed by the originating command.

(3) Personnel concerned with equipment ordering should be reminded that all items must be reevaluated for current need before submitting a FI\$Cal request for the budgeted equipment.

(4) When purchasing or trading-in for the replacement of equipment, the CHP decal number, serial number, manufacturer's name, and model number of the equipment being replaced shall be included on the requisition. The FI\$Cal requests without this information will be returned to requesting command.

(5) Any Office of Primary Interest (OPI) purchase of a new piece of equipment (fixed asset) which has a per unit acquisition cost of \$5,000 or more, with the intent to use it as an enhancement, improvement, upgrade, or addition to an existing CHP-numbered piece of equipment (fixed asset) and which also has an acquisition cost of \$5,000 or more, must identify the CHP decal number of the existing fixed asset on their requisition. Requisitions without the CHP decal number of existing fixed asset will be returned to the requesting command. The

BSS, PSU, will note the existing fixed asset number on the purchase order (PO) when they prepare it. Because it is an enhancement, improvement, upgrade, or addition to the existing fixed asset, a new CHP decal number will not be assigned. When FMS, processes the paid PO in order to update the fixed asset property record database, the value of the existing fixed asset by the purchase amount of the new fixed asset will be increased. This procedure is only implemented when both items (new and existing) meet the SAM criteria for capitalized equipment which includes having a useful life of one year or more, used for state business, and has a per unit acquisition cost of \$5,000 or more. Computer aided dispatch or Stratus equipment are examples of fixed assets that may meet this requirement if existing systems are enhanced or upgraded.

(6) Any OPI that purchases various equipment items with the intent to assemble or fabricate the individual items into a piece of equipment that meets SAM criteria as stated in paragraph 8.a.(5) above, or departmental equipment classifications described in Chart of Accounts found at [https://chp2go.sharepoint.com/sites/Starpoint/Resources/SitePages/Fi\\$Cal-Resources.aspx](https://chp2go.sharepoint.com/sites/Starpoint/Resources/SitePages/Fi$Cal-Resources.aspx), must contact the FMS, supervisor. The situation must be brought to FMS's attention so a numbered decal can be issued, and the completed piece of equipment added to the fixed asset property record database.

b. Donated Property.

(1) The acceptance of donated property is forbidden unless authorized by the Department of Finance (DOF).

(2) Before authorization may be secured, a full description of the equipment, estimated value, repair costs required (if any), annual maintenance costs, and justifiable need for the item is required.

(3) Such information shall be submitted through channels to FMS along with a letter from the donor stating, the item is given to the state without qualifications. The FMS, in turn, will contact DOF for approval.

c. Transfer from Another Department.

(1) No property transferred from another state department shall be accepted, or transfer signed, except when specifically authorized by headquarters.

(2) Before authorization may be secured, a full description of the equipment, estimated value, repair costs required (if any), annual maintenance costs, and justifiable need for the item is required.

(3) Such information shall be submitted through channels to ASD.

- d. Asset Forfeiture. Refer to HPM 11.1, Chapter 19, for instructions.
- e. Federal Excess Property Program. Acquisition and disposal of federal excess (surplus) property is discussed in Chapter 19 of this manual.
- f. Manufactured in Cabinet Shop. Equipment items manufactured in the Department's Cabinet Shop may be requisitioned as followed, using a CHP 41, Supply Requisition.
  - (1) All CHP 41s for items to be manufactured must be submitted to the command's Division for approval. The CHP 41 should be sent via email to Facilities Section, Cabinet Shop at [CHPCabinetShop@chp.ca.gov](mailto:CHPCabinetShop@chp.ca.gov) for processing.
  - (2) CHP 41s for items to be manufactured may be submitted at any time and shall contain a complete description of the item(s) required, including size (height, width, and depth), style, and finish desired.
  - (3) A rough sketch or drawing of the item(s) required shall be attached to the CHP 41.
  - (4) Such requisitions shall include a full justification on the front page of the CHP 41 or by a separate CHP 51.
  - (5) Furniture items which are commercially available will not be manufactured by the Cabinet Shop but must be procured in accordance with the procedures detailed in paragraph 9. of this chapter.
- g. Police Protective Equipment. Acquisition and disposal of police protective, safety, and work equipment is discussed in Chapter 10 of this manual.
- h. Copiers. Acquisition and disposal of copiers is discussed in Chapter 14, Copier Program, of this manual.
- i. Mail Equipment. Mail machines and postage meters are purchased by the Department and managed by BSS, Mail Services Unit (MSU).

9. PURCHASE PROCEDURES.

- a. All equipment (with the exception of Cabinet Shop items) must be requisitioned through FI\$Cal as outlined in Chapter 7, Purchases. Equipment will not be acquired without a FI\$Cal request, except for donated or transferred property. A complete description of the item(s) requested must be given and, if available, a local

reference vendor where the item can be purchased. Any FI\$Cal requests not containing justifications, approvals, or funding will be returned to the originating command. The FI\$Cal request should indicate whether it is classified as replacement or additional equipment, the FY in which funds are budgeted, and the total cost including tax for local vendor-supplied items.

b. Under no circumstances should the equipment be picked up before the FI\$Cal request is processed. This is necessary because of the state's "competitive bid" requirements. As such, the vendor referenced on the requisition may not be the one shown on the purchase document.

c. Wood or metal furniture in any color listed on the state contract (Prison Industry Authority) may be ordered. Contact your field Division office or BSS, PSU, for assistance on color selection.

d. Each command is responsible for budgeting for and purchasing of photographic equipment. Photographic equipment needs and specifications are based on command needs and determined at the Division level.

e. Refurbished equipment is not purchased by the Department. Questions regarding refurbished equipment can be directed to BSS, PSU, at (916) 843-3620.

#### 10. EQUIPMENT FOR FACILITY OR PERSONNEL CHANGES.

a. Additional Facility. When an additional facility is requested in a budget, sufficient office equipment will be budgeted and requisitioned by headquarters to open the office. Thereafter, it shall be the responsibility of the respective commander to include in their budget requests any additional equipment needed.

b. Replacement Facility or Enlarged Offices. It is the responsibility of the commander concerned to anticipate equipment requirements when replacement facilities are to be provided or present offices are enlarged. The necessary equipment shall be included in the appropriate FY budget requests. Modified or replacement facilities do not automatically carry with them any additional or replacement equipment.

c. Additional Employees. When the Department includes additional personnel in the budget, it automatically includes basic office equipment such as chairs, desks, computers and/or typewriters and, if necessary, lockers.

NOTE: Public Safety Dispatchers are an exception to this rule. Additional equipment for these positions is usually not included in the budget unless the physical facilities of the communications centers are being changed and additional equipment will be required.

11. REPLACEMENT EQUIPMENT. Commanders shall anticipate, insofar as possible, the need for replacement equipment and are required to submit budget requests according to HPM 11.1, Chapter 1. Since budget requests are submitted approximately 15 months prior to the actual FY, it is extremely important that commanders accurately project their needs for replacement items. When an item requires frequent repair or has exceeded its useful life and costly repairs are anticipated, it is time to consider budgeting for replacement. The commander must ensure that when replacement equipment is received, the existing unit is disposed of through BSS, SSU, or, in some cases, at the local level (refer to paragraph 19. for procedures).

12. EMERGENCY REPLACEMENT EQUIPMENT. Each Division's equipment allocation allows for a reserve for the replacement of equipment in emergencies. This fund is not used for replacement equipment which should have been anticipated and submitted on a budget request. If an item needs replacing due to an emergency situation, commands must submit a FI\$Cal request, with justification, to their Division for approval before it is sent to BSS, PSU. These requisitions will only be filled if Division funds are available.

13. IDENTIFICATION OF EQUIPMENT.

a. Requirements. All major, sensitive, and minor equipment items require identification for accountability purposes.

b. Types of Identification.

(1) Numbered decals shall be used to identify major and sensitive equipment.

(2) Unnumbered decals shall be used to identify minor equipment.

(3) Tags are assigned to items that have a normal useful life of at least four years and have a unit acquisition cost of at least \$500.

(4) The exception to decal identification would be in cases where such identification is impossible because of the particular use of the equipment (e.g., MD 400 scales, photo lenses, weapons, and vehicles). This equipment would be identified by a serial number or other means, or the CHP number can be written on the item with a permanent marker and the actual tag kept in the command's inventory file.

c. Distribution of Decals. When the equipment item is distributed through one of the sections identified in paragraph 7. of this chapter, the appropriate identification decal is affixed before sending the item to the command. If the vendor sends the item directly to the command office, BSS, PSU, will forward the appropriate identification decal to the command along with a copy of the purchase document. If the equipment is sent directly to the command but requires a special section-issued decal, as

identified in paragraph 7 of this chapter, the appropriate section will forward the necessary identification decal(s) to the command. The purchase document must be returned to ASD after it is signed, and the equipment's serial number and decal number noted. The decal must be affixed to the item immediately.

d. Location of Decals. All identification decals are required to be in plain sight, except for decals on special executive or undercover equipment that should be hidden. Within practical limits, all property to be identified will be tagged as follows (in all cases "front" refers to the working or drawer side of the item):

(1) Tables, desks, and similar articles should have the decal affixed to the upper left-hand corner of the front of the left leg or pedestal just under the top.

(2) Chairs should have the decal placed at the center of the rear edge of the seat.

(3) Cabinets and bookcases should have the decal affixed to the upper left corner of the front of the frame.

(4) Office machines, in general, should have the decal affixed in a clearly visible place on the front of the machine. If this is not feasible, the decal should be affixed to the left side, top, or back of the machine, keeping in mind the accessibility of the decal during a physical inventory.

(5) For other equipment not specified, decals should be affixed in the same manner as indicated in paragraph 13.d.(4) above. Some surveillance equipment requires special tagging. Rather than affixing the decal to the item where it may be seen, the tag can be affixed to a related piece of equipment such as a receiver or charging unit. If a related piece of equipment is unavailable, keep the decal in the command's inventory file in order to account for the item during an annual, change of command, or random sample inventory.

e. Assistance. For questions pertaining to equipment identification or missing decals, contact ASD, ICU, at (916) 843-3500.

f. Accountability. The Department's record of equipment (fixed assets) is commonly referred to as the PR. All major and sensitive equipment is listed on the PR by numbered identification decals. Each year commands will receive three different printouts: PR printout, telecommunications (R-number and F numbered) printout, and vehicle printout. Refer to Annex B. The printouts will be used to conduct annual inventories (AI) as explained in paragraph 14. of this chapter.

#### 14. INVENTORY INFORMATION.

a. Annual Physical Inventory. To ensure the accuracy of the departmental PR, each commander will be responsible for conducting an annual physical inventory of



equipment and vehicles assigned to their command.

b. Inventory Schedule. The AI schedule is shown in Annex A.

c. Prior to Inventory. Prior to the inventory period, the ASD Inventory Coordinator will send each command:

(1) Instructions for completing a physical inventory and necessary forms.

(2) Two copies of the command's equipment list. The equipment list will include major and sensitive equipment (numbered CHP property tags), federally funded equipment (X number property tags), AF equipment property tags, and SF number property tags.

(3) Two copies of the command's telecommunications (R-numbered and F numbered) equipment list. The list will consist of R-numbered equipment [as identified in paragraph 7.a.(1)] which is assigned to personnel or located in vehicles or the building, and F numbered equipment [as identified in paragraph 7.a.(2)] which is assigned to the command in support of the facility.

(4) Two copies of the command's vehicle list if vehicles are assigned to the command's location. The printout will consist of all vehicles including motorcycles, trailers, and special vehicles assigned to the command.

d. Conducting the Physical Inventory. Commanders will designate an employee to conduct the physical inventory. Refer to Annex F.

(1) The designated employee must have, or be able to gain, access to all equipment including items stored in locked cabinets, desks, etc. It may be beneficial to delegate the physical inventory pertaining to vehicles and vehicle-affixed R-numbered equipment to an individual familiar with vehicle equipment.

(2) Every effort must be made by the employee conducting the inventory to physically view each item listed. Exceptions are only allowed for items being serviced or repaired, in which case the commander or designated employee should contact the place of service or repair and confirm the item's location/status. Documentation must be kept in the command's file explaining where the item is located.

(3) A physical inventory of equipment consists of physically checking the CHP decal number and serial number (if applicable) of the actual item and comparing it to the information listed on the PR printout. Annex B is a sample copy of an equipment printout. A check mark or "Y" should be made next to the CHP decal (asset) number when the item is located. The check mark or Y should be noted on both copies of the equipment printout. The employee conducting the inventory is encouraged to write the name of the individual assigned responsibility for the

item or where the item was located on the printout. This will greatly assist the command when performing future physical inventories. A physical inventory of vehicles consists of physically checking the CHP license number (or other appropriate number) of the vehicle with the information listed on the vehicle printout. Vehicles must also be physically checked to verify numbered equipment listed on the printouts.

(a) Items found at the command's location but not appearing on its printouts must be added to the inventory using the CHP 24, Physical Inventory Adjustment Request. A CHP 24 is included in each command's inventory package and the form is also available on the SharePoint Forms file. Refer to Annex G.

1 If an item is not listed on the command's printout, it should be shown as an addition using the top portion of the form unless it was transferred to the command from another command. In that case it should be listed as a "transfer" at the bottom of the CHP 24 rather than as an "addition." The command's location code should be entered under "To Loc. Code" and a copy of the signed CHP 266, Credit Memo, should be attached as supporting documentation. Refer to Annex H.

2 Vehicle additions can be noted directly on the vehicle printout (attach a copy of CHP 57, Motor Vehicle Assignment and Transfer, to support the addition).

3 The CHP 57 can also be used to justify transfer of tagged assets listed on the CHP 57. Detail all assets as "transfer" on the bottom part of the CHP 24, and attach a signed copy of the CHP 57 to the CHP 24.

(b) If items have been transferred by the command to other locations or to BSS, SSU, to be disposed of, signed copies of the CHP 266 or CHP 57 documenting this information must be attached to the inventory package. Use the CHP 24 (bottom portion) to list transfers of equipment.

1 This documentation authorizes the ASD, Inventory Coordinator, and TS to update the PR and provides background information normally reviewed during internal/external fiscal control audits.

2 It is each command's responsibility to ensure a CHP 266 is completed for every transfer including replaced computer equipment.

a. The computer technician should provide documentation for any equipment they replace or remove; however, if they do not, the command should complete a CHP 266 and request the computer technician's signature. (Refer to paragraph 19. for further instructions regarding transfer or disposal of equipment.)

3 Vehicle transfers can be noted directly on the vehicle printout (attach a copy of the CHP 57 to support the transfer). If a vehicle has been sold by the field command, attach copies of all supporting documentation and note the deletion on the vehicle printout.

(c) A CHP 266 identifying that an item has been sent to the Academy or SSU for service or repair cannot be used during the physical inventory process to document that the equipment was permanently transferred to the Academy or SSU. Items sent for repair are not permanently transferred; they are still assigned to the originating command.

(d) If, after a diligent search and notifying the commander, an item cannot be found, the word "missing" must be written next to the CHP decal (asset) number columns. Notations identifying missing equipment should be noted on both copies of the equipment printout, the top portion of the CHP 24, and the Command Memorandum. Follow instructions in paragraph 14.f.

(e) Any other corrections/changes (e.g., transposed serial numbers, items returned for credit, improper descriptions, or missing manufacturer's name) should be noted on the printout and must be noted on the CHP 24 to ensure the information is corrected. Corrections/changes must also be explained in the commander's certification memorandum (refer to paragraph 14.e. below).

(4) After completion, the employee responsible for conducting the physical inventory and the commander must sign and date the equipment and vehicle printouts (signature lines are provided).

e. Certification of Accountability and CHP 24, Physical Inventory Adjustment Request.

(1) Commanders must prepare a CHP 51 to their division (or the appropriate Commissioner) certifying all items were inventoried. The appropriate Commissioner will review, stamp the memorandum approved, and forward the package directly to ASD.

(2) If all items are located and there are no changes to the inventory, complete the CHP 24 by checking the box at the top of the form which states "Report complete - all items located." The CHP 24 must be signed by the commander.

(3) Corrections, deletions, additions, or transfers of vehicles can be made directly on the vehicle printout. The CHP 57 must be attached to the vehicle printout to support any corrections, deletions, (such as vehicles sold in the field), additions or transfers.

(4) Corrections, deletions, additions, or transfers of equipment (including

R-numbered equipment) must be clearly identified on the CHP 24. Check the box at the top of the form which states, "Make changes listed below." The CHP 24 must be signed by the commander.

(a) "Acceptable deletions" and corrections must be explained, in detail, in the certification memorandum. Corrections are described in paragraph 14.d.(3)(e) above. Deletions are items no longer found at the command and documentation supporting their removal from the PR is available. Examples of acceptable deletions include removal of an old copier from the database when a new copier is delivered (a vendor's receipt for picking up the equipment should be provided or a PO stating the old copier will be removed), a police report for stolen equipment, equipment destroyed in a vehicle fire or accident, or written authorization from SSU to locally dispose of an unserviceable item (refer to paragraph 19 of this chapter). Any items whose removal from the Department's database can be substantiated must be listed on the CHP 24 and supporting documentation attached or it will not be removed from the command's inventory.

(b) Additions and transfers should be summarized in the certification memorandum referring to the CHP 24 for detailed information. It is not necessary to list each addition and transfer in the certification memorandum. Instead, commands may make a general statement such as, "Five items need to be added to our inventory and three items have been transferred to SSU for disposal. These items are noted on the attached CHP 24."

(c) Appropriate documentation (normally a signed CHP 266) must be attached to the CHP 24 to support any transfers. Documentation for telecommunications (R-numbered) equipment may be a CHP 266 or a CHP 57 depending on the item and whether it is installed in a vehicle. The CHP 266 or CHP 57 must have a "received" signature to be accepted as valid documentation for equipment transfers, returns, etc., particularly when used as part of an inventory package. If available, the command may attach a copy of a purchase document to support an addition to the inventory.

- f. Missing/Lost Items/Unresolved Discrepancies. Equipment that cannot be located is considered missing; missing items or discrepancies not resolved by the commander must be noted on the actual inventory printouts (refer to Annex B). A list including asset tag number (s) and description of missing items or discrepancies must be included in or be an attachment to the certification memorandum. The memorandum must also state what efforts were taken to locate the equipment and what procedures will be implemented to reduce future occurrences of missing equipment.

(1) Prior to being removed from a command's inventory:

(a) Missing/Lost/Stolen “R” numbered equipment shall be reported quarterly to the appropriate Commissioner and shall be reported for five consecutive inventory cycles.

(b) Missing/Lost/Stolen regular numbered equipment shall be reported quarterly to the appropriate Commissioner and shall be reported for three consecutive inventory cycles.

(2) Suggestions for locating a missing item include:

(a) Checking locked cabinets, desks, and storage areas (including janitorial, automotive, and clerical).

(b) Reviewing CHP 266 files to determine whether the item was transferred to another command, disposed of locally by the command, or returned to BSS, SSU, ITS, or the Telecommunications warehouse. Paragraph 19. of this chapter provides information regarding these processes.

(c) Reviewing prior inventory printouts for notations or information regarding the location or assignment of the item.

(d) Contacting the OPI for equipment listed below to determine whether the item was replaced.

1 Computer Equipment - ITS, Help Desk. When computer equipment is replaced or changed out, it is normally transferred to ITS. The ITS either reassigns/transfers equipment to another location or they dispose of it.

2 Copiers – BSS, PSU.

3 Telecommunications (R-numbered) Equipment – TS, Property Inspector (PI), (916) 843-4200.

NOTE: Commands can research possible location code assignment changes in Dynamics 365 (D365) by going to the CHP Intranet page and entering <http://assetlookup.chp.gov/>. Commands can look up information by entering the CHP number (5 or 6 digit CHP #, R #, AF #, F # or X #) to see if their missing item has been transferred to another command's inventory. Do not enter the dash or use any spaces. If the item has been surveyed, no information will be provided; commands can confirm the survey information by contacting the appropriate section listed above.

(3) With the exception of computers and portable computing devices (refer to paragraph 14.f.(3)(a) below), equipment that is initially not found during an AI, change of command (COC), reorganization, or PI's random inspection inventory

and reported missing/lost in the commander's certification memorandum is not required to be reported as specified in HPM 100.70, Safety Services Program Manual, Chapter 3, Crime Incident Reporting. Since the inventory package is reviewed/approved through the same chain of command, additional reports are not required. However, if the commander believes an item was stolen, the reports listed in HPM 100.70, Chapter 3, must be filed. For example, an office may have been remodeled or repairs completed during which time non-command personnel were going in and out of the building. This scenario may cause the commander to consider that the equipment was stolen. Filing the reports listed in HPM 100.70 may assist in the return of the equipment if it is found outside the command or by the public. If reports are filed, please attach a copy to the inventory package.

(a) Commands experiencing stolen, lost, or missing computer or portable computing devices must immediately report the incident using the procedures outlined in HPM 40.4, Information Security and Administration Manual, Chapter 13, Computer Security Incident Reporting, paragraphs 3.i. – 3.k. Do not wait until the inventory is submitted to the next review level. Questions regarding information security can be directed to the Department's Information Security Officer (ISO) at [ISO@chp.ca.gov](mailto:ISO@chp.ca.gov). If the item is found, the command should contact the ISO immediately.

g. Forwarding Information to Division. Area and section commanders have 60 days to complete their inventory and forward it to their Division. Commands are required to submit a certification memorandum, CHP 24 and copies of their completed equipment, vehicle, and telecommunications printouts to Division by the day assigned by the ASD Inventory Coordinator. Example: Commands scheduled to conduct their annual inventory during the month of August would submit their completed inventory package to their division by the first of October. This allows substantial time to search for any missing equipment. Commands submitting certification memorandums identifying missing equipment or unresolved discrepancies will be required to report quarterly regarding their efforts to find missing equipment or resolve discrepancies as explained in paragraph 14.h.(2) below.

h. Division Review/Forwarding Information to Headquarters (Appropriate Commissioner). Within 30 days of receiving the command's completed inventory package (printouts, certification memorandum, and CHP 24), Divisions will:

- (1) Review the command's certification memorandum, CHP 24, and printouts.
- (2) Contact the command, if necessary, to discuss any missing items or unresolved discrepancies. Division commanders are responsible for ensuring the commands implement appropriate procedural changes to reduce future occurrences of missing equipment. Division commanders shall require Area or section commanders to report quarterly on the status of missing items or unresolved discrepancies for two additional inventory cycles, or five cycles for

R-numbered equipment, or until the item is found, whichever comes first.

Example: If an item was listed as missing during the September 2011 annual inventory and was not found during the subsequent quarterly reporting process, the command was not able to request that it be removed from their inventory until September 2013 at the earliest. A carbon copy of the quarterly report will be sent to the appropriate Commissioner and the Office of Inspector General (OIG). If an item cannot be found or a discrepancy resolved within two inventory cycles after it was first reported, commanders may submit a request to delete the item by listing it on the CHP 24 as a deletion and explaining in the certification memorandum that the item is still missing (or unresolved). Attached to the current CHP 24 shall be copies of the prior year's documentation (CHP24 or CHP51) showing that the asset has been reported missing for the required number of years.

(3) Approve the certification memorandum and CHP 24 when satisfied with the command's inventory results. It is not necessary for a division to prepare a separate certification memorandum unless missing items or unresolved discrepancies are noted (refer to instructions in paragraph 14.h.(2) above). If the command's certification memorandum does not include missing items or unresolved discrepancies, an approval notation and signature on the command's memorandum is sufficient. If missing items or unresolved discrepancies are noted by a commander, a separate memorandum will be prepared by Division and attached to the package informing the appropriate Commissioner of the action taken by Division (refer to paragraph 14.h.(2) above).

(4) Forward completed inventory printouts, certification memorandums, CHP 24s and Division memorandums (if applicable) to the appropriate Commissioner. If the appropriate Commissioner is not satisfied, the package will be returned to Division for additional information or efforts.

i. Updating Property Record Information. Commands are encouraged to keep their property lists updated by noting any deletions, transfers, or additions as changes occur throughout the year. Commands shall immediately prepare and submit a CHP 266 as directed. Refer to Annex H. The signed original CHP 266 and copy shall be forwarded to ASD, ICU, via hard copy or email to [inventorycontrol@chp.ca.gov](mailto:inventorycontrol@chp.ca.gov) and copies retained by the transferring and receiving commands in compliance with the Department's record retention schedule. Acquisition and/or disposal documents should be retained with or near the inventory printouts for recordkeeping/support purposes. The OIG recommends commands maintain sign-out sheets for sensitive items such as firearms, laptop computers, and cameras. Commands with large amounts of equipment or multiple locations should develop an inventory control record that shows the specific location for each item and/or the employee who is assigned the item.

j. Retention. All inventory documents (including certification memorandum and acquisition/disposal documents) for "R" numbered equipment must be retained for five

preceding years plus current year and regular numbered equipment must be retained for three preceding years plus the current year. These records must be available for review by OIG and the command's Division.

k. Change-of-Command Inventory.

(1) After receiving the Communication Network message listing transfers and promotions, the ASD inventory coordinator will forward an inventory package to commands scheduled for a COC. The incoming commander will be required to complete a physical inventory using procedures explained in paragraph 14.d. through f. of this chapter. The inventory will consist of equipment (including telecommunications equipment) and vehicles. A copy of the inventory printouts, certification memorandum, and CHP 24 shall be forwarded by the due date, commanders will have 60 days to complete their COC inventory and forward it to their appropriate Division. The Division and appropriate Commissioner will review, stamp the memorandum approved, and forward the package directly to ASD as stated in paragraph 14.h. of this chapter.

(2) If a COC inventory has been completed within 90 days prior to the scheduled AI month, the COC inventory can serve as both inventories. The commander should include this information in the subject line of the COC certification memorandum. If the command's inventory package has already been turned in, a separate memorandum can be prepared requesting that the recently submitted COC inventory also serve as the AI. The memorandum should be sent to Division for approval and forwarded to the appropriate Commissioner. No change will be made to the command's scheduled inventory month for future physical inventories. If a scheduled AI has been completed prior to a COC, a COC inventory will be required since the new commander will be accepting responsibility for the command's equipment and vehicles.

l. Random Inspection of Equipment by the Property Inspector, Specialist.

(1) The PI, of OIG, will conduct a random inspection of all commands within a three-year period, or as directed, to independently verify the existence and match departmental numbers and serial numbers (if applicable) of equipment listed on the Department's PR. Additionally, the PI will discuss any issues relating to equipment control.

(2) Approximately two weeks prior to the scheduled inspection, the PI will send a CHP 51 providing the week the inspection is scheduled and necessary instructions.

(3) At the time of inspection, the PI will randomly select items from the Department's PR for inspection; however, the PI reserves the right to inspect any or all the items on the PR. In addition, the PI will identify untagged equipment,



items located during the inspection that were not listed on the PR, and miscellaneous discrepancies. The PI will meet with the commander or designee to review printouts, address any concerns involving items not available for inspection, and review any supporting documentation relating to unavailable items. After the inspection, the PI will discuss any findings or discrepancies with the commander or designee, if available.

(4) The OIG will send a CHP 51 to the commander describing the results of the inspection. A copy will be sent to the appropriate Division, and appropriate Commissioner.

(a) If there are no findings/discrepancies, OIG's memorandum will acknowledge completion of the inspection and state that no discrepancies were found. The memorandum will also remind commands that management is responsible to ensure all property items assigned to their command are always accounted for.

(b) If there are findings/discrepancies, the commander will be asked to respond to their division within ten working days regarding OIG's inspection discrepancy memorandum and provide the following information:

1 If an item is found at a command that is not listed on their current equipment printouts, the commander must prepare a CHP 24 as described in paragraph 14.d.(3)(a) of this chapter. The commander will prepare a certification memorandum acknowledging possession of the item(s).

2 If a missing item is found after the inspection has been completed, the commander will prepare a certification audit memorandum to verify possession of the item. If the item was transferred elsewhere, a CHP 24 reflecting the transfer must be completed. Documentation, such as a signed CHP 266 or CHP 57, must be attached to the CHP 24 supporting the item's new location.

3 If an item cannot be found after completing instructions in paragraph 14.f. of this chapter, the commander must identify the missing item in the certification audit memorandum.

(c) Following completion of paragraph 14.l.(4)(b)1 through paragraph 14.l.(4)(b)3 above, the command will attach a copy of each printout, a copy of the audit memorandum, a completed CHP 24 and a copy of the CHP 266 or CHP 57, if applicable, to the certification memorandum. The command will send the response package to its division. In the case of an inspection of a division office, the response package will be sent to the appropriate Commissioner.

(d) The Division chief will review and forward the original response package within ten working days to the appropriate Commissioner. The Division chief will follow the review procedures outlined in paragraphs 14.h.

(1) through 14.h.(4) of this chapter. The Division chief shall provide OIG with a copy of the response package.

(e) To ensure proper adjustments are made to inventories involved in a random inspection, the appropriate Commissioner will review, stamp approved, and forward the approved response package to ASD within ten working days. The ASD will provide a completed, signed copy of the response package to OIG.

#### 15. GENERAL REPAIR/SERVICE GUIDELINES.

a. When equipment is repaired at a vendor's place of business, commands shall request paperwork (if not automatically provided) from the vendor documenting repair of the machine. The documentation must contain the CHP equipment number which is located on the CHP decal. All paperwork shall be kept in a "suspense file," pending return of the equipment.

NOTE: The CHP property tag numbers shall be removed prior to equipment being sent for repair in the event the equipment cannot be repaired and is replaced under warranty by new piece of equipment.

b. If possible, samples of work showing the malfunction and/or difficulty should be provided to the repair person to assist in identifying the problem.

c. When an item requires warranty service or repair, commands should contact the vendor for assistance. This repair information should be recorded by the command for future reference to support any similar or repetitive problems which may occur.

d. Other than copiers, commands and/or OPIs will decide whether to replace equipment. For those items experiencing considerable "downtime," commands should submit budget requests for replacement (refer to paragraphs 8. and 9. of this chapter).

e. If repairs are necessary due to damage caused by departmental employees, refer to paragraph 4., of this manual for reporting instructions. To obtain repairs, follow appropriate instructions provided in paragraphs 16., 17., or 18. of this chapter.

f. For questions or assistance regarding repairs, contact BSS, Contract Services Unit (CSU), at (916) 843-3610.

#### 16. MAINTENANCE/REPAIR OF OFFICE EQUIPMENT.

- a. For maintenance or repairs, commands may select one of the following:
  - (1) Field commands may request an X number from their Division X Number Coordinator. Headquarters commands may contact the Policy and Procedures Unit (PPU) for an X number prior to obtaining the service. Refer to HPM 11.1, Chapter 23, Delegation of X Number Contract Authority, for X number instructions.
  - (2) For equipment requiring regular maintenance, request that CSU prepare a contractual agreement with a local vendor for maintenance and/or repair. Commands shall keep their own log of maintenance/repair calls and copies of maintenance/repair tags. The log should include the make and model of the machine, CHP and serial number, age, whether the item is under warranty, the problem, date of maintenance/repair, and repair persons' and employees' comments, if any. This information will then be available to commands when budgeting for replacement equipment, substantiating inadequate repairs, justifying major overhauls, or considering unbudgeted replacement.
- b. Copier Machines. Refer to Chapter 14 of this manual for maintenance/repair instructions on copiers.
- c. Postage Meters and Mailing Machines. Contact the vendor if postage meters, postage scales, or mailing machines are covered under a master rental or maintenance agreement. If not covered, field offices should contact their Division X Number Coordinator for an X number prior to service or repair. Refer to HPM 11.1, Chapter 23, for X number instructions.
- d. Computer Equipment. Contact ITS, Help Desk, at (916) 843-3899.

## 17. MAINTENANCE/REPAIR OF AUDIO-VISUAL EQUIPMENT.

- a. Responsibility. Commanders are responsible for maintenance of audio-visual equipment assigned to their command. Establishing standards for selection of audio-visual equipment is the joint responsibility of the commander and the Office of Community Outreach, Marketing, and Recruitment (COMR), Television Unit. Determination of need will be the sole responsibility of each commander.
- b. Definition. Audio-visual equipment includes all still cameras, television projectors and related remote controllers, audio and visual tape recorders, radios, microphone radio transmitters, television sets, receivers and monitors, television- related equipment, motion picture and slide projectors, projection screens, multimedia programmers and dissolve control units, public address systems and amplifiers, microphones, and other related equipment.
- c. General Information.
  - (1) Questions concerning repair and maintenance of audio-visual equipment

should be directed to the following COMR personnel at (916) 843-3210:

- (a) Request the Television Unit for all audio-visual equipment (other than still and digital cameras and related equipment) and handheld cassette recorders.
  - (b) Request the Senior Photographer for still and digital cameras, camera flash units, camera lenses, and camera tripods.
- (2) Equipment shall be cleaned and checked regularly to ensure proper operating condition. Materials needed for minor preventative maintenance are listed in Section 6 of the CHP Supply Services Catalog.
- (3) All equipment should be serviced once each year.

d. Instructions.

(1) The Audio-Visual Equipment Technician or Senior Photographer should be contacted prior to any equipment service or repair.

(2) Except for paragraph 17.d.(3) of this chapter, commands are given the option of using the Audio-Visual Equipment Technician/Senior Photographer or an authorized repair facility to service or repair the audio-visual equipment. (Normally, commands north of Bakersfield transport their equipment to the Academy, while those south of Bakersfield utilize a local repair facility.) Emergency repairs are usually done locally.

(a) Equipment sent to the Academy shall be accompanied by two copies of a CHP 266 stating the reason for repairs or service. Personnel attending training classes may transport equipment to and from the Academy. If this is not possible, a United Parcel Service (UPS) call tag may be arranged through the Audio-Visual Equipment Technician or Senior Photographer.

(b) If equipment is repaired or serviced by a local commercial repair facility, commands should first notify the Audio-Visual Equipment Technician or Senior Photographer and give the estimated repair cost; then contact the Division X Number Coordinator for an X number.

(3) The Audio-Visual Equipment Technician will not service or repair video tape players or monitors. This work must be performed by local sources. Contact the Division X Number Coordinator as explained in paragraph 18.c.

e. Surplus/Obsolete Audio-Visual Equipment. Audio-visual items that meet the criteria for surplus/obsolete equipment should be processed as explained in paragraph 19 of this chapter. It is not necessary to send surplus or replaced audio-visual equipment to the Academy.

18. REPAIR/SERVICE OF MISCELLANEOUS EQUIPMENT.

a. Portable Truck Scales. Portable truck scales shall be sent to Commercial Vehicle Section (CVS) for repair or service.

(1) To prevent the shipment of a disproportionate number of portable scales for cleaning and certification in any one month, the following year-round schedule was developed. Field Divisions are to ensure that approximately 50 percent of their scales are forwarded to CVS in each assigned month.

(2) To avoid the unavailability of portable scales during peak enforcement periods, Division Commercial Coordinators will poll individual commands and ascertain which assigned month would least affect their operations and ship the scales appropriately.

(a) Northern Division	November/May
(b) Valley Division	December/June
(c) Golden Gate Division	March/September
(d) Central Division	October/April
(e) Southern Division	January/July
(f) Border Division	August/March
(g) Coastal Division	February/August
(h) Inland Division	April/October

(3) Equipment must be accompanied by the original and one copy of a CHP 266 which states the reason for return. If known, a description of necessary repairs should be noted on the CHP 266. Commands returning scales to CVS for service, repair, or on a loan basis will route a copy of the CHP 266 to the appropriate Division; CVS will route a copy of the shipping document (dummy requisition) to Division when the scale is returned to the Area or when a scale is provided to an Area on a loan basis.

b. Telecommunications (R-numbered or F numbered) Equipment. Call TS, PI, at (916) 843-4200, for repair/service instructions.

c. Other Equipment. Field commands shall contact the Division X Number Coordinator and headquarters commands shall contact PPU, for repair/service of

equipment not mentioned in this chapter such as chairs, lockers, hydraulic jacks, etc. If the field command determines the repair or service will be less than \$10,000, the procedures for use of an X number must be followed as stated in HPM 11.1, Chapter 23.

## 19. DISPOSAL OF SURPLUS EQUIPMENT - SERVICEABLE AND UNSERVICEABLE.

### a. Definitions.

(1) Surplus Equipment. Equipment, whether major, sensitive, or minor, no longer needed or used by a command is considered surplus to the command's needs. In many cases, an equipment repair person will inform the command that due to excessive repair costs, replacing the item would be more economical. In other cases, the item has become functionally or mechanically obsolete.

(2) Serviceable Equipment. Equipment that is in usable condition, whether obsolete or not.

(3) Unserviceable Equipment. Equipment that can no longer be profitably used because it is in a poor or junk-like condition, (e.g., battered, worn, or broken).

### b. Determination of Serviceability.

(1) Computer Equipment. Serviceability of surplus computer equipment will be determined by the respective commander, the Local Area Network Administrator, and ITS. Refer to paragraph 19.c. and d. for further directions.

(2) Telecommunications Equipment. Serviceability of surplus telecommunications equipment will be determined by the respective commander and the TS, PI. Refer to paragraph 19.c. and 19.d. for further directions.

(3) All Other Equipment. Serviceability of all other types of equipment will be determined by the respective commander. Refer to paragraph 19.c. and 19.d. of this chapter, for further directions.

### c. Reporting and Handling Unserviceable Surplus Equipment.

(1) Computer Equipment. All unserviceable computer equipment will be returned to ITS for disposal via CHP truck or UPS. Equipment sent via UPS should be addressed directly to ITS, 601 North 7<sup>th</sup> Street, Building 601-C, Sacramento, CA 95811. A CHP 266 shall accompany all returned equipment.

(2) Telecommunications Equipment. All unserviceable telecommunications equipment will be returned to TS for disposal. Equipment should be addressed

directly to the Telecommunications Warehouse, 047T, located at 3270 Reed Avenue, West Sacramento, CA, 95605. A CHP 266 must accompany returned tagged equipment. A CHP 266A, Credit Memo – Non – equipment, must accompany returned non-tagged equipment and accessories.

(3) All Other Unserviceable Equipment. Once a commander has determined that the surplus equipment is no longer serviceable, the command shall contact the Materials and Stores Specialist at BSS, SSU, by telephone at (916) 309-6850 for authorization to locally discard the property. The BSS, SSU, will ask the command to send an electronic mail or fax with a specific equipment description on a CHP 266, with CHP number (if applicable), and the reason why destruction is necessary. No equipment, whether major, sensitive, or minor, shall be discarded without the prior approval of BSS, SSU.

(a) After receipt of the above information, BSS, SSU, will generate a STD. 152, Property Survey Report, for departmental and Department of General Services approval. This form will be generated only by BSS, SSU, not by the command.

(b) After receiving the appropriate approval on a STD. 152, BSS, SSU, will forward the original, signed STD. 152 to the command. Upon receipt of the STD. 152 the unserviceable item shall be discarded within 20 days. Appropriate disposal methods, including applicable city and county ordinances, must be followed. Disposal methods include, but are not limited to, discarding items to a recycler, the office dumpster, or a landfill.

NOTE: Prior to disposal, any state identification, including numbered tags, must be removed.

(c) Within 10 days after disposal, the command shall:

1 Complete and sign the "certification of disposition" section of the original, approved STD. 152 received from SSU.

2 Return the completed original STD. 152 to BSS, SSU, who will in turn send the completed original to ASD, ICU, via email or hard copy to have the item deleted from the command's inventory.

3 Retain the office copy for four years or until the PI's random inspection (refer to paragraph 14.j. of this chapter).

d. Reporting and Handling Serviceable Surplus Equipment.

(1) Computer Equipment. Commands should contact ITS at (916) 843-4100, to report surplus computer equipment.

(a) The ITS and the command will determine whether the equipment can be used at another office within the Division. If so, directions in paragraph 19.f. of this chapter must be followed. If not, ITS will request the command return the equipment via CHP truck or by UPS directly to ITS (refer to paragraph 19.b.).

(b) Items authorized for return to ITS via CHP truck require prior notification to BSS, SSU, to ensure appropriate transportation arrangements are made (refer to paragraph 19.e.).

(c) Computer equipment must be listed on a separate CHP 266. Do not mix equipment being returned (e.g., computer equipment with telecommunications equipment). The receiving staff will sign the CHP 266 and return a signed copy to the originating command.

(2) Telecommunications Equipment. Commands should contact TS, PI, at (916) 843-4200, to report surplus telecommunications equipment.

(a) The TS PI and the command will determine whether the equipment can be used at another office within the Division. If so, directions in paragraph 19.f. of this chapter must be followed. If not, TS will ask the command to return the equipment directly to the Telecommunications Warehouse (refer to paragraph 19.c. of this chapter).

(b) Items authorized for return to TS via CHP truck require prior notification to BSS, SSU, to ensure appropriate transportation arrangements are made (refer to paragraph 19.e. of this chapter).

(c) Telecommunications equipment must be listed on a separate CHP 266. Do not mix equipment being returned (e.g., telecommunications equipment with computer equipment). The receiving staff will sign the CHP 266 and return a signed copy to the originating command.

(3) All Other Serviceable Equipment. Commands should contact their division to determine whether the equipment can be used at another office. If so, directions in paragraph 19.f. of this chapter must be followed. If not, the command shall contact the BSS, SSU Materials and Stores Specialist by telephone, at (916) 309-6580 to determine the best disposal method:

(a) Transfer/return to BSS, SSU (location code 076WW). Prior notification is required (refer to paragraph 19.e. of this chapter).

(b) Donate item(s) by contacting the BSS, SSU Materials and Stores Specialist by telephone, at (916) 309-6580 for DGS approvals and completion of the STD 152 or STD 158, Property Transfer Report as appropriate.



- (c) Use as parts for salvage (refer to paragraph 19.g. of this chapter).
  - (d) Sell to wholesale copier distributor - replaced copiers only (refer to Chapter 14 of this manual).
- e. Returning Surplus Items to Supply Services Unit.
  - (1) To ensure necessary transportation arrangements are made, BSS, SSU, must be notified prior to item(s) being returned. The command should notify BSS, SSU, by faxing a copy of the CHP 266, or CHP 266A, Credit Memo, Non-Equipment, with a request that the item(s) be picked up by the CHP truck.
  - (2) All returned items and/or boxes must be accompanied by a CHP 266 or CHP 266A clearly showing the reason for the return and the command's location code.
  - (3) Return Carrier Signature.
    - (a) If items are returned by a CHP truck or other vehicle, the CHP driver shall sign the "driver's signature" box on the CHP 266 or CHP 266A for the number of pieces/boxes (not for the specific items) being returned. The original CHP 266 or CHP 266A shall be attached to the item(s) or taped to the outside of the box(es) being returned. A copy will be retained by the originating command.
    - (4) The staff receiving the returned item(s) will sign the CHP 266 or CHP 266A and return a signed copy to the command for its records within 30 days.
      - (a) Commands should replace their unsigned copy with the signed "received" copy. As discussed in paragraph 19.f. of this chapter, a CHP 266 must have a "received" signature in order to be accepted as valid documentation for equipment transfers, returns, etc., particularly when used as part of an inventory package. Consequently, it is very important to file the "received" copy so it is accessible during inventory periods.
      - (b) For research, inventory, and audit purposes, it is highly recommended that commands file their signed credit memos into separate categories: equipment, supplies, police protective equipment, and used brass. By separating credit memos, less time will be required when researching files for a particular item.
- f. Equipment Transferred Between Commands. All transfers of equipment between commands (Areas, sections, Commercial Vehicle Enforcement Facilities (CVEF), or Divisions) are changes of location and must be reported as follows:
  - (1) Computer Equipment. Permanent transfers of major or sensitive computer equipment or monitors, as described in paragraphs 6. and 7., of this chapter must

be documented on a CHP 266. The originating command is responsible for completing and distributing the CHP 266. The signed original must be forwarded to ITS to update the departmental PR; a signed copy should be kept by the receiving office; and a signed copy retained by the originating command.

(2) Telecommunications Equipment. Permanent transfers of major or sensitive telecommunications equipment, as described in paragraphs 6. and 7. of this chapter, must be documented on a CHP 266. The originating command is responsible for completing and distributing the CHP 266. The signed original must be forwarded to TS to update the departmental PR; a signed copy should be kept by the receiving office; and a signed copy retained by the originating command.

(3) All Other Equipment. Permanent transfers of major or sensitive equipment, as described in paragraphs 6. and 7. of this chapter, must be documented on a CHP 266. The originating command is responsible for completing and distributing the CHP 266. The signed original must be forwarded as directed to update the departmental PR; a signed copy should be kept by the receiving office; and a signed copy retained by the originating command.

(4) Permanent Transfer of Minor Equipment. Minor equipment, as described in paragraph 6 of this chapter, can be transferred between commands by completing a CHP 266A. Follow directions in paragraph 19.f.(5) below for required "received" signature. Do not send copies to ASD, ICU, or BSS, SSU, for minor equipment being transferred between commands. If a computer monitor is transferred, a completed, signed CHP 266 must be forwarded to ITS as stated in paragraph 7.c. of this chapter.

(5) Required "Received" Signature. The originating command should send the original and one copy of the CHP 266 or CHP 266A to the receiving command. After signing both the original and copy, the receiving command should keep the copy and return the original to the originating command. It is recommended that the originating command keep an unsigned copy in a suspense file and follow up as necessary to ensure the signed original is received. The originating command should replace their unsigned copy with a signed copy before forwarding the original to ASD, ICU.

(6) Temporary Loan of Equipment. The temporary loan of equipment between commands should be documented using a CHP 266. The original should be kept by the command loaning the equipment and two copies provided to the command borrowing the equipment. The command borrowing the equipment must sign the credit memo under "Received By" and return a copy to the originating command. The originating command should suspense a copy of the credit memo and reviews it regularly to ensure return of the equipment, do not forward to the ASD, ICU.

- g. Dismantled Parts for Sale/Surplus or Obsolete Automotive Parts. Refer to HPM 31.1, Fleet Operations Manual, Chapter 3, Maintenance and Repairs, for procedures on removing usable components or other salvageable parts from wrecked vehicles and disposing of the hulk. Highway Patrol Manual 31.1, Chapter 3, also provides procedures for disposing of surplus or obsolete automotive parts.
- h. Surplus/Obsolete Supplies. Refer to Chapter 6, Supply Services Acquisitions, of this manual for procedures pertaining to CHP supplies. For information regarding procedures for dealing with surplus or obsolete supplies purchased through private vendors (e.g., Office Depot with the Procurement Card), refer to Chapter 7 of this manual or BSS, PSU.
- i. Used Brass/Spent Ammunition Casings. Refer to HPM 70.8, Firearms Manual, for instructions.
- j. Police Protective Equipment. Items should be returned to BSS, SSU, utilizing the CHP 266A. Instructions in paragraph 19.e. of this chapter should be followed. List Police Protective Equipment on a separate credit memo; do not mix with other items.
- k. Dry-Cell and Rechargeable Battery Recycling. Headquarters commands should establish a central collection point at each physical location. Notify MSU of the location and they will pick-up discarded batteries on an as needed basis. Area commands should coordinate with their local county or other suitable disposal sites for periodic delivery of waste batteries. CalRecycle offers a Web site (<https://calrecycle.ca.gov/reducewaste/batteries/>) where commands can locate the nearest battery recycling companies or battery collection centers for “generators of small quantities.”

## 20. CALIFORNIA HIGHWAY PATROL-OWNED EQUIPMENT OR PROPERTY SUBJECT TO REIMBURSEMENT AND/OR ADVERSE ACTION.

- a. Bargaining Unit 5 Employees.
  - (1) Whenever an employee neglects, loses, or damages departmentally issued equipment or property, the Department may allow the employee to reimburse the Department for the lost or damaged equipment or property. If the employee agrees to such reimbursement (Accounts Receivable, Memorandum of Discipline, or usage of leave credits), it shall be at the current replacement cost.
  - (2) Whenever an employee agrees to reimburse the Department for the loss or damage of departmentally issued equipment or property, the Department shall not initiate an adverse action against that employee for the loss or damage.
- b. Employees not in Bargaining Unit 5. Whenever an employee neglects, loses, or damages departmentally issued equipment or property, reimbursement and/or

adverse action for loss or damage shall be sought from the involved employee.

## 21. REPORTING LOST, DAMAGED, OR DESTROYED CALIFORNIA HIGHWAY PATROL-OWNED EQUIPMENT OR PROPERTY.

a. Any employee aware of circumstances indicating that CHP-owned equipment or property has been lost, damaged, or destroyed shall, as soon as practical, notify their commander. The decision on whether to require the involved employee to complete a CHP 51 of the circumstances surrounding the incident is the discretion of the commander. If the involved employee is required to complete a memorandum, the involved employee shall be informed of the right to have a representative present while completing the memorandum. Additionally, the involved employee's rights, as afforded by POBR, shall be preserved. The commander shall ensure a memorandum is prepared within five business days, outlining the description of the item, the status of the item, the CHP tag number (if applicable), and the serial number (if available). Additionally, the memorandum should request the equipment or property be removed from the inventory. Refer to the sample memorandum in Annex D, and paragraph 19., for the disposal of state- owned property.

NOTE: The name and identification number of the involved employee shall not be disclosed in the memorandum from the commander.

b. In instances when the property item has not been located, found damaged or destroyed during the inventory process, commands shall follow the directions below:

(1) The CHP 51 shall be forwarded immediately through channels to the appropriate Commissioner who in turn shall forward to ASD.

(2) The appropriate Commissioner shall forward copies of the CHP 51 to OIG; ASD, ICU; and if the circumstances include a badge, to the Badge Coordinator in BSS. In cases where an investigation is warranted, it shall be conducted in accordance with HPM 10.2, Internal Investigations Manual.

c. For lost, damaged, or destroyed computer equipment, commands shall adhere to the reporting requirements contained in HPM 40.4, Chapter 1, General.

d. If the employee wishes to pay for the lost, damaged, or destroyed equipment or property, employees shall submit a CHP 51 with the request. Refer to Annex C for a sample memorandum. The commander shall prepare a cover memorandum with a concurrence or rejection for reimbursement. Refer to Annex D for a sample commander memorandum. Both memorandums shall be forwarded through the appropriate channels as outlined in paragraph 6.e.

NOTE: The decision to allow an employee to reimburse the Department for the item is at the sole discretion of the commander.

## 22. REPORTING STOLEN CALIFORNIA HIGHWAY PATROL-OWNED EQUIPMENT OR PROPERTY.

a. Any employee aware of circumstances indicating CHP-owned equipment or property has been stolen shall, as soon as practical, notify their commander. Commanders shall be mindful of POBR in instances where the involved employee's actions or inactions contributed to the theft. The decision on whether to require the involved employee to complete a memorandum of the circumstances surrounding the incident is at the discretion of the commander. If the involved employee is required to complete a CHP 51, the involved employee shall be informed of the right to have a representative present while completing the CHP 51. Additionally, the involved employee's rights, as afforded by POBR, shall be preserved.

NOTE: The theft of CHP-owned equipment or property occurring on CHP-owned or CHP-leased property (land) requires reporting as outlined in HPM 100.70 Safety Services Program Manual, Chapter 3, Crime Incident Reporting.

b. The theft of CHP-owned equipment or property not occurring on CHP-owned or CHP-leased property (i.e., theft of equipment from a patrol vehicle parked in a public place or from an employee's residence) requires reporting as outlined below and completion of the following:

(1) Contact the local law enforcement agency, file a crime report, and forward a copy of the report with the memorandum as required in paragraph 22.c., or

(2) Complete a STD. 99, Report of Crime or Criminally Caused Property Damage on State Property for state assets stolen on state property, or a Stolen State Property Report for state assets stolen off state property, or

(3) Complete a CHP 216, Arrest – Investigation Report, and forward the completed report with the memorandum as required in paragraph 22.c., or

(4) The commander shall prepare a CHP 51, within five business days, with a description of the item, the status of the item, the CHP tag number (if applicable), and serial number (if available). Additionally, the CHP 51 shall state what precautions were in place at the time of the theft, what measures have been taken to prevent a reoccurrence, and if the employee should be required to reimburse the Department for the item.

NOTE: In cases where the employee will not be required to reimburse the Department, the name and identification number of the involved employee shall not be disclosed in the CHP 51 from the commander.

(a) Conditions which constitute cause for reimbursement can be found in paragraph 25.

(b) In cases where the employee should be required to reimburse the Department for the item, a copy of the commander's CHP 51 shall be provided to the employee.

(c) For stolen computer equipment, commands shall adhere to the reporting requirements contained in HPM 40.4, Chapter 1, General.

(d) The CHP 51(s) and supporting documentation shall be forwarded through channels to the appropriate Commissioner. After review, the appropriate Commissioner will forward the memorandum to ASD, ICU. The ASD, ICU, will forward copies of the memorandum to OIG and if the circumstances include a badge, to the Badge Coordinator in BSS. In cases where the employee should be required to reimburse the Department, all command levels shall concur, in writing, before reimbursement procedures are initiated.

NOTE: If the employee disagrees with the requirement to reimburse the Department, the employee may utilize the grievance procedure outlined in their bargaining unit's Memorandum of Understanding. If the employee grieves the reimbursement, the commander shall make notification through appropriate channels and the collection activities should be suspended until the issue has been resolved.

23. REPORTING LOST, STOLEN, DAMAGED, OR DESTROYED CALIFORNIA HIGHWAY PATROL-OWNED EQUIPMENT OR PROPERTY DISCOVERED DURING THE INVENTORY PROCESS. Equipment that is first discovered lost, stolen, damaged, or destroyed during a physical inventory such as an AI, COC, PI's random inspection, or reorganization inventory shall be subject to the instructions in paragraph 14. Since the equipment must be satisfactorily reported through the inventory process, which is explained in paragraph 14., it is not subject to reporting requirements noted in this chapter. However, depending on the circumstances, the commander may choose to file a police report identifying the lost or missing equipment to assist in its recovery. Reports listed in HPM 100.70, Chapter 3, may be filed. If a police report is filed, the command shall attach a copy to the command inventory report. Any equipment found lost, stolen, damaged, or destroyed outside of the inventory process is subject to requirements stated in this chapter.

24. DISPOSING OF STATE-OWNED PROPERTY. To comply with SAM Section 3520, Disposal of Surplus Personal Property, commands are requested to submit a completed STD. 152 along with the CHP 51 and supporting documentation when requesting permission to reimburse the Department for the relevant equipment.

a. State Administrative Manual, Chapter 3500, Section 3520, Disposal of Surplus Personal Property, states in part:

(1) When CHP proposes to dispose of state-owned, nonexpendable surplus property by sale, trade-in, or turning it over to the state and federal Property Reuse Program Office, or by discarding the property, the agency prepares an STD. 152 and submits it to the state and federal Property Reuse Program Office for approval.

(2) The CHP retains the original copy of the approved STD. 152 in a suspense file, pending final disposition of the property.

(3) The requesting CHP/department and the state and federal Property Reuse Program Office retain copies of all STD. 152s in accordance with the general disposition schedule.

(4) To request approval, the agency electronically submits a completed STD. 152 to the Department of General Services, Property Reuse Program Office.

**25. CONDITIONS CONSTITUTING CAUSE FOR REIMBURSEMENT BY AN EMPLOYEE.**

- a. Intentional or deliberate loss of or damage to CHP-owned equipment or property.
- b. Disregard of previously established directives and rules regarding the use and storage of CHP-owned equipment or property.
- c. Loss, theft, or damage is caused while the employee is acting improperly outside the course and scope of employment.

**26. DETERMINATION OF VALUE OF EQUIPMENT OR PROPERTY.** The ASD, ICU, will determine the value of the loss or damage in the following manner:

- a. The value of equipment will be considered to be its replacement cost at the time of loss or destruction.
- b. The value of damage to property will be the cost of repair, including parts, materials, labor, and applicable sales taxes. In no event will the damage value amount exceed the value of loss or destruction as determined in paragraph 26.a. above.

**27. COLLECTION PROCEDURES.** If it is determined that the loss of or damage to CHP-owned equipment or property was caused by an employee's actions or inactions

constituting cause for reimbursement, the following procedures will be used to collect the value of the loss or damage from the responsible employee:

a. Collection – Current Employee. The FMS, Reimbursable Services Unit, will send an invoice to the employee and a copy to the commander. The invoice will include:

- (1) Name(s) of item(s) lost, stolen, damaged, or destroyed.
- (2) Amount due for each item.
- (3) Total amount due. (Payment is due within 30 days from date of invoice.)
  - (a) If payment is not received within 30 days, two subsequent collection letters are sent to the employee at 30-day intervals. If payment is still not received, the amount may be deducted from the employee's next payroll warrant. If the employee is on direct deposit, the direct deposit will automatically terminate, and the employee will receive a payroll warrant. It will be the employee's responsibility to request the re-establishment of direct deposit.
  - (b) Acceptable methods of payment are cash, check, money order, or credit card (VISA, MasterCard, or Discover only).

b. Collection – Separated Employee.

- (1) The FMS, Cashiering Unit, will deduct the amount due from the employee's last payroll warrant if notified by Human Resources Section.
- (2) If the employee has already received their last payroll warrant, an invoice will be sent to the employee. The invoice will include:
  - (a) Name(s) of item(s) lost, stolen, damaged, or destroyed.
  - (b) Amount due for each item.
  - (c) Total amount due.
  - (d) Failure to pay the invoice will result in further legal action.

28. REPORTING OF CRIMES OCCURRING ON CALIFORNIA HIGHWAY PATROL-OWNED/LEASED PROPERTY. Refer to HPM 100.70, Chapter 3.

29. REPORTING OF CRIMES OCCURRING ON STATE-OWNED/LEASED PROPERTY OTHER THAN CALIFORNIA HIGHWAY PATROL. Refer to HPM 100.70, Chapter 3.



30. EXCLUSIONS. Loss of or damage to CHP-owned motor vehicles and aircraft occurring within the course and scope of employment are excluded from the above provisions.

THIS PAGE INTENTIONALLY LEFT BLANK

## ANNEX A

### ANNUAL INVENTORY SCHEDULE

#### JANUARY

032	Office of Legal Affairs
041	Information Technology Section
042	Support Services Section
131	Cottonwood Commercial Vehicle Enforcement Facility (CVEF)
140	Susanville Area
165	Quincy Area
220	Auburn Area
260	East Sacramento Area
295	Amador Area
426	Buttonwillow Area
514	Los Angeles Communications Center
515	Southern Division Command Post Vehicles
540	Newhall Area
818	Inland Communications Center

#### FEBRUARY

091	Academy
126	Garberville Area
155	Williams Area
221	Gold Run Area

## ANNEX A

### ANNUAL INVENTORY SCHEDULE *(continued)*

#### FEBRUARY *(continued)*

241	Chico Area
401	Central Division
409	Central Division Applicant Investigation and Recruitment Unit
410	Central Division Commercial Unit/Safety and Farm Labor Vehicle Education Unit
411	Central Division Motor Carrier Safety Unit
412	Central Division Investigative Services Unit
413	Central Division Multidisciplinary Accident Investigation Team (MAIT Unit)
414	Central Division Air Operations, Fresno Air Terminal
415	Central Division HEAT Unit
416	Central Division STANCATT Unit
417	Central Division KernCATT Unit
418	Central Division T-RATT Unit
550	Santa Fe Springs Area
590	Central Los Angeles Area
660	Blythe Area
720	Santa Cruz Area
855	Rancho Cucamonga Area
007	Office of Employee Relations
145	Yreka Area

## ANNEX A

### ANNUAL INVENTORY SCHEDULE *(continued)*

#### MARCH

151	Clear Lake Area
230	Grass Valley Area
250	North Sacramento Area
301	Golden Gate Division
302	Golden Gate Division Transportation Management Center
303	Golden Gate Division Operations Unit
304	Golden Gate Division Field Support Unit
305	Golden Gate Division Canine Unit
306	Golden Gate Division Special Response Team
307	Golden Gate Division Personnel Services Unit
310	Golden Gate Division Commercial Unit
311	Golden Gate Division Mobile Consolidated Command Center
313	Golden Gate Division Motor Carrier Unit
314	Golden Gate Division Air Operations Unit
316	Golden Gate Division Investigative Services
317	Golden Gate Division MAIT Unit
318	Golden Gate Division Communications Center
320	Contra Costa Area
325	Napa Area

## ANNEX A

### ANNUAL INVENTORY SCHEDULE *(continued)*

#### MARCH *(continued)*

330	Redwood City Area
335	San Francisco Area
340	San Jose Area
345	Hayward Area
347	Nimitz CVEF
350	Marin Area
360	Santa Rosa Area
365	Solano Area
366	Cordelia CVEF
370	Oakland Area
375	Castro Valley
390	Dublin Area
391	Mission Grade CVEF
420	Bakersfield Area
435	Fresno Area
535	East Los Angeles Area
655	San Geronio Pass Area
656	Desert Hills CVEF

## ANNEX A

### ANNUAL INVENTORY SCHEDULE *(continued)*

#### MARCH (continued)

680 El Cajon Area  
765 Ventura Area  
771 Conejo CVEF  
870 Morongo Basin  
Area

#### APRIL

028 Counterterrorism and Threat Awareness Section  
047 Telecommunications Section  
047NS Telecommunications North Shop  
047SS Telecommunications South Shop  
047 Telecommunications Warehouse  
T  
07 Fiscal Management Section  
1  
07 Fleet Operations Section  
4  
07 Fleet Operations Section – Torrance  
5  
12 Crescent City Area  
0  
17 Alturas Area  
0  
24 Oroville Area  
0  
24 Placerville Area  
5

45 Mariposa Area  
5

49 Coalinga Area  
5





## ANNEX A

### ANNUAL INVENTORY SCHEDULE *(continued)*

#### APRIL (continued)

525	Baldwin Park Area
625	El Centro Area
690	Capistrano Area
725	Hollister-Gilroy Area
726	Gilroy CVEF
860	San Bernardino Area

#### MAY

062	Commercial Vehicle Section
160	Willows Area
214	Sacramento Communications Center
255	San Andreas Area
450	Madera Area
460	Merced Area
506	Southern Division Special Response Team
509	Southern Division Investigative Services/Special Operations/Vehicle Theft
510	Southern Division Commercial Services/Commercial Unit Administration
511	Southern Division Motor Carrier Safety Unit
517	Southern Division MAIT Unit
519	Southern Division Exposition Park Unit

## ANNEX A

### ANNUAL INVENTORY SCHEDULE *(continued)*

#### MAY (continued)

650	Oceanside Area
651	San Onofre CVEF
760	Santa Barbara Area
801	Inland Division
802	Inland Division Training Unit
803	Inland Division Applicant Investigation Unit
805	Inland Division Special Services
806	Inland Division Mobile Field Force
807	Inland Division MAIT Unit
808	Inland Division Investigative Services Unit
810	Inland Division Motor Carrier Unit
811	Inland Division Air Operations Unit
812	Inland Division Commercial Unit
813	Inland Division Riverside Auto Theft Interdiction Detail
814	Inland Division Special Enforcement Unit
815	Inland Division San Bernardino Auto Theft Task Force
834	Needles Area

#### JUNE

002	Assistant Commissioner, Field
-----	-------------------------------

## ANNEX A

### ANNUAL INVENTORY SCHEDULE *(continued)*

#### JUNE (continued)

012	Office of Special Representative
018	Office of Air Operations
040	Information Management Division
078	Facilities Section
246	South Lake Tahoe Area
252	South Sacramento Area
424	Grapevine CVEF
456	Oakhurst Area
465	Modesto Area
565	West Los Angeles Area
580	West Valley Area
645	San Diego Area
730	Monterey Area
840	Riverside Area

#### JULY

010	Office of Inspector General
020	Protective Services Division

## ANNEX A

### ANNUAL INVENTORY SCHEDULE *(continued)*

#### JULY (continued)

021	Judicial Protection Section – North/South
023	Dignitary Protection Section – North
024	Dignitary Protection Section – South
025	Capitol Protection/Capitol Communications Center
026	Governor's Protective Detail Section
031	Office of Internal Affairs
034	Equal Employment Opportunity Section
065	Field Support Section
175	Trinity River Area
481	Porterville Area
530	South Los Angeles Area
675	Santa Ana Area
676	Orange County Communications Center
755	Buellton Area
875	Mountain Pass (JPOE) CVEF

#### AUGUST

029	Emergency Operations and Safety Services
060	Enforcement and Planning Division

## ANNEX A

### ANNUAL INVENTORY SCHEDULE *(continued)*

#### AUGUST continued

061	Research and Planning Section
066	Impaired Driving Section
070	Administrative Services Division
090	Personnel and Training Division
094	Professional Training Section
095	Organizational Development Section
130	Red Bluff Area
265	Stockton Area
266	Tracy Area
430	Fort Tejon Area
541	Castaic CVEF
545	Antelope Valley Area
618	Border Communications Center
735	King City Area
770	Moorpark Area
830	Mojave Area
865	Arrowhead Area

#### SEPTEMBER

016	Office of Employee Safety and Assistance
-----	--

## ANNEX A

### ANNUAL INVENTORY SCHEDULE *(continued)*

#### SEPTEMBER *(continued)*

030	Professional Standards and Ethics Division
033	Risk Management Section
063	Special Projects Section
096	Human Resources Section
097	Selection Standards and Examinations Section
125	Humboldt Area
150	Ukiah Area
222	Truckee Area
223	Donner Pass CVEF
425	Sonora Area
440	Hanford Area
575	Altadena Area
685	Temecula Area
686	Rainbow CVEF
701	Coastal Division
705	Coastal Division MAIT Unit
706	Coastal Division Investigative Services Unit Off-Site/Ventura
707	Coastal Division Personnel Services Unit

## ANNEX A

### ANNUAL INVENTORY SCHEDULE *(continued)*

#### SEPTEMBER *(continued)*

708	Coastal Division Air Operations Unit
709	Coastal Division Investigative Services Unit Off-Site/Monterey
710	Coastal Division Investigative Services Unit
711	Coastal Division Commercial Unit
714	Coastal Division Motor Carrier Unit

#### OCTOBER

003	Assistant Commissioner, Staff
076	Business Services Section
135	Redding Area
147	Dunsmuir Grade CVEF
280	Woodland Area
285	Yuba-Sutter Area
461	Los Banos Area
480	Visalia Area
501	Southern Division
518	Southern Division Air Operations Unit
601	Border Division
604	Border Division Orange County Auto Theft Task Force



## ANNEX A

### ANNUAL INVENTORY SCHEDULE *(continued)*

#### OCTOBER *(continued)*

608	Border Division Investigative Services/Vehicle Theft
609	Border Division Applicant Investigations
610	Border Division Commercial Unit
611	Border Division Motor Carried Unit
612	Border Division Air Operations Unit
613	Border Division Mexico Liaison Unit
614	Border Division Public Affairs/EI Protector/Recruitment/Community Outreach
615	Border Division MAIT Unit
616	Border Division Katella Facility/Vehicle Theft/Motor Carrier Unit
617	Border Division Air Operations Unit
670	Westminster Area
740	Templeton Area
820	Bridgeport Area
825	Bishop Area

#### NOVEMBER

001	Office of the Commissioner
013	Office of Community Outreach and Media Relations
048	Communications Centers Support Section

## ANNEX A

### ANNUAL INVENTORY SCHEDULE *(continued)*

#### NOVEMBER *(continued)*

101	Northern Division
107	Northern Division Investigative Services
108	Northern Division Motor Carrier Unit
109	Northern Division Air Operations Unit
110	Northern Division Commercial Unit
114	Northern Division MAIT Unit
146	Mount Shasta Area
201	Valley Division
206	Valley Division Mobile Field Force
208	Valley Division Canine Unit
209	Valley Division SACCATS Task Force
210	Valley Division Delta RATT Task Force
211	Valley Division Commercial Unit
212	Valley Division Investigative Services Unit/MAIT Unit
213	Valley Division Motor Carrier Safety Unit
216	Valley Division Air Operations Unit
464	Chowchilla River CVEF

**ANNUAL INVENTORY SCHEDULE (*continued*)**

NOVEMBER (*continued*)

620 Winterhaven Area  
626 Calexico CVEF  
630 Indio Area  
646 Otay Mesa CVEF  
745 San Luis Obispo Area  
835 Barstow Area

DECEMBER  
R

NO  
NE

THIS PAGE INTENTIONALLY LEFT BLANK

# ANNEX B

## SAMPLE OF INVENTORY PRINTOUTS

7/26/2022

CALIFORNIA HIGHWAY PATROL

INVENTORY RUN BY A15878

ASSET #	LOC	MAKE	MODEL	DESCRIPTION	SERIAL NUMBER	NOTES
✓ 179030	70	SAMSUNG	CLP-775ND	PRINTER	ZC7ZBJZD100022	Mobile LA Office
✓ 189167	70	SAMSUNG	ML-5012ND	PRINTER	Z6Y5BJFF500085Y	Chief's Office OFF CO
✓ 189168	70	SAMSUNG	ML-5012ND	PRINTER	Z6Y5BJFF500085A	Chief's Office OFF CO
✓ 193256	70	SAMSUNG	ML-5012ND	PRINTER	Z6Y5BJFF500073V	Mobile LA Office OFF CO
✓ 201487	70	SHARP ELECTRONICS	MX-5070V	NETWORK PRINT/SCAN DIGITAL COPIER-FINISHER W/	85116125	Power Office
✓ 216182	70	HEWLETT PACKARD	ELITEDESK 800 G4	COMPUTER	MXL8480MGY	Mobile LA Office
✓ 220668	70	HEWLETT PACKARD	ELITEDESK 800 G5	COMPUTER	MXL94145CM	Mobile LA Office
✓ 220669	70	HEWLETT PACKARD	ELITEDESK 800 G5	COMPUTER	MXL94145SR	Mobile LA Office
✓ 220670	70	HEWLETT PACKARD	ELITEDESK 800 G5	COMPUTER	MXL9414580	Mobile LA Office
✓ 220671	70	HEWLETT PACKARD	ELITEDESK 800 G5	COMPUTER	MXL941458N	Mobile LA Office
✓ 221742	70	MICROSOFT	SURFACE PRO 7	TABLET	18793794153	Mobile LA Office
✓ 225716	70	MICROSOFT	SURFACE PRO 7	TABLET	14371504953	Mobile LA Office
✓ 229748	70	HEWLETT PACKARD	ELITEBOOK X360 1030	TABLET	CND20615S0	Mobile LA Office
✓ 229758	70	HEWLETT PACKARD	ELITEBOOK X360 1030	TABLET	CND20615Y1	Mobile LA Office
✓ AF02525	70	HEWLETT PACKARD	PROBOOK 640 G1	LAPTOP	5CG428H129	Mobile LA Office

C.D. 8-24-22  
Commander's Signature, Date

C.D. 8-24-22

1

Person Completing Inventory, Date  
8/3/22

# ANNEX B

## SAMPLE OF INVENTORY PRINTOUTS (continued)

7/18/2022

Administrative Services Division 2022 AAI

R NUMBERED INVENTORY RUN BY A18223

ASSET TAG	DESCRIPTION	Installed In	VEHICLE LICENSE	Manufacturer	MODEL	SERIAL NUMBER	LOC
✓ R37581	RADIO, VHF LOW BAND	4QJ307	8GOY410	KENWOOD	TK690HBK3	A9400338	070
✓ R357717	RADIO, VHF LOW BAND	4QOW025	7WJC554	KENWOOD	TK690HBK3	B1600111	070
✓ R361249	SCANNER, TRUNKTRACKER IV	4QOW025	7WJC554	UNIDEN	BCD996XT	360Z28001520	070
✓ R362385	SCANNER, TRUNKTRACKER IV	4QJ307	8GOY410	UNIDEN	BCD996XT	360Z28004056	070
✓ R363252	REPEATER, MOBILE, 700 MHz	4QOW025	7WJC554	PYRAMID	SVR-P750M	4100745	070
✓ R363537	REPEATER, MOBILE, 700 MHz	4QJ307	8GOY410	PYRAMID	SVR-P750M	4100878	070
✓ R367180	BATTERY CHARGER, APX-8000			IMPRES	NNTN7064B	5160MKNO101BR	070
✓ R369315	RADIO, PORTABLE, MULTI-BAND			MOTOROLA	APX-8000	579CRR2313	070
✓ R369331	RADIO, PORTABLE, MULTI-BAND			MOTOROLA	APX-8000	579CRR2329	070
✓ R369774	RADIO, PORTABLE, MULTI-BAND			MOTOROLA	APX-8000	579CRR2772	070
✓ R379680	CELL PHONE			APPLE	IPHONE XR	SFFWD9AVPKXKN	070
✓ R379889	CELL PHONE			APPLE	IPHONE XR	SF71ZC37KKXKN	070
✓ R405901	CELL PHONE			APPLE	IPHONE 11	SFFXGRSBAN721	070

Commanders Signature, Date

1

Person Completing Inventory, Date

## ANNEX C

### SAMPLE MEMORANDUM-REIMBURSEMENT OF EQUIPMENT TO AREA

State of California

Transportation Agency

#### M e m o r a n d u m

Date: November 8, 2014

To: South Sacramento Area

From: **DEPARTMENT OF CALIFORNIA HIGHWAY PATROL**  
South Sacramento Area

File No.: 250.11416.13789

Subject: DAMAGE OF STATE-OWNED EQUIPMENT

I request that I be allowed to reimburse the Department for the cost of the preliminary alcohol screening device with the serial number 061644 and CHP tag number 110291.

Should you have questions, please contact South Sacramento Area office, Sergeant B. Wright, or myself at (916) 681-2300.

Alonzo Monk, #13789  
Officer

*Safety, Service, and Security*  
CHP 51 (Rev. 06/2013) OPI 076



*An Internationally Accredited Agency*

THIS PAGE INTENTIONALLY LEFT BLANK



## ANNEX D

### SAMPLE COMMANDER'S MEMORANDUM-LOSS OF EQUIPMENT

State of California

Transportation Agency

#### M e m o r a n d u m

Date: November 8, 2014

To: Valley Division

From: **DEPARTMENT OF CALIFORNIA HIGHWAY PATROL**  
South Sacramento Area

File No.: 250.11416.13789

Subject: DAMAGED OF STATE-OWNED EQUIPMENT

On November 26, 2011, an officer from this command failed to properly secure and placed a preliminary alcohol screening (PAS) device, serial number 061644 and CHP property tag number 110291, on the roof of his patrol vehicle. When the officer drove away, the PAS device fell off and landed on the ground. After discovering the loss of the device, the involved officer retraced his steps in an attempt to find it. The PAS device was located; however, it was damaged beyond repair.

A review of the circumstances surrounding the damaged PAS device has been completed. The officer failed to exercise proper care and due diligence which resulted in the damage of state-owned equipment. In lieu of adverse action, the officer would like to reimburse the Department for the cost of the device.

Per State Administrative Manual, Section 8643, attached is a STD. 152, Property Survey Report, for the damaged equipment. Please remove the above item from the inventory assigned to the South Sacramento Area.

Should you have questions, please contact South Sacramento Area office, Sergeant B. Wright or myself at (916) 681-2300.

M. RICHARDS  
Captain

Attachment(s)

***Safety, Service, and Security***  
CHP 51 (Rev. 06/2013) OPI 076



***An Internationally Accredited Agency***

THIS PAGE INTENTIONALLY LEFT BLANK

## ANNEX E

### SAMPLE MEMORANDUM-REIMBURSEMENT OF EQUIPMENT TO DIVISION

State of California

Transportation Agency

#### M e m o r a n d u m

Date: November 8, 2014

To: Administrative Services Division

From: **DEPARTMENT OF CALIFORNIA HIGHWAY PATROL**  
South Sacramento Area

File No.: 250.11416.13789

Subject: DAMAGE OF STATE-OWNED EQUIPMENT

I requested that I be allowed to reimburse the Department for the cost of the preliminary alcohol screening device with the serial number 061644 and CHP tag number 110291.

Should you have questions, please contact South Sacramento Area office, Sergeant B. Wright, or myself at (916) 681-2300.

Alonzo Monk, #13789  
Officer



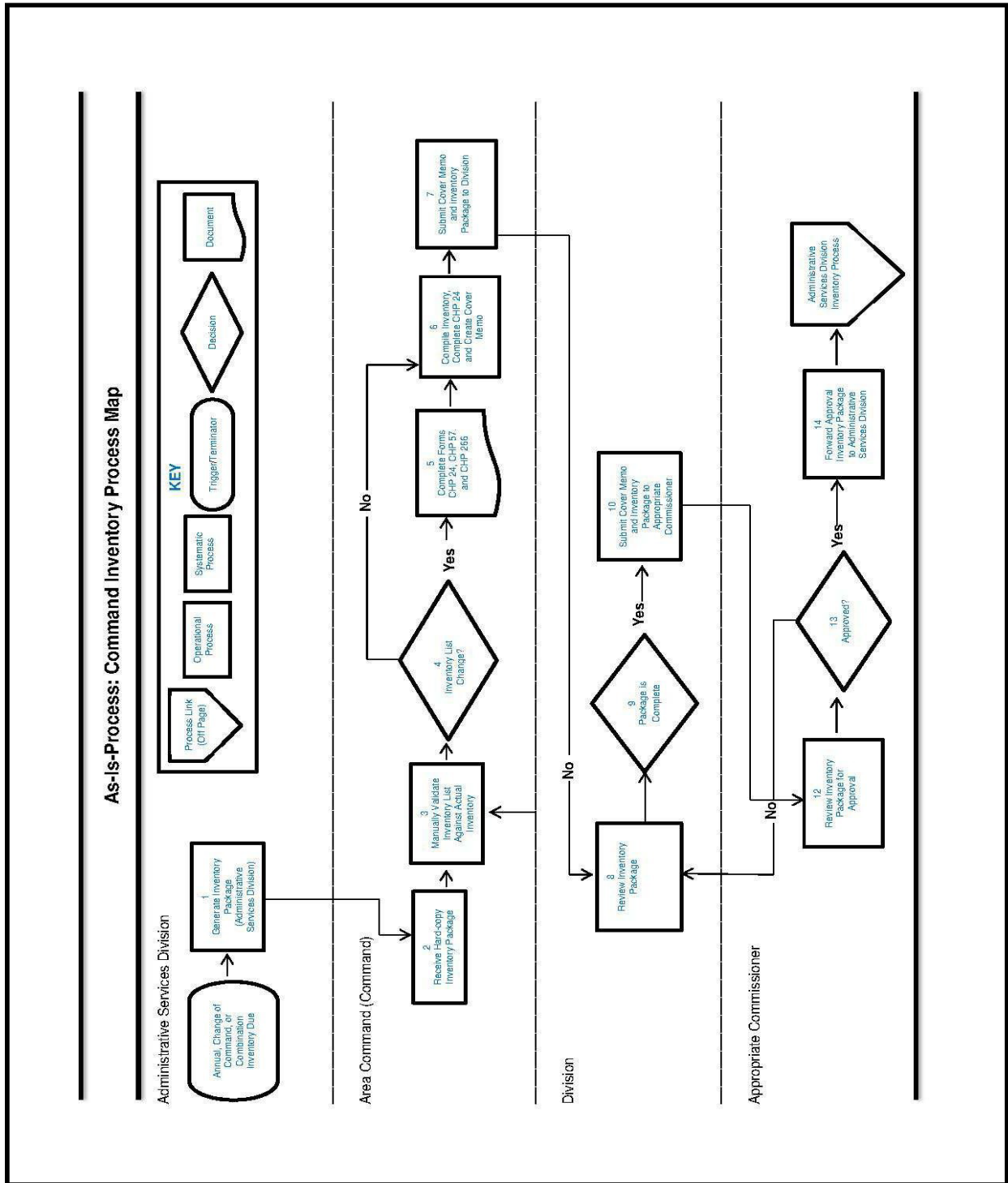
*Safety, Service, and Security*  
CHP 51 (Rev. 06/2013) OPI 076

*An Internationally Accredited Agency*

THIS PAGE INTENTIONALLY LEFT BLANK

# ANNEX F

## INVENTORY PROCESS FLOW CHART



THIS PAGE INTENTIONALLY LEFT BLANK

## PHYSICAL INVENTORY ADJUSTMENT REQUEST, CHP 24

CHP24\_0010.ppt

THIS PAGE INTENTIONALLY LEFT BLANK



**CREDIT MEMO - EQUIPMENT, CHP 266**[illegible]

## ANNEX H

### CREDIT MEMO - EQUIPMENT, CHP 266 (continued)

#### INSTRUCTIONS (Reference: HPM 11.2, Materials Management Manual, Chapter 8).

1. This form must be completed for:
  - A. Any equipment returned to **Business Services Section (BSS), Supply Services Unit (SSU)-076W; Commercial Vehicle Section (CVS)-062; Information Technology Section (ITS)-041NW; or Telecommunications Warehouse (TW)-047T.**
  - B. Any equipment requiring repair by the Academy - 091 (e.g., audio visual equipment/cameras/cassette recorders) or CVS-062 (e.g., portable truck scales/PAT scales).
  - C. Equipment transferred permanently or temporarily (on loan) between commands.
2. Equipment Definitions:

Major and Sensitive Equipment - identified by numbered CHP property tags including: R numbered tags (telecommunications equipment); X numbered tags (equipment purchased with federal funds); AF tags (equipment purchased with asset forfeiture funds); and SF tags (equipment acquired through the Federal Excess Property Program). Examples may include, but are not limited to: cameras, cassette recorders, surveillance equipment, computers, printers, projectors, truck scales, tire changers, video cassette recorders (VCR), digital video disks (DVD), TV/VCR or TV/DVD combinations, and LCD or plasma TVs.

Minor Equipment - identified by an unnumbered CHP property tag. Examples include: office furniture (bookcases, cabinets, chairs, desks, credenzas, files) and items such as monitors, typewriters, and vacuum cleaners.
3. Use and Distribution: Use the CHP 266 to 1) return major, sensitive, or minor equipment to SSU, CVS, ITS, or TW; 2) transfer or loan major, sensitive, or minor equipment between commands; or 3) request equipment repairs. **Use separate CHP 266 forms for each type of equipment or each destination (SSU, CVS, ITS, TW, or other office). Items should be put on pallets or in boxes according to type (e.g., do not mix computer equipment with telecommunications equipment).**
  - A. **COMPUTER EQUIPMENT** - when transferring major/sensitive computer equipment (e.g., CPUs, file servers, laptops, printers, with numbered tags) or monitors (unnumbered tags) **between commands**, send the signed, original CHP 266 to ITS-041, keep a signed copy for your records, and send a copy to the receiving command. When returning major/sensitive/minor computer equipment to ITS, send the original CHP 266 and equipment to ITS-041 Warehouse, 601-C N. 7th Street, Sacramento, CA 95811 and keep a copy for your records. The ITS will return a signed copy to you. Even though monitors are not listed on each command's inventory printout, a CHP 266 must be completed and forwarded to ITS to ensure their warranty/replacement information is updated. Do not send copies of these credit memos to Fiscal Management Section (FMS), Inventory Control Unit (ICU) or SSU; ITS will update the Property Record when they receive the CHP 266.
  - B. **TELECOMMUNICATIONS EQUIPMENT** - when transferring major/sensitive telecommunications equipment (e.g. mobile radios, handheld radios, battery chargers, cellular phones) with R numbered tags **between commands**, send the signed, original CHP 266 to **Telecommunications Section (TS)-047**, keep a signed copy for your records, and send a copy to the receiving command. When returning major/sensitive/minor telecommunications equipment, send the original CHP 266 and equipment to TW-047T, 3270 Reed Avenue, West Sacramento, CA 95605 and keep a copy for your records. The TW staff will return a signed copy to you. Do not send copies of these credit memos to ICU or SSU; the TS Property Inspector will update the Property Record after receiving the CHP 266.
  - C. **MOBILE NETWORK EQUIPMENT (Visteon or Tacnet)** - return via overnight mail to Fleet Operations Section, 3300 Reed Ave., West Sacramento, CA 95605.
  - D. **ALL OTHER EQUIPMENT** - when transferring all other major/sensitive equipment, send the signed, original CHP 266 to FMS, ICU so the Property Record can be updated, keep a signed copy for your records, and send a copy to the receiving command. When returning all other major/sensitive/minor equipment, send the original CHP 266 and the equipment to SSU-076W, 3350 Reed Avenue, West Sacramento, CA 95605 and keep a copy for your records. The SSU will return a signed copy to you and will send a copy to ICU in order to update the Property Record.
  - E. When transferring minor equipment (unnumbered tags) between commands, do not send copies of the CHP 266 to ICU or SSU since minor equipment is not listed on the Property Record. Each command should have a signed copy of the CHP 266 acknowledging the transfer.
  - F. For audio visual repair, send original with equipment to the Academy and keep a copy for your records. Do not send copies to SSU or ICU.
  - G. For portable truck scales, send original with equipment to CVS only and keep a copy for your records. Do not send copies to ICU.
  - H. For temporary loan of equipment, use this form to document the loan between commands. Each command should have a signed copy of the CHP 266 acknowledging the loan. Do not send copies to SSU or ICU.
4. Unsigned CHP 266s cannot be used to support any Property Record changes. When items are transferred between commands or returned to SSU, CVS, ITS, or TW, the receiving command employee must sign and print their name on the "Received" line and send a copy to the originating command.
5. The preparer must print their name legibly in case the originating command must be contacted.
6. The SSU truck driver will sign at the top of the form and list the number of pieces and/or boxes being transported. The driver will not individually count items put in one box; it will be identified as "one (1) box." After the driver signs the CHP 266, commands should keep their file copy and tape the remaining original to the item or box.
7. Originating commands must clearly mark their location code on all boxes or items being returned to SSU, CVS, ITS, or TW.

Use previous editions until depleted.

Chp266\_0218.pdf