

CHAPTER 8
EQUIPMENT
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TABLE OF CONTENTS

<u>AUTHORITY</u>	8-5
<u>PURPOSE</u>	8-5
<u>DEFINITIONS</u>	8-6
Equipment.....	8-6
California Highway Patrol-Owned Property	8-6
Computer Equipment	8-6
California Highway Patrol-Owned Equipment.....	8-6
<u>RESPONSIBILITY</u>	8-6
Commanders’ Responsibilities	8-6
Employee’s Responsibility.....	8-7
Separation of Duties	8-8
Office of the Commissioner.....	8-8
<u>EQUIPMENT CATEGORIES</u>	8-8
<u>EXAMPLES OF MAJOR, SENSITIVE, AND MINOR EQUIPMENT</u>	8-9
<u>SECTION-ISSUED EQUIPMENT</u>	8-9
Telecommunications Section	8-9
Technology Infrastructure Section	8-10
Fiscal Management Section (Section-Issued “X” Numbers).....	8-10
Field Support Section (Section-Issued Asset Forfeiture Numbers)	8-10
Business Services Section (Section-Issued Surplus Federal Numbers).....	8-11
<u>METHODS OF ACQUISITION</u>	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
<u>PURCHASE PROCEDURES</u>	8-13
<u>EQUIPMENT FOR FACILITY OR PERSONNEL CHANGES</u>	8-14
Additional Facility	8-14
Replacement Facility or Enlarged Offices	8-14
Additional Employees	8-14

<u>REPLACEMENT EQUIPMENT</u>	8-15
<u>EMERGENCY REPLACEMENT EQUIPMENT</u>	8-15
<u>IDENTIFICATION OF EQUIPMENT</u>	8-15
Requirements.....	8-15
Types of Identification.....	8-15
Distribution of Decals.....	8-16
Location of Decals.....	8-16
Assistance.....	8-17
Accountability.....	8-17
<u>INVENTORY INFORMATION</u>	8-17
Annual Physical Inventory.....	8-17
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.....	8-20
Missing/Lost Items/Unresolved Discrepancies.....	8-21
Forwarding Information to Division.....	8-23
Division Review/Forwarding Information to Headquarters	
(Appropriate Commissioner).....	8-23
Updating Property Record Information.....	8-24
Retention.....	8-24
Change-of-Command Inventory.....	8-24
Random Inspection of Equipment by the Audits and Inspections Section.....	8-25
<u>GENERAL REPAIR/SERVICE GUIDELINES</u>	8-27
<u>MAINTENANCE/REPAIR OF OFFICE EQUIPMENT</u>	8-27
Multifunction Printers.....	8-28
Postage Meters and Mailing Machines.....	8-28
Computer Equipment.....	8-28
<u>MAINTENANCE/REPAIR OF AUDIO-VISUAL EQUIPMENT</u>	8-28
Responsibility.....	8-28
Definition.....	8-28
General Information.....	8-28
Instructions.....	8-29
Surplus/Obsolete Audio-Visual Equipment.....	8-29
<u>REPAIR/SERVICE OF MISCELLANEOUS EQUIPMENT</u>	8-30
Portable Truck Scales.....	8-30
Telecommunications (R-numbered or F-numbered) Equipment.....	8-30
Other Equipment.....	8-30
<u>DISPOSAL OF SURPLUS EQUIPMENT—SERVICEABLE AND</u>	
<u>UNSERVICEABLE</u>	8-31
Definitions.....	8-31
Determination of Serviceability.....	8-31

Reporting and Handling Unserviceable Surplus Equipment.....	8-31
Reporting and Handling Serviceable Surplus Equipment.....	8-32
Returning Surplus Items to Supply Services Unit.....	8-34
Equipment Transferred Between Commands	8-35
Dismantled Parts for Sale/Surplus or Obsolete Automotive Parts.....	8-36
Surplus/Obsolete Supplies.....	8-36
Used Brass/Spent Ammunition Casings	8-36
Police Protective Equipment	8-36
Dry-Cell and Rechargeable Battery Recycling	8-36
<u>CALIFORNIA HIGHWAY PATROL-OWNED EQUIPMENT OR PROPERTY</u>	
<u>SUBJECT TO REIMBURSEMENT AND/OR ADVERSE ACTION</u>	8-36
Bargaining Unit 5 Employees.....	8-36
Employees Not in Bargaining Unit 5.....	8-37
<u>REPORTING LOST, DAMAGED, OR DESTROYED CALIFORNIA HIGHWAY</u>	
<u>PATROL-OWNED EQUIPMENT OR PROPERTY</u>	8-37
<u>REPORTING STOLEN CALIFORNIA HIGHWAY PATROL-OWNED</u>	
<u>EQUIPMENT OR PROPERTY</u>	8-38
<u>REPORTING LOST, STOLEN, DAMAGED, OR DESTROYED CALIFORNIA</u>	
<u>HIGHWAY PATROL-OWNED EQUIPMENT OR PROPERTY DISCOVERED</u>	
<u>DURING THE INVENTORY PROCESS</u>	8-40
<u>DISPOSING OF STATE-OWNED PROPERTY</u>	8-40
<u>CONDITIONS CONSTITUTING CAUSE FOR REIMBURSEMENT</u>	
<u>BY AN EMPLOYEE</u>	8-41
<u>DETERMINATION OF VALUE OF EQUIPMENT OR PROPERTY</u>	8-41
<u>COLLECTION PROCEDURES</u>	8-41
Collection—Current Employee.....	8-41
Collection—Separated Employee.....	8-42
<u>REPORTING OF CRIMES OCCURRING ON</u>	
<u>CALIFORNIA HIGHWAY PATROL- OWNED/LEASED PROPERTY</u>	8-42
<u>REPORTING OF CRIMES OCCURRING ON STATE-OWNED/LEASED</u>	
<u>PROPERTY OTHER THAN CALIFORNIA HIGHWAY PATROL</u>	8-42
<u>EXCLUSIONS</u>	8-42

ANNEXES

<u>A</u> – ANNUAL INVENTORY SCHEDULE.....	8-43
<u>B</u> – SAMPLE OF INVENTORY PRINTOUTS	8-61
<u>C</u> – SAMPLE MEMORANDUM-REIMBURSEMENT OF EQUIPMENT TO AREA	8-63
<u>D</u> – SAMPLE COMMANDER’S MEMORANDUM-LOSS OF EQUIPMENT.....	8-65
<u>E</u> – SAMPLE MEMORANDUM—REIMBURSEMENT OF EQUIPMENT	
TO DIVISION.....	8-67
<u>F</u> – INVENTORY PROCESS FLOW CHART.....	8-69

G – CHP 24, PHYSICAL INVENTORY ADJUSTMENT REQUEST..... 8-71
H – CHP 266, CREDIT MEMO - EQUIPMENT 8-73
I – MAJOR, SENSITIVE, AND MINOR EQUIPMENT LISTING WITH FISCAL ALT
ACCOUNT CODES.....8-75

CHAPTER 8

EQUIPMENT

1. AUTHORITY.

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

b. Government Code Sections 11017.1 and 19850.5(a) state 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 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 “computer equipment” refers to electronic and/or computer media (e.g., departmental or personal laptop computers, or handheld devices).
- d. California Highway Patrol-Owned Equipment. The term “equipment” refers to but is not limited to the following: 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 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.b.

b. Employee's Responsibility.

(1) All employees are accountable for state-owned equipment assigned to them or under their control, and they 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, Inventorying Property, 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 and 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.
- (6) Technology Infrastructure Section (TIS)—Responsible for completing STD. 152 for all IT 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 that has a unit cost of \$5,000 or more (including tax, freight, etc.) is classified as **major**.

(2) Equipment that has a unit cost of less than \$5,000 but requires stringent accountability controls are classified as sensitive. Examples are given in Annex I 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 that has a unit cost of less than \$5,000 that does not require stringent accountability controls (refer to examples in Annex I) is classified as **minor**.

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

a. Major and sensitive equipment are assigned CHP numbered decals. Refer to items listed in paragraph 7. below and Annex I.

b. Minor equipment is assigned unnumbered decals. Refer to Annex I.

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.

(a) Answering Machine/Announcer.

(b) Cellular Phone.

(c) Dispatch Tape Recorder/Reproducer.

(d) Fixed Amplifier (Office Use).

- (e) Mobile Network Equipment.
- (f) Radio (Mobile, Motorcycle, Portable, and Base Station).
- (g) Radio Control Console.
- (h) Radio Receiver (Fixed and Mobile Scanner).
- (i) Telephone System.
- (j) Uninterrupted Power Supply for Radios/Facility.

(2) Examples of Section-issued “F” Numbers.

- (a) Fuel tank–Propane, Diesel, and Gas.
- (b) Generator.
- (c) Generator Transfer Switch.
- (d) Window Air Conditioner (for Remote Radio Sites).

b. Technology Infrastructure Section. The TIS is responsible for all **computer equipment**, such as:

Computer	Switch
Firewall	Router
Laptop	Tablet
Printer	Uninterruptible Power Supply (UPS)
Security Appliance	Wireless Access Point (WAP)

NOTE: Even though monitors are not listed on each command's inventory printout, a CHP 266, Credit Memo - Equipment, must be completed and forwarded to TIS whenever monitors are transferred to ensure their location, warranty, and replacement information is updated in the Property Record (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, Law Enforcement Support Office 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. HPM 11.1, Chapter 1, Budget Preparation and Administration, 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) requisition 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 requisition 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. FI\$Cal requisitions 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, being used for state business, and having a per unit acquisition cost of \$5,000 or more. Computer-aided dispatch and 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](#), 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 can be 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 and the Department of General Services (DGS).

(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 and the STD. 158, Property Transfer Report shall be submitted through channels to ASD.

- (4) The ASD, ICU will notify the requesting CHP office of the approval or denial from DGS.
- (5) No property shall be received by or transferred to any agency outside of California.
- 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 e-mail to Facilities Section, Cabinet Shop at 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, Multifunction Printer 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 FISCAL requisition outlined in Chapter 7, Purchases, of this manual. Equipment will **not** be acquired without a FISCAL requisition, 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 FISCAL requisition not containing justifications, approvals, or funding will be returned to the originating command. The FISCAL requisition 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 FISCAL requisition 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. Information technology equipment must follow the purchasing and approval process as outlined in Chapter 17, Information Technology Goods and Services Acquisition, of this manual.

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 respective commander to anticipate equipment requirements when replacement facilities are to be provided, or when 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, Supply Services Unit (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 requisition, **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 and office supplies if needed.

(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 must be 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) 843-3554.

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-numbered 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 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 by" 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, TIS, 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. When computer equipment is replaced or changed out, it is normally transferred to TIS. The TIS either reassigns/transfers equipment to another location or disposes of it.

2 Copiers. Information Technology Support Unit (ITS), Project Management Group.

3 Telecommunications (R-numbered) Equipment. The 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 #, AF#, F#, G#, R#, 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, California Compliance and Security Incident Reporting, paragraphs 3.i. through 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**. 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. For 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. For example, if a non-R-numbered item was listed as missing during the September 2024 annual inventory and was not found during the subsequent quarterly reporting process, the command is not able to request that it be removed from their inventory until September 2026 at the earliest. A carbon copy of the quarterly report will be sent to the appropriate Commissioner and the Audits and Inspections Section (AIS). Each quarter, a memorandum regarding the status of the missing item must be sent to the Division Chief. 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 (CHP 24 or CHP 51) 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 e-mail to 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 AIS 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 AIS 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 14.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, and 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 the effective date of the COC is 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 the 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.

I. Random Inspection of Equipment by the Audits and Inspections Section.

(1) The AIS will conduct a random inspection of all commands 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 AIS will discuss any issues relating to equipment control.

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

(3) At the time of inspection, the AIS will randomly select items from the Department's PR for inspection; however, the AIS reserves the right to inspect any or all the items on the PR. In addition, the AIS will identify untagged equipment, items located during the inspection that were not listed on the PR, and miscellaneous discrepancies. The AIS 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 AIS will discuss any findings or discrepancies with the commander or designee, if available.

(4) The AIS 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, AIS's memorandum will acknowledge completion of the inspection and state 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 by the commander.

(b) If there are findings/discrepancies, the commander will be asked to respond to their Division **within ten working days** regarding AIS'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. This inventory documentation package shall be submitted through the appropriate chain of command.

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.i.(4)(b)1 through paragraph 14.i.(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 AIS 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 AIS.

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. Multifunction Printers. Refer to Chapter 14 of this manual for maintenance/repair instructions on multifunction printers.
- 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 TIS, 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 Community Outreach and Marketing Section (COMS), Television Unit. Determination of need will be the sole responsibility of each commander.
- b. Definition. Audio-visual equipment includes all film and digital cameras, television projectors and related remote controllers, audio and video recorders, radios, microphone radio transmitters, TVs, 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 COMS personnel at (916) 843-3210.

(a) Contact the Video Production Unit (VPU) at (916) 309-6430 for all audio-visual equipment (other than film and digital cameras and related equipment) and handheld cassette recorders.

(b) Contact the Graphic Services Unit (GSU) at (916) 309-6490 for film 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 the CHP Supply Services Catalog.

(3) All equipment should be serviced annually.

d. Instructions.

(1) The VPU or GSU may be contacted prior to any equipment service or repair. Please be aware that in many cases, the VPU or GSU may only be able to offer troubleshooting advice regarding the maintenance or repair issue.

(2) Commands may be given the option of using the COMS contracted vendor to service or repair the audio-visual equipment. The contract is managed by the COMS GSU. All requests for repairs must be approved in advance by the COMS GSU Supervisor.

(a) Upon approval of repairs, delivery instructions for the damaged equipment will be provided. Additionally, a CHP 266 stating the reason for repairs or service will be required.

(b) If equipment is intended to be repaired or serviced by a local commercial repair facility, commands should first acquire an estimate for the repair cost; then contact the Division X Number Coordinator for an X number.

(3) The COMS will not service or repair VCRs 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 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 | May/November |
| (b) Valley Division | June/December |
| (c) Golden Gate Division | March/September |
| (d) Central Division | April/October |
| (e) Southern Division | January/July |
| (f) Border Division | March/August |
| (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 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 TIS. Refer to paragraph 19.c. through 19.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. through 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. through 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 TIS for disposal via CHP truck or FedEx Ground. Equipment sent

via FedEx Ground should be addressed directly to TIS, 601 North 7th 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 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 e-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 an STD. 152, Property Survey Report, for departmental and DGS approval. This form will be generated only by BSS, SSU, not by the command.

(b) After receiving the appropriate approval on an 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 in a recycling bin, the office dumpster, or a landfill.

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

(c) **Within ten 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 e-mail or hard copy to have the item deleted from the command’s inventory.

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

d. Reporting and Handling Serviceable Surplus Equipment.

(1) Computer Equipment. Commands should contact TIS at (916) 325-4767 to report surplus computer equipment.

(a) The TIS 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, TIS will request the command return the equipment via CHP truck or by FedEx Ground directly to TIS (refer to paragraph 19.b.).

(b) Items authorized for return to TIS 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) 309-6850 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) 309-6850 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 multifunction printers 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 e-mailing a copy of the CHP 266 or CHP 266A with a request that the item(s) be picked up by the CHP truck. Please submit all CHP 266s as PDF attachments to SSU-PickupRequest@chp.ca.gov.

(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 by" copy. As discussed in paragraph 19.f. of this chapter, a CHP 266 must have a "received by" 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 by” 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 TIS 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 by” 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 TIS as stated in paragraph 7.c. of this chapter.

(5) Required “Received By” 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. Also provided in HPM 31.1, Chapter 3, are 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 website 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 of whether to require the involved employee to complete a CHP 51 of the circumstances surrounding the incident is at 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 or 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 AIS; 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.

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 (e.g., 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 one 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.
- (2) Complete an 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.
- (3) Complete a CHP 216, Arrest – Investigation Report, and forward the completed report with the memorandum as required in paragraph 22.c.
- (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.
- (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 the ASD, ICU. The ASD, ICU, will forward copies of the memorandum to AIS 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, AIS'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. The 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 DGS, 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 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 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 reestablishment 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.

ANNEX A
ANNUAL INVENTORY SCHEDULE

JANUARY

032	Office of Legal Affairs
041	Information Technology Section 041TWITS Server
042	Support Services Section
043	Technology Infrastructure Section 043HD Help Desk 043LW LAN Unit 043NW Warehouse 043SI Security 043WW WAN
131	Cottonwood Commercial Vehicle Enforcement Facility (CVEF)
140	Susanville Area 140RP Chester
165	Quincy Area 165RP Portola 165SF1 Keddie
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

ANNEX A

ANNUAL INVENTORY SCHEDULE (*continued*)

FEBRUARY

091	Academy	
	091B	EMS
	091C	Clerical
	091D	Training Services
	091E	EVOG/ Motors
	091H	Accident Investigations
	091I	Academy Instructors
	091N	Radar
	091P	Physical Training
	09IQ	Special Project/Admin
	091R	Range/ Weapons
	091TK	Staff Office
	091U	Enforcement Tactics
	091X	AOST
	091Y	Spanish Language
	091Z	DRE/DUI
093	Academy Operations Section	
	093A	Admin
	093C	Clerical
	093G	Grounds
	093J	Custodial Services (Janitorial)
	093K	Food Services
	093M	Maintenance/Supply
	093Q	Special Project/Admin
	093W	Museum
126	Garberville Area	
	126RP	
	126RP1261	Laytonville
155	Williams Area	
221	Gold Run Area	
241	Chico Area	
401	Central Division	

ANNEX A

ANNUAL INVENTORY SCHEDULE (*continued*)

FEBRUARY (*continued*)

- 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
660SF1 Blythe/Black Rock
- 720 Santa Cruz Area
- 855 Rancho Cucamonga Area

MARCH

- 007 Office of Employee Relations

ANNEX A

ANNUAL INVENTORY SCHEDULE (*continued*)

MARCH (*continued*)

- 145 Yreka Area
 - 145RP1 Dorris
 - 145RP2 Happy Camp
 - 145RP3 Tulelake

- 151 Clear Lake Area

- 230 Grass Valley Area

- 250 North Sacramento Area
 - 250SF1 Antelope

- 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

- 316 Golden Gate Division Investigative Services

- 317 Golden Gate Division MAIT Unit

ANNEX A

ANNUAL INVENTORY SCHEDULE (*continued*)

MARCH (*continued*)

318	Golden Gate Division Communications Center
320	Contra Costa Area
	320SF1 Walnut Creek
325	Napa Area
330	Redwood City Area
335	San Francisco Area
340	San Jose Area
345	Hayward Area
	345SF1 Livermore
347	Nimitz CVEF
	347SF Nimitz
350	Marin Area
	350SF1 St. Vincente
	350SF2 Terra Linda
360	Santa Rosa Area
	360RP Sonoma Coast
365	Solano Area
366	Cordelia CVEF
370	Oakland Area
390	Dublin Area
391	Mission Grade CVEF

ANNEX A

ANNUAL INVENTORY SCHEDULE (*continued*)

MARCH (*continued*)

- 420 Bakersfield Area
420RP4201 Kern Valley
- 435 Fresno Area
435RP Shaver Lake
- 535 East Los Angeles Area
- 655 San Geronio Pass Area
- 656 Desert Hills CVEF
- 680 El Cajon Area
- 765 Ventura Area
- 771 Conejo CVEF
- 870 Morongo Basin Area

APRIL

- 008 Office of Criminal Investigations
 - 008C Case Support Unit (CSU)
 - 008E Emergency Notification and Tactical Alert Center (ENTAC)
 - 008J Joint Terrorism Task Force/Counterintelligence Task Force (JTTF)
- 047 Telecommunications Section
 - 047N Telecommunications North Shop
 - 047S Telecommunications South Shop
 - 047T Telecommunications Warehouse
- 071 Fiscal Management Section
- 074 Fleet Operations Section
- 075 Fleet Operations Section—Torrance

ANNEX A

ANNUAL INVENTORY SCHEDULE (*continued*)

APRIL (*continued*)

120 Crescent City Area
170 Alturas Area
240 Oroville Area
245 Placerville Area
245SF1 Camino
455 Mariposa Area
495 Coalinga Area
525 Baldwin Park Area
625 El Centro Area
690 Capistrano Area
725 Hollister-Gilroy Area
726 Gilroy CVEF
860 San Bernardino Area
860SF1 Cajon Pass

MAY

062 Commercial Vehicle Section
160 Willows Area
214 Sacramento Communications Center
255 San Andreas Area
255SF1 Murphy

ANNEX A

ANNUAL INVENTORY SCHEDULE (*continued*)

MAY (*continued*)

- 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
- 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

ANNEX A

ANNUAL INVENTORY SCHEDULE (*continued*)

MAY (*continued*)

- 810 Inland Division Motor Carrier Unit
- 812 Inland Division Commercial Unit
812SF1 Cache Creek
- 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
- 012 Office of Special Representative
- 018 Office of Air Operations
 - 018A Northern Div. Air Ops
 - 018B Valley Div. Air Ops
 - 018C Golden Gate Div. Air Ops
 - 018D Central Div. Air Ops
 - 018E Southern Div. Air Ops
 - 018F Border Div. Air Ops
 - 018G Coastal Div. Air Ops
 - 018H Inland Div. Air Ops
- 040 Information Management Division
 - 040CC Computer Crimes
- 078 Facilities Section
 - 078C Cabinet Shop
- 246 South Lake Tahoe Area
- 252 South Sacramento Area

ANNEX A

ANNUAL INVENTORY SCHEDULE (*continued*)

JUNE (*continued*)

- 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

- 020 Protective Services Division
- 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 Internal Affairs Section
 - 031E
 - 031I
 - 031L
 - 031M
 - 031P
 - 031R
 - 031V
 - 031Y

ANNEX A

ANNUAL INVENTORY SCHEDULE (*continued*)

JULY (*continued*)

- 034 Equal Opportunity and Access
Section
- 036 Audits and Inspections Section
- 065 Field Support Section
- 175 Trinity River Area
- 481 Porterville Area
- 530 South Los Angeles Area
530SF1 Carson Platform Scale
- 675 Santa Ana Area
- 676 Orange County Communications Center
- 755 Buellton Area
- 875 Mountain Pass (JPOE) CVEF

AUGUST

- 029 Emergency Operations and Safety Services
- 050 Personnel Management Division
- 051 Human Resources Section
- 052 Selection Standard and Examinations Section
- 053 Uniform Hiring Section
 - 053C Cadet Hiring Unit
 - 053E Course Design and Compliance Unit
 - 053F Field Training Evaluation Program
 - 053M Crisis Intervention Training Unit
 - 053R Recruitment Unit

ANNEX A

ANNUAL INVENTORY SCHEDULE (*continued*)

AUGUST (*continued*)

054	Injury and Illness Case Management
054C	Cadet Hiring Unit
054E	Course Design & Compliance Unit
054F	Field Training Evaluation Program
054M	Crisis Intervention Training Unit
054R	Recruitment Unit
060	Enforcement and Planning Division
061	Research and Planning Section
061RR	
066	Impaired Driving Section
070	Administrative Services Division
090	Departmental Training Division
095	Organizational Development Section
130	Red Bluff Area
130SF1	Cottonwood
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

ANNEX A

ANNUAL INVENTORY SCHEDULE (*continued*)

AUGUST (*continued*)

830RP Inyokern
830SF1 Cache Creek

SEPTEMBER

030 Departmental Affairs Division
033 Public Records Section
063 Special Projects Section
125 Humboldt Area
125RP Willow Creek
125SF1 Blue Lake/Buckhorn
125SF2 Little River
150 Ukiah Area
150RP Fort Bragg
150SF2 Ridgewood/Willits
222 Truckee Area
223 Donner Pass CVEF
425 Sonora Area
425SF1 Lyon's Dam
440 Hanford Area
575 Altadena Area
685 Temecula Area
686 Rainbow CVEF
701 Coastal Division
705 Coastal Division MAIT Unit

ANNEX A

ANNUAL INVENTORY SCHEDULE (*continued*)

SEPTEMBER (*continued*)

- 706 Coastal Division Investigative Services Unit Off-Site/Ventura
- 707 Coastal Division Personnel Services 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
- 750 Santa Maria Area
- 850 Victorville Area

OCTOBER

- 003 Assistant Commissioner, Staff
- 076 Business Services Section
 - 076AA Administrative
 - 076DD Reproduction
 - 076MM Mail Room
 - 076WW Warehouse
- 135 Redding Area
 - 135RP
 - 135RP1356 Burney
 - 135SF1 Whiskeytown
- 147 Dunsmuir Grade CVEF
- 280 Woodland Area
- 285 Yuba-Sutter Area
 - 285R Challenger
- 461 Los Banos Area
 - 461SF1 Santa Nella

ANNEX A

ANNUAL INVENTORY SCHEDULE (*continued*)

OCTOBER (*continued*)

- 480 Visalia Area
- 501 Southern Division
- 601 Border Division
- 602 Border Division Special Response Team
- 604 Border Division Orange County Auto Theft Task Force
- 608 Border Division Investigative Services/Vehicle Theft
- 609 Border Division Applicant Investigations
- 610 Border Division Commercial Unit
- 611 Border Division Motor Carried 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
616B Peralta Scale
- 670 Westminster Area
- 740 Templeton Area
- 820 Bridgeport Area
820RP Mammoth Lake
- 825 Bishop Area
825RP Lone Pine

ANNEX A

ANNUAL INVENTORY SCHEDULE (*continued*)

NOVEMBER

- 001 Office of the Commissioner
- 035 Community Outreach and Marketing Section
 - 035F Photography
 - 035S Graphic Services
 - 035V Television Production
- 048 Communications Centers Support Section
 - 048A Comm Training Program - Academy
 - 048B Clark Training Center
 - 048CW CAD
 - 048NC NPR NORCOM
 - 048SC DPR SURCOM
- 101 Northern Division
- 107 Northern Division Investigative Services
- 108 Northern Division Motor Carrier Unit
- 110 Northern Division Commercial Unit
- 114 Northern Division MAIT Unit
- 146 Mount Shasta Area
- 206 Valley Division Mobile Field Force
- 208 Valley Division Canine Unit
- 209 Valley Division SACCATS Task Force
- 210 Valley Division Delta RATT Task Force
- 201 Valley Division
- 211 Valley Division Commercial Unit
- 212 Valley Division Investigative Services Unit/MAIT Unit

ANNEX A

ANNUAL INVENTORY SCHEDULE (*continued*)

NOVEMBER (*continued*)

212A	Multi-Disciplinary Accident Investigation Team
212B	Organized Retail Crime Unit
212C	Regional Auto Theft Task Force
213	Valley Division Motor Carrier Safety Unit
464	Chowchilla River CVEF
620	Winterhaven Area
626	Calexico CVEF
626SF1	Winterhaven/Sidewinder
630	Indio Area
646	Otay Mesa CVEF
745	San Luis Obispo Area
835	Barstow Area
835RP	Mountain Pass

DECEMBER

NONE

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ANNEX B

SAMPLE OF INVENTORY PRINTOUTS

INVENTORY RUN BY A15878

CALIFORNIA HIGHWAY PATROL

7/26/2022

ASSET #	LOC	MAKE	MODEL	DESCRIPTION	SERIAL NUMBER	NOTES
✓ 179030	70	SAMSUNG	CLP-775ND	PRINTER	ZCY2B1ZD100022	Martinez Lt Office
✓ 189167	70	SAMSUNG	ML-5012ND	PRINTER	Z6YSBJEF500085Y	Chief Kings Office
✓ 189168	70	SAMSUNG	ML-5012ND	PRINTER	Z6YSBJEF50008EA	Chief Sanchez Office
✓ 193256	70	SAMSUNG	ML-5012ND	PRINTER	Z6YSBJFFB00073V	Detenido Davido Office
✓ 201487	70	SHARP ELECTRONICS	MX-5070V	NETWORK PRINT,SCAN DIGITAL COPIER-FINISHER W/	85116125	Paper Cubicle
✓ 216182	70	HEWLETT PACKARD	ELITEDESK 800 G4	COMPUTER	MXL8480MGY	Nurids Desk
✓ 220668	70	HEWLETT PACKARD	ELITEDESK 800 G5	COMPUTER	MXL9414SCM	Parma's Desk
✓ 220669	70	HEWLETT PACKARD	ELITEDESK 800 G5	COMPUTER	MXL941459R	Tunisia's Desk
✓ 220670	70	HEWLETT PACKARD	ELITEDESK 800 G5	COMPUTER	MXL94145B0	Davido's Desk
✓ 220671	70	HEWLETT PACKARD	ELITEDESK 800 G5	COMPUTER	MXL94145BN	Reception Desk
✓ 221742	70	MICROSOFT	SURFACE PRO 7	TABLET	18793794153	Chief King's Office
✓ 225716	70	MICROSOFT	SURFACE PRO 7	TABLET	14371504953	Lt. Officer (Lt. Beck) has 4 of them from H. Office (for the "Paparazzi" thing)
✓ 229748	70	HEWLETT PACKARD	ELITEBOOK X360 1030	TABLET	CND2061SS0	Chief Sanchez Office
✓ 229758	70	HEWLETT PACKARD	ELITEBOOK X360 1030	TABLET	CND2061SY1	Chief Sanchez
✓ AF02525	70	HEWLETT PACKARD	PROBOOK 640 G1	LAPTOP	5CG428HJ29	locked in Personnel Cabinet

Amber B. Kucumoto 8/3/22
 Person Completing Inventory, Date

C.D.

C.D. 8-24-22
 Commanders Signature, Date

ANNEX B

SAMPLE OF INVENTORY PRINTOUTS *(continued)*

R NUMBERED INVENTORY RUN BY A18223
Administrative Services Division 2022 AAI
7/18/2022

	ASSET TAG	DESCRIPTION	Installed In	VEHICLE LICENSE	Manufacturer	MODEL	SERIAL NUMBER	LOC
King ✓	R337581	RADIO, VHF LOW BAND	4QUJ307	8GOY410	KENWOOD	TK690HBK3	A9400338	070
King ✓	R357717	RADIO, VHF LOW BAND	4QOW025	7WJC554	KENWOOD	TK690HBK3	B1600111	070
King ✓	R361249	SCANNER, TRUNKTRACKER IV	4QOW025	7WJC554	UNIDEN	BCD996XT	360Z28001520	070
King ✓	R362385	SCANNER, TRUNKTRACKER IV	4QUJ307	8GOY410	UNIDEN	BCD996XT	360Z28004056	070
King ✓	R363252	REPEATER, MOBILE, 700 MHz	4QOW025	7WJC554	PYRAMID	SVR-P750M	4100745	070
King ✓	R363537	REPEATER, MOBILE, 700 MHz	4QUJ307	8GOY410	PYRAMID	SVR-P750M	4100878	070
Lt ✓	R367180	BATTERY CHARGER, APX-8000			IMPRES	NNTN7064B	5160MKN0101BR	070
Lt ✓	R369315	RADIO, PORTABLE, MULTI-BAND			MOTOROLA	APX-8000	579CRR2313	070
King ✓	R369331	RADIO, PORTABLE, MULTI-BAND			MOTOROLA	APX-8000	579CRR2329	070
Lt ✓	R369774	RADIO, PORTABLE, MULTI-BAND			MOTOROLA	APX-8000	579CRR2772	070
King ✓	R379680	CELL PHONE			APPLE	IPHONE XR	SFFWD9AVPKXKN	070
King ✓	R379889	CELL PHONE			APPLE	IPHONE XR	SF71ZC37KKXKN	070
King ✓	R405901	CELL PHONE			APPLE	IPHONE 11	SFFXGRSBAN72J	070

Commander B. K. ... 8/24/22

Person Completing Inventory, Date

1

C. D. ... 8-24-22

Commanders Signature, 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: August 12, 2025

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



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ANNEX D

SAMPLE COMMANDER'S MEMORANDUM-LOSS OF EQUIPMENT

State of California

Transportation Agency

Memorandum

Date: August 12, 2025

To: Valley Division

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

File No.: 250.11416.13789

Subject: DAMAGE 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. 08/2013) OPI 078



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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: August 12, 2025

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. 08/2013) OPI 078

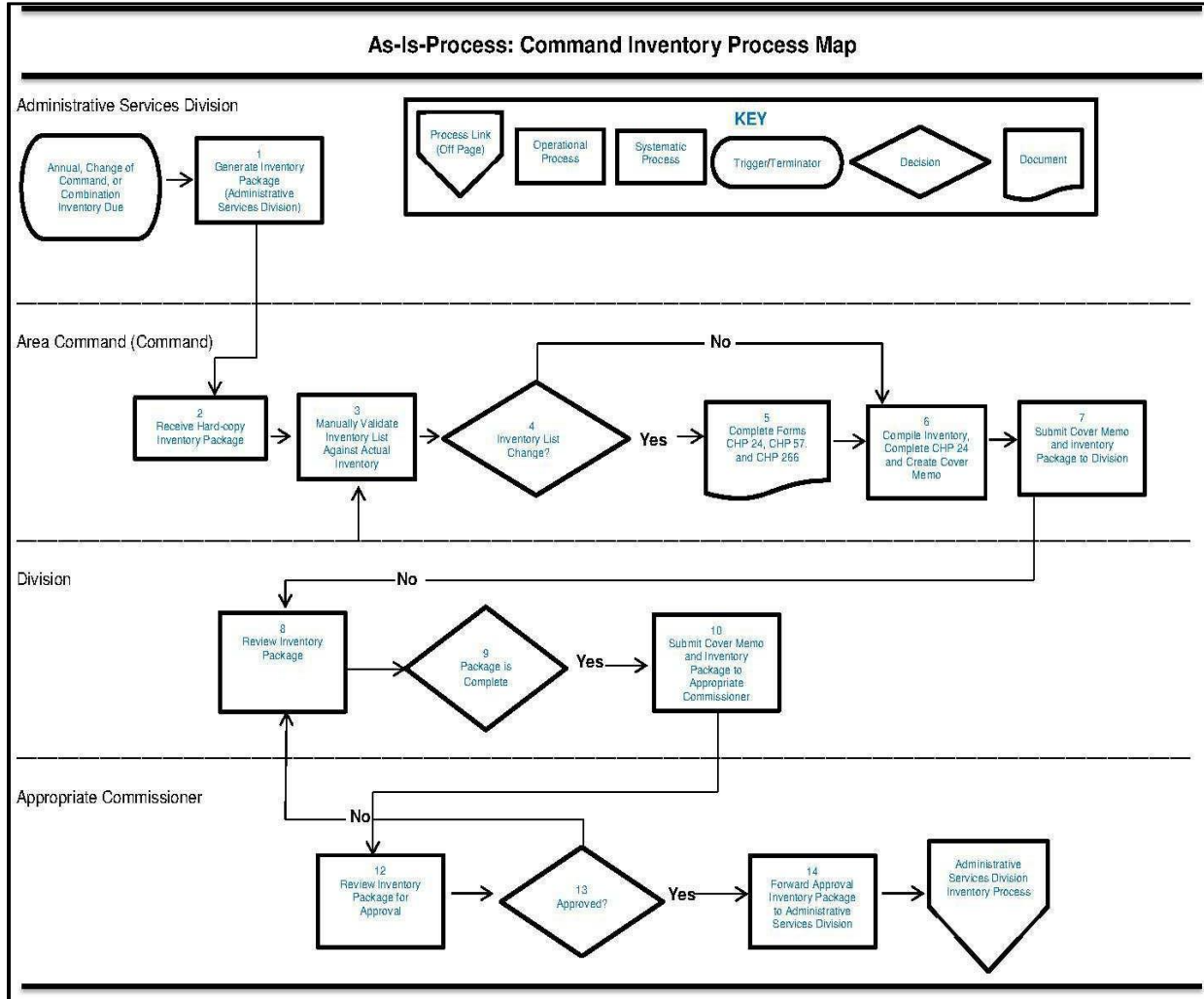


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ANNEX F

INVENTORY PROCESS FLOW CHART



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ANNEX H

CHP 266, CREDIT MEMO – EQUIPMENT (*continued*)

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

[PRINT INSTRUCTIONS](#)

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; Technology Infrastructure Section (TIS)-043NW; 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, TIS, 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, TIS, 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., computers, file servers, laptops, printers, with numbered tags) or monitors (unnumbered tags) **between commands**, send the signed, original CHP 266 to TIS-043NW, keep a signed copy for your records, and send a copy to the receiving command. When returning major/sensitive/minor computer equipment to TIS, send the original CHP 266 and equipment to TIS-043NW Warehouse, 601-C N. 7th Street, Sacramento, CA 95811 and keep a copy for your records. The TIS 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 TIS to ensure their warranty/replacement information is updated. Do not send copies of these credit memos to Administrative Services Division (ASD), Inventory Control Unit (ICU) or SSU; TIS 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 ASD, 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, TIS, 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, TIS, or TW.

Use previous editions until depleted.

Chp266_0625.pdf

ANNEX I

MAJOR, SENSITIVE, AND MINOR EQUIPMENT LISTING WITH FISCAL ALT. ACCOUNT CODES

Asset Description	MINOR (UNDER \$4999.99) NON-NUMBERED CHP TAG	SENSITIVE (UNDER \$4999.99) NUMBERED CHP TAG	MAJOR (OVER \$4999.99) NUMBERED CHP TAG
Accelerometer		5368065000	
Access Point		5368025003	
Air Compressor		5368095000	5362399000
Air Conditioners		5368095000	5362399000
Air Purifier		5368095000	
Aircraft Diagnostic Analyzer			5362225000
Aircraft Mover			5362225000
Aircraft Personnel Lift			5362225000
Aircraft Tow Tractor			5362225000
Airplane			5362220000
Airplane Transporter			5362225000
Alcohol Screening Device		5368065000	
Amplifier		5368095000	
Answering Machines		5368015002	
Antenna Control Unit			5362399000
Audio Mixer		5360825000	5362240000
Audio Presentation System		5360825000	5362240000
Audio Visual Console		5360825000	5362240000
Audio/Video System		5360825000	5362240000
Autoloader Backhoe Attachment			5362210000
Auto-Winder Camera		5368125000	
Avalanche Beacon		5362265000	
Ballistic Shield		5368065000	5362330000
Bar Code Reader		5360825000	
Base Station		5368065000	5362330000
Base Station Recorder		5368065000	5362330000
Battery Bank		5368095000	
Battery Charger		5368095000	
Battery Tester		5368095000	
Bellows Camera		5368095000	

ANNEX I

MAJOR, SENSITIVE, AND MINOR EQUIPMENT LISTING WITH FISCAL ALT. ACCOUNT CODES (*continued*)

Asset Description	MINOR (UNDER \$4999.99) NON-NUMBERED CHP TAG	SENSITIVE (UNDER \$4999.99) NUMBERED CHP TAG	MAJOR (OVER \$4999.99) NUMBERED CHP TAG
Bicycle		5368135000	
Bill Counter		5368115000	
Binoculars		5368065000	
Blood Pressure Monitor		5368085000	
Blu Ray Player		5360825000	
Bomb Robot			5362265000
Bomb Suit			5362265000
Bookcase	5368045000		5362250000
Breaching Ram		5368065000	
Breathalyzer PAS		5368065000	
Breathing Apparatus		5368068000	5362265000
Bullhorn		5368095000	
Burn Safe		5368065000	
Cabinets	5368045000		5362250000
Calibration Head Speedometer		5368095000	
Camcorder		5360825000	5362240000
Camera		5360825000	5362240000
Camera Lens		5368125000	
Canopy		5368095000	
Cart		5368095000	5362290000
Cassette Recorder		5360825000	5362300000
Cavity Resonator		5368095000	
CD Players		5360825000	
Cellular Phone		5304100001	
Cement Mixer		5368105000	
Central Processing Unit			5362240001
Chainsaw		5368095000	
Chairs (Clerical)	5368045000		5362250000
Changeable Message Sign			5362399000
Charging Station		5368095000	

ANNEX I

MAJOR, SENSITIVE, AND MINOR EQUIPMENT LISTING WITH FISCAL ALT. ACCOUNT CODES (*continued*)

Asset Description	MINOR (UNDER \$4999.99) NON-NUMBERED CHP TAG	SENSITIVE (UNDER \$4999.99) NUMBERED CHP TAG	MAJOR (OVER \$4999.99) NUMBERED CHP TAG
Collator			5362285000
Compactor			5366285000
Computer		5368025000	
Computer Aided Dispatch		5368025000	5362240000
Conex Boxes			5362399000
Console		5368025000	5362240000
Containers (Cargo/Hazardous)		5360825000	5362240000
Control Box			5368025003
Converter		5368025003	
Cordless Drill		5368155000	
CPU			5362240000
CPU Base Control Module			5362240000
CPU CPVE System Tray		53680250003	5362240001
Crane			5362285000
Credenza	5368045000		5362250000
Crisis Response Module			5362235000
Cutter		5368105000	5362285000
Data Extraction Kit		5360825000	
Data Logger		5368025000	
Decelerometer		5368095000	
Defibrillator		5368085000	
Desks (Executive/Premier)	5368045000		5362250000
Detector (Gamma, Metal, Radiation)		5368105000	5362285000
Diagnostic Analyzers		5368025003	5362240001
Diagnostic Tool		5368025003	5362240001
Diagnostic/Code Reader		5368025003	5362240001
Dictator		5368115000	
Digital Camera		5360825000	5362240000
Digital Mailing Machine		5360825000	5362240000
Digital Scale		5360825000	

ANNEX I

**MAJOR, SENSITIVE, AND MINOR EQUIPMENT LISTING
WITH FISCAL ALT. ACCOUNT CODES (*continued*)**

Asset Description	MINOR (UNDER \$4999.99) NON-NUMBERED CHP TAG	SENSITIVE (UNDER \$4999.99) NUMBERED CHP TAG	MAJOR (OVER \$4999.99) NUMBERED CHP TAG
Dishwasher			5362255000
Disk Drive		5368025000	
Dispatch Radio Console		5368015001	5362235001
Drill Press		5368155000	
Drone		5360825000	5362240000
Dryer (Carpet/Laundry)		5368055000	
DTP HDMI		5368025003	
Duplicator		5360825000	5362240000
DVD Player		5360825000	
Dynamometer		5368095000	
Edge Banding Machine			5362285000
Electric Pallet Truck		5368105000	
Emergency Reaction Timer		5368065000	
Explosive Tracking Kit			5362265000
Fatal Vision Goggles		5368065000	
Fax Machine		5368015000	
File Cabinet	5368045000		
Fire Safe		5368065000	
Firearms Training System			5362240000
Fisheye Lense		5368125000	
Floor Cleaning Machine		5368105000	
Floor Jack		5368155000	
Floor Polisher/Scrubber		5362285000	
Floor Scale		5368105000	
Forklift		5368105000	5362295000
Freezer		5368055000	5368055000
Fuel Management Unit			5362399000
Fuel Tank (Diesel, Gas, and Propane)			5362399000
Gateway		5368025003	
Generator		5368105000	5362399000

ANNEX I

MAJOR, SENSITIVE, AND MINOR EQUIPMENT LISTING WITH FISCAL ALT. ACCOUNT CODES (*continued*)

Asset Description	MINOR (UNDER \$4999.99) NON-NUMBERED CHP TAG	SENSITIVE (UNDER \$4999.99) NUMBERED CHP TAG	MAJOR (OVER \$4999.99) NUMBERED CHP TAG
GPS		5360825000	5362240000
GPS Tracker		5360825000	5362240000
Ground Power Unit		5368065000	5362265000
Gun Safe			5362399000
Heater	5368095000		
Helicopter			5362220000
Helicopter Dolly			5362245000
Hoist		5368095000	5362330000
Home Theater System		5360825000	5362240000
Hub		5368025003	
Hydraulic Press			5362285000
Ice Machine			5362255000
Imagine System			5362399000
Imprinter		5368025003	
Jet Fuel Tank			5362399000
Ladder		5368095000	5362399000
Laminator		5368095000	
Lane Scrubber			5362285000
Laptop		5368025000	5362240000
Lawn Sweeper		5368005000	
Lawn Mower		5368005000	5362210000
Leaf Blower		5368005000	
Letter Opener		5368115000	
License Plate Reader			5362330000
Lidar Unit		5360825000	
Life Pannel Astra		5368105000	
Lift Replacement			5362399000
Light Meter		5368065000	
Lighting System		5368065000	
Locator Beacon		5368065000	

ANNEX I

MAJOR, SENSITIVE, AND MINOR EQUIPMENT LISTING WITH FISCAL ALT. ACCOUNT CODES (*continued*)

Asset Description	MINOR (UNDER \$4999.99) NON-NUMBERED CHP TAG	SENSITIVE (UNDER \$4999.99) NUMBERED CHP TAG	MAJOR (OVER \$4999.99) NUMBERED CHP TAG
Locker (Evidence/Gun)		5368065000	5362265000
Mailing Machine		5368115000	5362290000
Maintenance Platform			5362315000
Metal Detector		5368095000	
Microcassette		5360825000	
Microfilm Reader/Printer		5368095000	
Microphone	5368095000		
Microscope		5360825000	
Microwave Oven		5368095000	
Milling Machine			5362295000
Modem		5368025003	
Monocular		5368095000	
Motorcycles			5362305000
Mower		5368005000	5362210000
Multifunction Printer Device (MFD) Copier		5360825000	5362240000
MVAR Replacement		5360825000	
Navigation System		5368065000	
Nexus Bundle			5362240000
Night Vision Binocular		5368065000	
Octave Band Analyzer		5368065000	
Offset Printing Press			5362285000
Omni Stream		5368065000	
Optical Speed Sensor			5362265000
Oscilloscope		5368065000	
Oven Range		5368055000	5362255000
Pallet Jack			5362285000
Paper Jogger		5368095000	
Parking Lot Sweeper			5362290000
Locker (Evidence/Gun)		5368065000	5362265000

ANNEX I

MAJOR, SENSITIVE, AND MINOR EQUIPMENT LISTING WITH FISCAL ALT. ACCOUNT CODES (*continued*)

Asset Description	MINOR (UNDER \$4999.99) NON-NUMBERED CHP TAG	SENSITIVE (UNDER \$4999.99) NUMBERED CHP TAG	MAJOR (OVER \$4999.99) NUMBERED CHP TAG
Patrol Bike		5368065000	5362295000
PED Charger		5368095000	
Plotter		5360825000	5362240000
Pole Saw		5368105000	
Polishers (Buffer)		5368105000	
Power Supply		5368095000	
Pressure Cooker			5362255000
Pressure Washer			5362285000
Primary Alcohol Screening Device (PAS)		5368065000	
Printing Press		5368105000	
Printer		5360825000	5362240000
Portable Fuel Tank			5362399000
Projection Screen		5368095000	
Projection System		5360825000	
Projector		5360825000	
Propane Tank		5368095000	5362399000
Public Address System		5368095000	
Radar Unit		5360825000	5362240000
Radiation Monitor		5368095000	
Radio (Mobile, Motorcycle, and Portable)		5368015001	
Radio Base Station		5368015001	
Radio Control Console		5368015001	
Radio Receiver (Fixed and Mobile Scanner)		5368015001	
Ransom Rest		5368095000	
Recorder		5360825000	
Refrigerator		5368055000	
Remote Firing Device			5362265000
Repeater		5368015001	

ANNEX I

MAJOR, SENSITIVE, AND MINOR EQUIPMENT LISTING WITH FISCAL ALT. ACCOUNT CODES (*continued*)

Asset Description	MINOR (UNDER \$4999.99) NON-NUMBERED CHP TAG	SENSITIVE (UNDER \$4999.99) NUMBERED CHP TAG	MAJOR (OVER \$4999.99) NUMBERED CHP TAG
Rescue Net	5368045000		
Scales		5368095000	
Scanner		5360825000	
Scope		5368065000	
Screens (Projector)		5368095000	
Scrubbers		5368095000	
Server		5360825003	5362240001
Shampooer		5368105000	
Sheds		5368095000	5362399000
Shredder		5368105000	
Simulator		5368095000	5362399000
Snowblower		5368150000	
Socket Set		5368095000	
Sound Systems		5360825000	
Speed Mill Machine			5362285000
Spindle and Nut Assembly		5368095000	
Stabilizer		5368105000	
Starting Unit		5368105000	
Steam Cleaner		5368055000	
Steam Kettle		5368055000	
Step Kit for Stage			5362280000
Storage Building			5362399000
Stoves		5368055000	
Stretch Wrap Machine			5362285000
Surveillance Equipment		5360825000	5362240000
Surveillance System		5360825000	5362240000
Survey System			5362399000
Sweeper		5368055000	
Switch		5368025003	
Tables	5368045000		

ANNEX I

**MAJOR, SENSITIVE, AND MINOR EQUIPMENT LISTING
WITH FISCAL ALT. ACCOUNT CODES (continued)**

Asset Description	MINOR (UNDER \$4999.99) NON-NUMBERED CHP TAG	SENSITIVE (UNDER \$4999.99) NUMBERED CHP TAG	MAJOR (OVER \$4999.99) NUMBERED CHP TAG
Tablet		5368025000	
Tank (Propane)		5368095000	
Tape Machine		5368115000	
Target			5362265000
Telephone System		5368015002	5362235002
Television		5360825000	
Test Kit (Brake)		5368095000	
Time Stamp Clock		5368095000	
Tire Changing Machine			5362330000
Track Loader			5362295000
Tracking Kit		5368095000	
Tractor (Electric Tow)		5368105000	5362295000
Trailers		5368105000	5362295000
Transceiver			5362235001
Transcriber		5368115000	
Transmitter			5362235001
Trimmer		5368095000	
Tripod		5368125000	
Trucks		5368105000	5362295000
Trunk Strength Testing		5368085000	
TV Monitor		5360825000	
Typewriters		5368115000	
Uninterruptible Power Supply (UPS)		5360825000	5362240000
Upholstery Cleaner		5368095000	
Vacuums		5368095000	
VCR		5368095000	
Vehicle Buffer/Polisher		5368095000	
Vehicle Hoist			5362330000
Vehicle Mounted Radar		5360825000	5362240000
Vehicular Traffic Radar		5360825000	5362240000

ANNEX I

**MAJOR, SENSITIVE, AND MINOR EQUIPMENT LISTING
WITH FISCAL ALT. ACCOUNT CODES (*continued*)**

Asset Description	MINOR (UNDER \$4999.99) NON-NUMBERED CHP TAG	SENSITIVE (UNDER \$4999.99) NUMBERED CHP TAG	MAJOR (OVER \$4999.99) NUMBERED CHP TAG
Video Digital Night Shot Camera		5360825000	
Video Editing System		5360825000	5362240000
Voice Recorder		5360825000	
Voting Panel			5362399000
Water Filtration System (Dispenser)			5362255000
Weight Training System			5362310000
Welder		5368095000	
Wheel Balancer		5368095000	5362330000
Window Air Conditioner		5368105000	
Wire Processing Machine			5362285000
Workstation		5368045000	
X-Ray Generator			5362265000
X-Ray Kit			5362265000
X-Ray System			5362265000