

CHAPTER 6
TOOLS AND EQUIPMENT
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CHAPTER 6
TOOLS AND EQUIPMENT

1. GENERAL. Each command has a complete set of automotive tools and equipment. This set of tools will be sufficient for the command's automotive personnel to perform the duties identified in their job descriptions.

2. DESCRIPTION. Tools and equipment items are classified as major equipment, sensitive equipment, minor equipment, or operating expense. Refer to Highway Patrol Manual (HPM) 11.2, Materials Management Manual, for specific equipment category descriptions. Each of the classifications require a specific purchasing and inventory practice.

3. STANDARD AUTOMOTIVE EQUIPMENT ITEMS.
 - a. Major (Over \$5,000) and Sensitive Equipment Items.
 - (1) Tire changing machine.
 - (2) Electronic wheel balancer.
 - (3) Steam cleaner.
 - (4) Vehicle hoist.
 - (5) Air compressor.
 - (6) Handheld scanner.

 - b. Minor (Under \$5,000) Equipment that Does Not Meet Sensitive Criteria.
 - (1) Motorcycle lift.
 - (2) Welder.
 - (3) Floor drill press.

 - c. Operating Expense.
 - (1) Hand tools (wrenches, sockets, screwdrivers, etc.).
 - (2) Power drill (plug-in or cordless).

- (3) Battery load tester, handheld.
- (4) Air wrench (1/2" or 3/8" drive).
- (5) Air ratchet wrench (3/8" or 1/4" drive).
- (6) Bench vise.
- (7) Heat gun.
- (8) Floor jack, hydraulic.
- (9) Workbench, steel.
- (10) Ladder, step.
- (11) Toolbox/roll-around chest.
- (12) Air circulator.
- (13) Bench grinder.
- (14) Battery charger.
- (15) Tire stud gun.
- (16) Creeper.

4. RESPONSIBILITY. As identified in HPM 11.2, commanders shall be responsible for all state-owned equipment assigned to their respective command. Automotive tools and equipment shall be kept in a secure tool chest, locker, or cabinet.

5. SEPARATION OF DUTIES. Commands shall comply with the State Administrative Manual, Section 8652, Property Inventory, requiring separation of duties when:

- a. Receiving property.
- b. Tagging property and keeping records.
- c. Conducting physical inventory counts.
- d. Reconciling an inventory list to the physical count and investigating discrepancies.
- e. Disposing of property.

f. If an employee performs more than one of these duties, compensating controls must be in place. Commands shall incorporate the requirement for separation of duties into their local standard operating procedures.

6. PURCHASING.

a. Major/Sensitive Equipment. Items identified in this classification are subject to the general instructions as set forth in HPM 11.2, Chapter 7, Purchases.

(1) These equipment items require budgeted funds for initial and replacement purchases.

(2) Purchases of major automotive equipment require the approval of Fleet Operations Section (FOS).

(3) Purchases of major automotive equipment are to be submitted to Purchasing Services Unit (PSU) using the Financial Information System for California (FI\$Cal). Use one requisition per vendor.

(4) Commands shall obtain pricing from a minimum of two vendors for major/sensitive equipment. Contact PSU for assistance in the purchasing process, if needed.

b. Minor Equipment. Items identified in this classification are subject to the general instructions as set forth in HPM 11.2, Chapter 7.

(1) These equipment items require budgeted funds for initial/replacement purchase.

(2) Purchases shall be requisitioned using FI\$Cal. Use one requisition per vendor.

(3) Commands shall obtain pricing from a minimum of two vendors for minor equipment. Contact PSU for assistance in the purchasing process, if needed.

c. Operating Expense. These are portable, handheld tools.

(1) These items shall be acquired using FI\$Cal. The process is described in HPM 11.2, Chapter 7.

(2) Most tools used by automotive personnel are brands which have a lifetime guarantee; however, when tools break, local distributors shall be used to purchase replacement tools whenever possible.

(3) Any tool order submitted through the requisition process shall include a pricing quote with a minimum of two vendors. Contact PSU for assistance in the purchasing process, if needed.

d. Emergency Purchases.

(1) Major/sensitive/minor equipment items shall be requested using FI\$Cal as described in paragraphs 6.a. and 6.b.

(2) Funding for emergency purchases shall be taken from each Division's equipment fund allocation. Requisitions shall be sent to Division for approval and identification of funds.

(3) Hand tools which are lost or broken and cannot be replaced under the manufacturer's warranty may be replaced using the Procurement Card (P-Card). **Purchases of socket, wrench, or screwdriver sets with the P-Card are prohibited.** Refer to HPM 11.2, Chapter 3, CAL-Card Program, Annex D, Prohibited Items, for a list of prohibited P-Card purchases.

7. INVENTORY.

a. Major/Minor/Sensitive Equipment. Commanders are responsible for completing an annual inventory of all equipment items, including vehicle equipment. This inventory shall be completed in accordance with the guidelines in HPM 11.2, Chapter 8, Equipment.

b. Hand Tools.

(1) Commanders shall ensure a thorough inventory of hand tools and other automotive equipment-related items is conducted at the end of each fiscal year or when automotive technician assignments change. If the personnel change takes place within 90 days before or after the end of the fiscal year, the annual inventory will suffice. It is recommended a suspense be established for this inventory.

(2) This inventory is to be conducted by a person not directly involved in maintaining the command's fleet. The person conducting the inventory shall use the previous inventory as a basis for the current inventory.

(3) Inventories should be documented on a locally generated inventory sheet, or FOS can provide a standard checklist. All inventory sheets shall include the reviewer's name and date of the inventory. In the event a locally generated inventory list does not exist, a memorandum indicating the results of the inventory will suffice.

(4) Completed inventory documents shall be filed locally and retained for a period of two years.

(5) Commanders shall ensure inventory discrepancies are investigated and processed as described in HPM 11.2, Chapter 8.

(6) When hand tools are broken, lost, or stolen, the inventory shall be adjusted.

8. BUDGETING.

a. General. It is necessary to use budgeted funds for the purchase of major, sensitive, and minor equipment. Basic hand tools do not require budgeted funds for their purchase.

b. Justifications. Budget justifications for equipment items listed in paragraph 3. of this chapter need to include only the following:

(1) Replacement of standard vehicle equipment items. The unit has reached its expected replacement life and will require replacement during this fiscal year.

(2) This equipment item is identified as a requirement for the Automotive Technician to perform assigned duties.

(3) Justifications for other automotive equipment items shall be completed in accordance with the guidelines in HPM 11.1, Administrative Procedures Manual, Chapter 1, Budget Preparation and Administration.

c. Approval.

(1) Division provides the initial approval of all vehicle items requested through the budget process.

(2) Fleet Operations Section reviews most vehicle equipment requests and provides Division with information as to whether the items should be included in the Division's spending plan.

d. Equipment Life Expectancy. Fleet Operations Section has developed a projected useful life for the vehicle equipment assigned to commands (refer to Annex A). This projection shall be used in budgeting for replacement equipment. Commands shall review this projection annually when preparing budget requests. Fleet Operations Section is available for help in determining the useful life of other equipment items not listed in Annex A.

e. Budget Cost Estimates. Commands requesting vehicle equipment, not listed as standard vehicle equipment, shall obtain a current price for the equipment item. The price used on the budget equipment request shall be the current price plus ten percent. This will take into consideration that the budget request is made approximately 18 months prior to the actual purchase.

9. EQUIPMENT REPAIR. Commands shall locate a reputable repair facility and obtain an estimated cost of repair. Once a repair estimate is obtained, the command shall determine whether the cost of repair exceeds the value of the equipment item. Repairs which appear too costly shall be discussed with FOS. Fleet Operations Section shall make the determination to repair or replace the equipment item. If repairs are to be made, commands shall contact their respective Division for an X number which is a purchase order number for repair. Equipment repair guidelines are defined in HPM 11.2, Chapter 8.

10. PARTS WASHER SERVICE. Fleet Operations Section will obtain the necessary contracts to provide each command with a parts washer and cleaning service. This service is optional for all commands that are performing on-site vehicle repairs. Some headquarters commands, such as the Academy, will have a number of these cleaning tanks. Questions or problems relating to the parts washer service shall be directed to FOS.

11. TOOLS/SUPPLIES - SUPPLY SERVICES UNIT. The Supply Services Catalog, 07 Automobile and Motorcycle Equipment and Supplies, contains a small assortment of vehicle supplies, which may be ordered through quarterly supply requisition. Commands shall ensure that vehicle supplies available through this catalog are not purchased using petty cash or other purchase methods. Refer to HPM 11.2, Chapter 6, Supply Services Acquisitions, for guidelines and procedures.

ANNEX A

VEHICLE EQUIPMENT LIFE EXPECTANCY

EQUIPMENT ITEM	EXPECTED LIFE	BUDGET COST
Tire Changing Machine	6 Years	\$11,000.00
Electronic Wheel Balancer	10 Years	\$3,500.00
Hydraulic Floor Jack (2 Ton)	5 Years	\$400.00
Hydraulic Floor Jack (1.5 Ton)	5 Years	\$375.00

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