

CHAPTER 5
TELECOMMUNICATIONS EQUIPMENT
ACCOUNTABILITY AND INVENTORY CONTROL
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CHAPTER 5
TELECOMMUNICATIONS EQUIPMENT
ACCOUNTABILITY AND INVENTORY CONTROL

1. GENERAL INFORMATION.

a. Purpose. The purpose of this chapter is to describe the Department's procedures and policies for the accountability of telecommunications equipment and to provide guidelines for reporting changes of equipment assignments.

b. Objectives. The Department's objective is to have an accurate record of all telecommunications equipment assets. Integral to meeting that objective is the establishment of and adherence to policies and guidelines for equipment accountability.

c. Responsibility. Commanders are responsible for the accountability of all telecommunications equipment assets assigned to their command. Telecommunications Section (TS) is the Office of Primary Interest for managing the equipment inventory records for all telecommunications equipment assets.

d. Policy. The Department's telecommunications equipment assets shall be managed in accordance with this chapter and Highway Patrol Manual (HPM) 11.2, Materials Management Manual, Chapter 8, Equipment.

(1) When equipment assets are transferred from one command to another, the transfer must be documented on a CHP 266, Credit Memo - Equipment.

(2) When telecommunications equipment is removed from a vehicle and/or transferred to another vehicle or command location, commands will complete a CHP 57, Motor Vehicle Assignment and Transfer, in accordance with HPM 31.1, Fleet Operations Manual, and a CHP 266.

(3) The CHP 266 with original signature, and, if applicable, a copy of the CHP 57, with signature(s), should be forwarded to TS, attention Property Inspector. A scan of the document(s) should also be sent via e-mail to TSPropertyForms@chp.ca.gov.

2. TELECOMMUNICATIONS EQUIPMENT MANAGEMENT.

a. General. Most California Highway Patrol (CHP) facilities and vehicles are equipped with telecommunications equipment. All property must be inventoried annually.

b. Equipment Repair and Replacement. The California Office of Emergency Services Public Safety Communications (PSC) is responsible for maintaining CHP telecommunications equipment and systems. In some instances, the defective equipment cannot be repaired in the field and must be removed from service for repair. Spare or replacement equipment may be used to replace the defective equipment in order to keep the system or vehicle in service. The original equipment may or may not be reinstalled in the same facility or vehicle after it is repaired and returned to service. Telecommunications equipment repair and replacement procedures are as follows:

(1) Repair and Maintenance of Telecommunications Equipment. The PSC radio technicians will remove and replace defective equipment with spare equipment in those instances where on-site repairs cannot be performed.

(a) Mobile Radio Units and Components. The PSC radio technician should give the defective unit or component(s) to the Area/Division command for immediate return to the TS Warehouse, location code 047T. Commands will not normally allow the PSC radio technician to take away units or components with R# tags. These items are to be returned to the TS Warehouse. The mobile radio equipment may include radio control heads, various radio transmitters, repeater, scanner, base computer modules, siren amplifiers, antenna switch boxes, or any other piece of communications equipment.

(b) Portable Radio Extenders and Accessories. Commands must return defective radios and/or accessories to 047T, accompanied with a CHP 266. Warehouse staff will sign the CHP 266 verifying receipt of the equipment and return a signed copy to the command. The CHP 266 with original signatures will be forwarded to TS, attention Property Inspector.

(c) Fixed Equipment and Systems. Repair and maintenance on fixed system equipment and component(s), such as base stations and non-dispatch consoles, will be performed by the PSC radio technician. In these instances, the radio technician will not give the defective equipment/component(s) to the Area/Division command; but will instead handle the repair or replacement of the defective equipment/component(s) to conclusion. When defective equipment is removed from or installed into a command, even temporarily, transfer paperwork, such as the TD-944, Client Equipment Change, should be provided to the command by the PSC radio technician. If the PSC radio technician does not provide transfer paperwork, a CHP 266 must be prepared by the affected command and should be signed by the PSC radio technician. A refusal by the PSC radio technician to sign or provide paperwork should be documented by the command. Commands will forward any transfer

paperwork, with original signatures, to TS, attention Property Inspector, and provide a copy via e-mail to TSPROPERTYFORMS@CHP.CA.GOV.

(d) California Highway Patrol Retention of Defective Equipment. The PSC radio technician should not take defective CHP portable or mobile radio equipment from the Area/Division location. The Area/Division is responsible for transferring the defective mobile and portable equipment and components to the TS Warehouse.

(e) Replacing Defective Equipment. Commands will return defective equipment to the TS Warehouse accompanied with a CHP 266. If replacement equipment is required, requests should be sent via e-mail to TSEQUIPREQUEST@CHP.CA.GOV. Urgent requests should be e-mailed and a follow up telephone call should be placed to the warehouse staff. Requests for replacement equipment should clearly identify the equipment that is in need of replacement. At a minimum, the CHP R-number, manufacturer, and model should be included in the e-mail request. This will allow for staff to ensure that the equipment is promptly returned from the field once replacement equipment is received.

c. Equipment Transfer/CHP 266. Each command is responsible for preparing a CHP 266 in accordance with this chapter and HPM 11.2, Chapter 8, when any equipment is removed or transferred from the assigned location. The CHP 266 form will identify the receiving command and items being transferred. The receiving command will sign the CHP 266 verifying receipt of the equipment and send a copy of the CHP 266 to the originating command; retain a copy for themselves; and send the original to the TS Property Inspector. If there are unusual circumstances where a CHP 266 cannot be completed by a command, or the transferring command location is unknown, the receiving command will prepare and sign a CHP 266 form and process it according to the directions in paragraph 1.

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