



ATHERTON POLICE DEPARTMENT

Inter-Department Correspondence

To: Chief McCulley

From: Commander Larsen

Date: February 1st, 2023

Subject: 2022 Vehicle Inspection Audit

Audit Purpose: The purpose of this vehicle inspection audit is to ensure all APD patrol vehicles, unmarked vehicles, and motorcycles have the proper equipment necessary for deployment and the equipment is functional.

Audit Scope: This is an annual audit conducted at the beginning of each calendar year and encompasses all the equipment assigned to each vehicle (for the comprehensive list of equipment, see the attached excel spreadsheets).

Audit Methodology: The Auditor (Sgt. Taylor & CSO Johnson) use a pre-designated vehicle equipment checklist to go through each patrol vehicle (9), unmarked vehicle (7), and motorcycle (5).

Audit Results: The vehicle inspection determined the following:

- 1 vehicle (12) was missing a cellphone.
- Other minor items were missing. Those items have already been replaced or are in the process of being replaced.

Audit Action Items: Staff is searching for the missing cellphone. If it is not located, I recommend replacing it as it is for a command vehicle.

07-08-2023 Reviewed + approved.
If the missing cell
phone is not located,
a lost equipment admin
review will be
completed.

S-AI

ITEMS	3 CAD	SUV 12 (CAD)	SUV 14	SUV 15	SUV 16 (R-1)	SUV 17	SUV 18	SUV 19	SUV 20	SUV 21
VEHICLE ASSIGNMENTS		Pronke	Andriha	Torres/Kumar	Romero	Davidovich/Rivera	Patel	Mastagi/Yamsuan	?	Fong/Magami
ABAG Collision Forms	NA	yes	no (added)	no (confirmed)	yes	no (added)	no (located in vehicle)	yes	no (added)	yes
APD CELL	650-743-3112 (with Dutta)	650-743-3115 (UTI)	650-868-4845	650-815-8176	650-999-6551	650-999-5027	650-743-3118	650-207-7456	650-512-2993	650-512-294
Bolt Cutters	NA	no (added)	yes	yes	yes	yes	yes	no (located in vehicle)	no (added)	yes
Defibrillator (medical bag?)	NA	yes	yes	yes	yes	yes	yes	yes	yes	yes
Entry Ram/Breaching (sup)	NA	yes	yes	n/a	yes	n/a	n/a	n/a	n/a	yes
Fire Extinguisher (Svc Date)	NA	yes	yes	yes	yes	yes	yes	yes	yes	yes (uti) ? - (located in vehicle)
Flares	NA	no (located in vehicle)	yes	yes	yes	yes	yes	yes	yes	no (added)
Gate Opener	NA	yes	yes	yes	yes	yes	yes	yes	yes	yes
ICS Board	NA	yes	no	NA	NA	NA	NA	NA	NA	yes
Jumper Cables	NA	yes	yes	yes	yes	yes	yes	yes	yes	yes
Medical Bag	NA	yes	yes	yes	yes	yes	yes	yes	yes	yes
Narcan	NA	yes	yes	yes	yes	yes	yes	yes	yes	yes
Police/Caution Tape	NA	yes	yes	yes	yes	yes	yes	yes	yes	no (located in vehicle)
Radar Remote	NA	yes	yes	yes	yes	yes	yes	yes	yes	yes
Moving Radar Unit	NA	yes	yes	yes	yes	yes	yes	yes	yes	yes
Radar Tuning Forks	NA	yes	yes	yes	yes	yes	yes	yes	yes	yes
Rolltape	NA	yes	yes	yes	yes	yes	yes	yes	yes	yes
School/Campus Maps	NA	yes	yes	yes	yes	no	no	no	no	no
Traffic Safety Cones	NA	yes	yes	yes	yes	yes	yes	yes	yes	yes
Traffic Safety Paint	NA	yes	yes	yes	yes	yes	yes	yes	yes	yes
Hard hat	NA	yes	yes	yes	no (added)	yes	yes	no (added)	no (added)	no (added)

Andriha working on it

Date:
01/26/2023

Inspector: Assigned Staff

Comments:

Vehicle Inventory Checklist 2023

ITEMS	CEO (AT-74)	BLUE POOL (AT-S2)	Commander (AT-S4)	Chief (AT-S5)	GRY POOL (AT-S6)	WHITE CANEY (AT-ISO)	SIL CANEY (AT-IST)
ABAG Collision Forms	no (added)	no (added)	yes	yes	no (added)	no (added)	no (added)
APD CELL	yes	NA	NA	NA	NA	NA	NA
Biohazard Kits	NA	no (email sent to Massaglit)	no (email sent to Massaglit)	yes	no (email sent Massaglit)	no (email sent Massaglit)	no (email sent Massaglit)
Bolt Cutters	NA	NA	NA	NA	NA	NA	NA
Defibrillator / Pads Exp.	NA	NA	NA	NA	NA	NA	NA
Fire Extinguisher (Svc. Date)	no (pending)	no (pending)	yes	yes	no (pending)	no (pending)	no (pending)
Flares	no	NA	NA	yes	NA	no (pending storage location)	no (pending storage location)
Gate Opener	yes	no (added)	yes	yes	yes	yes	yes
Gun Lock Box	NA	yes	yes	yes	yes	yes	yes
ICS Board	NA	NA	yes	yes	NA	NA	NA
Medical bag	yes	yes	yes	yes	yes	yes	no
Narcan	NA	no	yes	yes	no	yes	yes
Police/Caution tape	no (added)	yes	no (added)	yes	yes	no (added)	no (added)
Radar Unit	NA	NA	NA	NA	NA	NA	NA
Rotatope	NA	NA	NA	NA	NA	NA	NA
School/Campus Maps	NA	no	no	yes	no	no	no
Traffic Safety Cones	(no) added	no (added)	no (on order)	yes	no (added)	no (added)	no (added)
Traffic Safety Paint	NA	NA	NA	NA	NA	NA	NA
Hard Hat	no (added)	NA	no (added)	yes	NA	no (added)	no (added)

Inspector: Andruha working on it

Signature:

Date:

Comments:

Vehicle Inventory checklist 2023

ITEMS	MC-1 Rojas	MC-2 Gatto	MC-3 McDonald	MC-4 Metzger	Spare MC
ABAG Collision Forms	yes	no (added)	yes	yes	
AR	yes	yes	yes	yes	
Gate Opener	yes	yes	yes	yes	
Narcan	yes	yes	yes	yes	
Radat Unit	2	yes	yes	yes	
Radat Tuning Forks	yes	no (given to Gatto)	yes	yes	
Traffic Vest	yes	yes	yes	yes	

Inspector:

Signature:

Date:

Comments:

vehicle inventory checklist 2023