

## OFFICE OF OPERATIONS

### NOTICE

August 8, 2017

1.11

**TO:** All Office of Operations Personnel

**FROM:** Director, Office of Operations

**SUBJECT:** ACCESS TO KITROOM INVENTORY TRACKING SYSTEM (KITS) -  
RESTRICTED

Currently, all sworn employees have access to the Kitroom Inventory Tracking System (KITS) from any LAN-equipped computer. Effective immediately, all kitroom equipment shall be checked in and out using KITS through the kitroom. Additionally, authorization to access KITS is restricted to the following employees:

- Watch Commanders;
- Assigned Kitroom Officers;
- Assigned Kitroom Supervisors; and,
- Watch Commander designees, after having properly documented approval on the Kitroom Sign-In Log.

Watch Commanders shall ensure that an authorized employee is recorded on the Deployment Planning System (DPS) Daily Worksheet as the assigned kitroom officer. Watch Commanders shall ensure all other personnel who access the kitroom appropriately sign and document all equipment checked in or out, as required by Administrative Order No. 2, *Kitroom Sign-In Log*, dated March 13, 2013.

**Note:** The Kitroom Inventory Tracking System maintains an audit log of all logins. The Office of Operations, in conjunction with Information Technology Bureau, will conduct periodic inspections of access to ensure compliance with this directive.

Should you have any questions, please contact Evaluation and Administration Section, Office of Operations, at (213) 486-6050.



MICHEL R. MOORE, First Assistant Chief  
Director, Office of Operations

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