NOTICE
1.11

July 25, 2019

TO: All Office of Operations Personnel

FROM: Director, Office of Operations

SUBJECT: RADIO FREQUENCY IDENTIFICATION (RFID) CARD READER USAGE DURING EQUIPMENT CHECK OUT PROCESS

Each of the 21 geographic area kitrooms was recently outfitted with Radio Frequency Identification (RFID) card readers, which will be used in conjunction with the Kitroom Inventory Tracking System to streamline the equipment check-out process and make it easier to control, assign, and track equipment.

Prior to checking out any equipment, Department personnel are now required to provide their Department-issued identification card to the assigned kitroom officer. After using the RFID reader to scan the identification cards of every officer assigned to a specific car/detail, the kitroom officer can then continue with the previously-established equipment check out process. If the assigned kitroom officer overrides the RFID scan feature and manually enters an officer's serial number, they shall provide a specific reason for doing so in the "notes" section that automatically appears.

Area Watch Commanders shall review the *Kitroom RFD Bypass Report* provided daily by the assigned kitroom officer and verify that if overrides do exist, that a valid reason is referenced in the "notes" section. Any findings shall then be documented in the Watch Commanders Daily Report, form 15.80.00.

Attached is an informative reference guide Information Technology Group prepared in regard to the RFID portion of the equipment check out process.

If you have questions regarding this matter, please contact the Evaluation and Administration Section, Office of Operations, at (213) 486-6050.

ROBERT N. ARCOS, Assistant Chief
Director, Office of Operations

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How to scan employee ID card with RFID card Reader

1. Login to KITS

   After login, the default screen is "checkout Equipment" screen. If not, Click on "Check Out" located on upper right hand corner of the page to open the "Checkout Equipment" screen.

2. Select "Watch"
3. Select or enter "Unit"
4. Click on the Text box for "Scan RFID" and verify your cursor blinking on the text box, then Scan in the employee's ID card.

   > The employee's info will populate on the right grayed-out text box. If there are more than one employee checking out the equipment, click on the next "Scan RFID" Text box and repeat step 4.

5. If you need to override RFID (override employee ID card scanning), follow below steps 6,7, 8.
6. Click "Override RFID" button in the middle to activate override search option
7. First, type in the reason for the override, Then
8. Click on the grayed-out search text field to remove the grayout and allow you to type in the employee's serial number or name search. You may need to click twice to allow keyboard type in (text entry).
9. When you're done scanning / entering checkout employee(s). Click "Continue to Checkout".