

HOME-GARAGING REVIEW COMMITTEE

NOTICE

June 13, 2023

1.10

TO: All Commanding Officers

FROM: Chair, Home-Garaging Review Committee

SUBJECT: REQUESTS FOR NEW AND EXISTING HOME-GARAGING AUTHORITIES FOR FISCAL YEAR 2023/24 - JULY 1, 2023 to JUNE 30, 2024

HOME GARAGING AUTHORITY REQUESTS ARE DUE TO ADMINISTRATIVE SERVICES BUREAU NO LATER THAN JUNE 22, 2023.

The Los Angeles Police Department (Department) home-garaging program is managed by the Home-Garaging Review Committee (HGRC). The Home-Garaging Authority (HGA) is an authorization to drive a City vehicle off-hours and garage a City vehicle away from the regular work location approved by the Board of Police Commissioners (BOPC). The staff at Administrative Services Bureau (ASB) provides support for the HGRC.

For home-garaging purposes, a City vehicle is any motor vehicle under the direction and control of the Department, or is used by the Department, and is not owned by a City employee. The "regular work location" is where the Department usually requires the home-garaging employee to report for work at the beginning of each tour of duty. A Home-Garaging Vehicle Authority is assigned to a position or group of positions having the same specific duties and responsibilities within the same command.

Home-Garaging Review Committee will review all new and renewal HGA requests for Fiscal Year (FY) 2023/24 and submit the recommendations to the Chief of Police (COP) for approval and submission to the BOPC for action. Upon approval, ASB will publish a Notice to all commanding officers advising the status of the HGA requests. The HGAs are not valid until the BOPC has approved the report and the FY has begun.

PROCEDURE

Summary of Home-Garaging Authorities, Form 11.36.01, must be completed by all commands requesting new and renewal HGAs. The summary must indicate the rank and description of the position. In the appropriate fields, indicate the FY as "2023 – 2024," and the Vehicle Authority Code as "Year 2023" - "Command of assignment abbreviation" – "Authority number" in succession. Commanding officer, sworn and civilian, shall be included on the Summary of the HGA.

Home-Garaging Vehicle Authority (HGVA) Application, Form 11.36.00, is used to apply for a HGVA. New and renewal applications, shall briefly describe the specific duties requiring the authority.

New applications shall state:

- Whether the position is an increase in the table of organization (TO);
- If not an increase in the TO, where the position came from and why;
- Position responsibilities, including changed conditions; and
- How those responsibilities were carried out without such an authority.

Each new or renewal application shall include a justification based on the applicable criteria:

- Employees whose duties regularly subject them to 10 or more emergency call-outs per FY and/or are on stand-by status where time is a critical factor and direct response serves the public interest and/or employees who, because of their individual expertise, use of specialized equipment or assignment of a specially equipped vehicle, are regularly required to respond, without prior notice, directly to a crime scene;
- Commanding officers, sworn and civilian, (when assigned a new vehicle);
- Crime task force employees whose duties require direct reporting to locations other than their assigned headquarters; or,
- Home-garaging assigned at the discretion of the Chief of Police.

Note: Commanding officers sworn or civilian, are exempt from completing yearly HGVA's for Department vehicles to which they are personally assigned.

Home-Garaging Employee Authorization (HGEA), Form 11.35.01, must be completed each FY by all Department personnel requesting an HGA (excluding commanding officers, sworn and civilian). The BOPC will grant approval of a specific position or group of positions to regularly home garage a Department vehicle only when they are subject to a high frequency of emergency call-outs or inspections (10 or more times per FY). The use of all home-garaged vehicles, excluding transportation to and from work, will be restricted to the performance of official duties. Personal use of home-garaged vehicles is prohibited.

COMMANDING OFFICERS AND DIRECTORS shall review and sign HGEA and HGVA requests within their respective chain of command for compliance with the Department's "operational necessity" standard. Additionally, command officers shall review and approve all HGEA requests submitted by all immediate subordinate staff and command officers and by all other employees within their command who are not also within a subordinate command and forward each HGEA request directly to ASB immediately upon approval.

All Commanding Officers

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ADMINISTRATIVE SERVICES BUREAU will maintain a file of the original Summary of HGAs, HGVAs, HGEAs, and Home-Garaging Vehicle Logs.

All requests are due no later than June 22, 2023. Completed forms shall be forwarded, via chain of command, to ASB. Questions regarding home-garaging may be directed to Sergeant Louis Farias, Administrative Services Bureau, at (213) 486-7060.



DOMINIC H. CHOI, Assistant Chief
Chair, Home-Garaging Review Committee

DISTRIBUTION "B"

Attachments

SUMMARY OF HOME-GARAGING AUTHORITIES

FISCAL YEAR _____

BUREAU	GROUP <small>(if applicable)</small>	AREA or DIVISION, SECTION, and UNIT					
UNIT and RANK/JOB DESCRIPTION <small>One car per line</small> List current usage and Requested Authorization	TYPE			HGA REQUESTED		Approved by HGRC	
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HOME-GARAGING VEHICLE AUTHORITY APPLICATION

FOR A SINGLE VEHICLE (TWO-WHEEL MOTORCYCLES EXCEPTED) TO BE HOME-GARAGED

IN FISCAL YEAR 20 ____ _

RANK-PAYGRADE
POSITION TITLE
DETAIL
UNIT
SECTION
DIVISION
AREA
GROUP
BUREAU
OFFICE
INSTRUCTIONS: Give information for the senior employee who will be authorized to home-garage.

VEHICLE AUTHORITY CODE
H ____ _
INSTRUCTIONS: For a new authority, enter "NEW REQUEST" on code line above.
For a renewal authority, enter last year's code after updating the year (first two digits). For example, change "11" to "12" on renewal applications for FY 2011-12.
Vehicle Body Type: _____
Special Equipment in Vehicle: _____

<input type="checkbox"/> RENEWAL AUTHORITY
<input type="checkbox"/> Actual uses last calendar year (for all renewal authorities and for new authorities if available).
EMERGENCY CALL-OUTS _____
OFF-HOUR INSPECTIONS _____
OTHER OFF-HOUR USES _____
<input type="checkbox"/> NEW AUTHORITY
<input type="checkbox"/> Estimated uses this calendar year for new requests
EMERGENCY CALL-OUTS _____
OFF-HOUR INSPECTIONS _____
OTHER OFF-HOUR USES _____

Place a check mark in all boxes next to the statements that apply to employee(s) who will home-garage this vehicle. If no statement applies, do not apply for a Home-Garaging Vehicle Authority.

Employees whose duties regularly subject them to emergency call-outs and/or are on stand-by status where time is a critical factor and direct response serves the public interest and/or employees who, because of their individual expertise, use of specialized equipment, or assignment of a specially equipped vehicle, are regularly to respond, without prior notice, directly to a crime scene.

Crime task force employees whose duties require direct reporting to locations other than their assigned headquarters.

Chief of Police approval.

Note: Captains and above and civilian equivalents are exempt from completing the Home-Garaging Vehicle Authority Application for Department vehicles to which they are personally assigned.

Briefly describe the specific duties which require this authority. If this is a request for a new authority, state: (1) Whether or not position is an increase in table of organization (TO); (2) if not an increase in TO, where the position came from and why; (3) position responsibilities, including changed conditions, which now require a Home-Garaging Vehicle Authority; (4) how those responsibilities were carried out without such an authority.

Applying Staff or Command Officer's Signature	Command	Date
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DISTRIBUTION: Original attached to Summary of Home-Garaging Authority Requests, Form 11.36.01.

HOME-GARAGING EMPLOYEE AUTHORIZATION

For Home-Garaging Vehicle Authority:		For Fiscal Year:			
H 23 - - -		20 23 - 24			
<p>INSTRUCTIONS: Each employee who uses the above Home-Garaging Vehicle Authority to drive a City Vehicle to and from his or her work location and home to other approved garaging location one or more times during the above fiscal year shall complete this form and obtain commanding officer approval prior to such use. Thereafter, each such employee shall complete and obtain command approval for a new Home-Garaging Employee Authorization prior to garaging at any location not previously approved for this Vehicle Authority in this fiscal year. Two-wheel motorcycle officers are exempt from liability insurance requirements. The above Vehicle Authority Code shall be copied from approved home-garaging documents or obtained from Home-Garaging Committee staff at Motor Transport Division.</p>					
Driver's Name (Print Last, First, MI):		Rank:	Serial No.:	Command:	Detail:
Insurance Carrier:	Policy Number:		Standard Automobile Liability Insurance:		
			<input type="checkbox"/> YES <input type="checkbox"/> NO		
Garaging Location (Street Name and Number, City, and County):					
Garaging Location (Check Applicable):					
<input type="checkbox"/> Employee's Residence		<input type="checkbox"/> Other (describe): _____			
<input type="checkbox"/> Round trip miles to/from work location: _____					
<input type="checkbox"/> Outside Los Angeles County		Name of County: _____			
Note: No Home-Garaging/dispersal parking more than 60 miles one way from the Los Angeles City limit.					
WAIVER					
<p>1. I am applying to be permitted to drive a City vehicle to and from my work location and home, or other approved garaging location.</p> <p>2. I understand the City of Los Angeles does not wish to incur any liability for salaries and fringe benefits, or any type of claim of any nature whatsoever, by permitting me to use a City Vehicle, and would not permit such use of the vehicle if it would result in such liability.</p> <p>3. In consideration for such permission, I HEREBY WAIVE ANY CLAIM OR RIGHT WHICH I MAY HAVE IN SALARY OR FRINGE BENEFITS, OR ANY CLAIMS OF VALUE IN ANY FORM WHATSOEVER, BY REASON OF THE AFOREMENTIONED ASSIGNMENT.</p> <p>4. I CERTIFY that I have READ and COMPLIED with the provisions of the Department Manual and the Home-Garaging Authorization Committee Policy pertaining to the home-garaging of Department vehicles, and that the required insurance will be kept in force during the entire period for which this permit is approved.</p> <p>5. I UNDERSTAND and ACKNOWLEDGE that any City vehicle shall be considered Department issued equipment, and that the Department only needs a rational basis in order to revoke this assignment of equipment, and is in the sole discretion of the Department.</p> <p>6. I UNDERSTAND and ACKNOWLEDGE that the City/Department may CANCEL the Home-Garaging Authority granted to me at anytime after being provided with a 30-day notice.</p>					
I CERTIFY I HAVE READ AND AGREE TO THE ABOVE STATEMENTS.					
SIGNATURE:			DATE:		
The above employee is assigned to the position for which the above Home-Garaging Authority is authorized.					
Home-Garaging Employee Signature:			Date:		
Home-Garaging Employee's Commanding Officer Signature:			Date:		
Distribution: Original directly to Administrative Services Bureau.					

