

HOME-GARAGING REVIEW COMMITTEE

NOTICE

October 30, 2019

1.10

TO: All Commanding Officers

FROM: Chair, Home-Garaging Review Committee

SUBJECT: REQUESTS FOR NEW AND EXISTING HOME-GARAGING AUTHORITIES FOR FISCAL YEAR 2020/21 - JULY 1, 2020 to JUNE 30, 2021

HOME GARAGING AUTHORITY REQUESTS ARE DUE TO ADMINISTRATIVE SERVICES BUREAU NO LATER THAN JANUARY 31, 2020.

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 (Board). Administrative Services Bureau (ASB) provides staff support for the HGRC.

For home-garaging purposes, a City vehicle is any motor vehicle under the direction and control of 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) 2020/21 and submit the recommendations to the Chief of Police (COP) for approval and submission to the Board for action. Upon approval, ASB will publish a Notice to all commanding officers advising the status of the HGA requests. HGAs are not valid until the Board 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 "2020 – 2021," and the Vehicle Authority Code as "Year 2020" - "Command of assignment abbreviation" – "Authority number" in succession. Captains and above and civilian equivalents shall be included on the Summary of 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 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 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 required to respond, without prior notice, directly to a crime scene;
- Captains and above and civilian equivalents, (when assigned a new vehicle);
- Crime task force employees whose duties require direct reporting to locations other than their assigned headquarters; and,
- The Chief of Police will have discretion in assigning home-garaging.

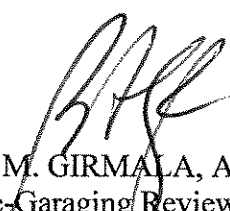
Note: Motorcycle officers, captains and above and civilian equivalents are exempt from completing yearly HGVA for Department vehicles to which they are personally assigned.

Home-Garaging Employee Authorization (HGEA), Form 11.35.01, must be completed each fiscal year by all Department personnel requesting an HGA (excluding captains and above and civilian equivalents.) The Board will grant approval of a specific employee or team of employees to regularly home garage a Department vehicle only when they are subject to a high frequency of emergency call-outs or inspections. 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.

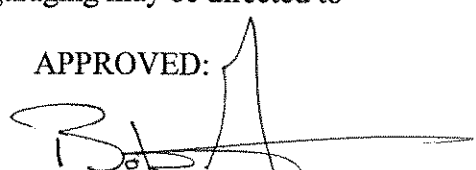
COMMANDING OFFICERS AND DIRECTORS shall review and sign HGEA and HGVA requests within their respected chain of command for compliance with the Department's "operational necessity" standard.

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

All requests are due no later than January 31, 2020. Completed forms shall be forward, via chain of command, to ASB. Questions regarding home-garaging may be directed to Administrative Services Bureau, at (213) 486-7060.



BEATRICE M. GIRMALA, Assistant Chief
Chair, Home-Garaging Review Committee



APPROVED:
BOB GREEN, Deputy Chief
Chief of Staff
Office of the Chief of Police