

HOME-GARAGING REVIEW COMMITTEE

NOTICE
1.10

January 9, 2018

TO: All Commanding Officers

FROM: Chair, Home-Garaging Review Committee

SUBJECT: REQUESTS FOR NEW AND EXISTING HOME-GARAGING AUTHORITIES
FOR FISCAL YEAR 2018/19 - JULY 1, 2018 to JUNE 30, 2019

The Los Angeles Police Department (Department) home-garaging program is managed by the Home-Garaging Review Committee (HGRC) consisting of the Director, Office of Administrative Services (OAS), as Chair; Director, Office of Operations; Director, Office of Special Operations; and Chief of Staff. Administrative Services Bureau (ASB) will provide staff support for the HGRC. The Home-Garaging Authority (HGA) is a Board of Police Commissioners (Board) authorization to drive a City vehicle off-hours and garage that vehicle away from the regular work location. The HGA is assigned to a position, or group of positions, having the same specific duties and responsibilities within the same command. It is not assigned to an employee or to a vehicle.

Prior to the start of each fiscal year, individual commands may request new HGAs. Once finally approved, HGAs are valid for one fiscal year unless revoked by the HGRC. The HGA forms detailed in this notice are accessible via the Department LAN link "E-Forms/LAPD Forms" and must be completed and forwarded via the requestors' chain of command (Assistant Chiefs or Chief of Staff) to Administrative Services Bureau (ASB), Stop 400.

ALL NEW REQUESTS AND SUMMARY OF EXISTING AUTHORITIES ARE DUE TO ADMINISTRATIVE SERVICES BUREAU NO LATER THAN FEBRUARY 1, 2018.

Home-Garaging Review Committee. The HGRC will review all new HGA requests and existing authorities for FY 2018/19 and submit the recommendations to the Chief of Police (COP) for approval and submission to the Board for action, prior to the close of FY 2017/18. After the Board has approved the report, a notice will be published distributing the report to all commanding officers (C/Os).

The HGAs are not valid until the Board has approved the report and the fiscal year has begun. This correspondence outlines the procedure to request new and/or renew existing HGAs for FY 2018/19.

PROCEDURE

Summary of Home-Garaging Authorities, Form 11.36.01, must be completed by **all** commands. Existing and newly requested HGAs must be listed by rank and position description on this form. At the top of Form 11.36.01 indicate "Fiscal Year 2018 – 2019"; and for Vehicle

Authority Code indicate the year 2018, your entity, and authority number in succession, i.e., “H 18 – CTD – 01”.

Only one form is required for each entity. The requesting C/O must approve the Summary of HGA Authorities by signing the bottom of the form and forwarding the original to ASB via their chain of command along with the following completed forms:

Home-Garaging Vehicle Authority Application (HGVAA), Form 11.36.00, must be completed for each newly requested HGA or reassignment of an existing HGA within the same command; command officers (captains and above and civilian equivalents) and motorcycle officers are excepted from completing this form.

Proper justification must be provided for each newly requested HGA or reassigned HGA in accordance with the Department’s “operational necessity” standard in the narrative portion of the form. The criteria for completion of this form is contained in Department Manual Section 3/260.

Personnel assigned to cooperative task forces who regularly home-garage vehicles that are loaned, borrowed or donated require approved HGAs.

Requests for Interim HGAs, prior to the start of FY 2018/19, must be submitted to the HGRC Chair, OAS Director, by 15.2 correspondence through the requestor’s respective chain of command. If approved a temporary authority will be issued.

Home-Garaging Employee Authorization (HGEA), Form 11.35.01, must be completed each fiscal year by all Department personnel, including command staff and motorcycle officers, who will use an HGA. A valid HGEA must be in effect prior to use.

At the top of Form 11.35.01, For Home-Garaging Vehicle Authority insert the year 2018, your entity, and authority number in succession, e.g.: “H 18 – CTD – 01”; and For Fiscal Year: “2018 – 2019”.

Any change in garaging location, or other condition of use, invalidates the concerned HGEA. A new HGEA identifying the change must be completed, approved, and forwarded to ASB via the employee’s chain of command.

When a single HGA is assigned to a function or a position that is shared by a group of employees only one employee may home-garage at any one time. The employees who have approved HGAs based on the requirement to respond off-hours to incidents of an emergency nature are authorized to use the HGA only when they are assigned to the off-hour response duties. All existing home-garaging procedures in Department Manual Section 3/260 are valid and should be referred to for further information.

COMMANDING OFFICERS’ AND DIRECTORS’ RESPONSIBILITIES. Each level of the chain of command shall review each request for a new HGA and/or reassignment of an existing HGA and approve only the HGAs in compliance with the Department’s “operational

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necessity” standard. Commanding officers must sign the HGA Requests, Form 11.36.01, and the HGVAAs, Form 11.36.00.

Command Staff. Pursuant to the Special Memorandum of Understanding (MOU) between the City and City Employee Qualified Organizations a home-garaging usage fee *“Applies to all Regularly Assigned “Take-Home” or “Home-Garaged” Vehicles throughout the City.”* For further information please see Special MOU Article 5C.

All command staff (captains and above and civilian equivalents) who utilize a take-home car must complete and submit a one-time “Home-Garage Parking Application”.

Lieutenants and Below. Pursuant to Department Manual Sections 3/260.01 and 3/260.04, commanding officers are required to maintain and forward to ASB a list of all lieutenants and below who home-garage a car or motorcycle outside of Los Angeles county and ensure the employees complete and submit a one-time “Home-Garage Parking Application” for the required outside of county home-garaging usage fee. The employee is responsible for completing a “Cancellation of Employee Parking Payroll Deduction” when he/she no longer utilizes a home-garaging authority or when they change their home-garaging location to within Los Angeles County. For further information please refer to Special MOU, Appendix L (Section II), between the City and the Los Angeles Police Protective League.

The Home-Garage Parking Application form may be downloaded at http://per.lacity.org/Home_Garage_Parking_Application.pdf. Forward the completed form with a copy of the approved HGEA to ASB, Stop 400. The Cancellation of Employee Parking Deduction form may be downloaded at <http://per.lacity.org/bens/ParkingCancellationCard.pdf> and should be directed to Commute Options and Parking Section, Employee Benefits Division, Stop 621.

Special Parking Authorization, Form 11.37.00. Commanding Officers must maintain the original Special Parking Authorization (SPA) form and forward the copy to ASB. Each entity is responsible for usage tracking. For further information see Department Manual Section 3/261.

ADMINISTRATIVE SERVICES BUREAU RESPONSIBILITIES. Administrative Services Bureau will maintain a file of the original Summary of Home-Garaging Authorities, HGVAAs, HGEAs, Home-Garaging Vehicle Logs, and copies of SPAs for the current fiscal year. ASB may request clarification from commanding officers regarding any irregularities.

Questions regarding home-garaging may be directed to Administrative Services Bureau, at (213) 486-7060.

JORGE A. VILLEGAS, Assistant Chief
Chair, Home-Garaging Review Committee

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