

OFFICE OF THE CHIEF OF POLICE

NOTICE
14.4

May 20, 2021

TO: All Department Personnel

FROM: Chief of Police


SUBJECT: HOME-GARAGING EMPLOYEE AUTHORIZATION, FORM 11.35.01 –
REVISED

The purpose of this Notice is to inform Department personnel that the Home-Garaging Employee Authorization, Form 11.35.01, has been revised.

After consultation with the Office of the City Attorney, the Waiver portion of the form was revised to clarify the financial liability of the Department.

FORM AVAILABILITY: The Home-Garaging Employee Authorization, Form 11.35.01, is attached for immediate use and duplication. In addition, this form is available in E-Forms on the Department's Local Area Network. All other versions of this form shall be marked "obsolete" and placed in the divisional recycling bin. The use, completion and distribution of the form remain the same.

Any questions pertaining to this Notice should be directed to Risk Management Legal Affairs Division, at (213) 978-4634.


MICHEL R. MOORE
Chief of Police

Attachment

DISTRIBUTION "D"

HOME-GARAGING EMPLOYEE AUTHORIZATION

For Home-Garaging Vehicle Authority:		For Fiscal Year:		
H - - -		20 -		
<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:		
		YES NO		
Garaging Location (Street Name and Number, City, and County):				
Garaging Location (Check Applicable):				
Employee's Residence		Other (describe):		
Round trip miles to/from work location:				
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.				