

OFFICE OF THE CHIEF OF STAFF

**NOTICE**

June 11, 2019

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**TO:** All Department Personnel

**FROM:** Chief of Staff


**SUBJECT:** HOME-GARAGING AUTHORITY AND SPECIAL PARKING  
AUTHORIZATIONS

City and Department policy govern the Departments Home-Garaging Authority (HGA). This Notice serves as a reminder to Department personnel that an employee may *only* take a city vehicle home or use 'off-site parking' when he/she has a HGA or Special Parking Authorization (SPA) from their Commanding Officer. Neither the Department, nor the City recognize the term "satellite parking" as a classification or designation for an employee's parking status.

Employees are reminded that SPAs shall not exceed seven consecutive calendar days. Any continuation of the authorization will require a new request. In addition, no employee may dispersal park or temporary home garage a city vehicle in an excess of 60 days, within any 12 consecutive months within an assignment. A Commanding Officer *cannot* approve any deviations to this Manual section. Additionally, it is the Commanding Officer's responsibility to track and ensure compliance to this notice and audit on an annual basis.

Copies of the SPA Form 11.37.00, and HGA Vehicle Log 11.35.00, shall be forwarded to the Commanding Officer, Administrative Services Bureau (ASB), at Mail Stop 400 by the 5<sup>th</sup> of each month. Each bureau shall file and maintain the original.

Relevant terms, procedures, and limitations for employees parking City vehicles away from their regular work location during off hours are delineated in Department Manual Section 3/260, *Home-Garaging of Department Vehicle*, and Section 3/261, *Dispersal Parking and Temporary Home-Garaging*. Any questions regarding this Notice may be directed to the Office of the Chief of Staff, at (213) 86-8740.

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

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