

OFFICE OF THE CHIEF OF POLICE

ADMINISTRATIVE ORDER NO. 15

March 17, 2026

**SUBJECT: HOME - GARAGING OF DEPARTMENT VEHICLE – REVISED;
HOME – GARAGING EMPLOYEE’S RESPONSIBILITY – REVISED;
AND PROHIBITION OF ALCOHOL POSSESSION OR USE IN A
DEPARTMENT VEHICLE – ESTABLISHED**

PURPOSE: The purpose of this order is to clarify the circumstances and situations in which home-garaged vehicles can and cannot be used, how they are to be secured, and who is responsible for completing the response log. These changes are implemented to increase accountability and enhance efficiencies.

PROCEDURE:

- I. HOME - GARAGING OF DEPARTMENT VEHICLE – REVISED.** Department Manual Section 3/260, *Home – Garaging of Department Vehicle*, has been revised and is attached with the revisions in italics.
- II. HOME – GARAGING EMPLOYEE’S RESPONSIBILITY – REVISED.** Department Manual Section 3/260.02, *Home – Garaging Employee's Responsibility*, has been revised and is attached with the revisions indicated in italics.
- III. PROHIBITION OF ALCOHOL POSSESSION OR USE IN A DEPARTMENT VEHICLE – ESTABLISHED.** Department Manual Section 3/260.03, *Prohibition of Alcohol Possession or Use in a Department Vehicle*, has been established and is attached.

AMENDMENT: This Order amends Sections 3/260 and 3/260.02 of the Department Manual.

AUDIT RESPONSIBILITY. The Commanding Officer, Audit Division, shall review this directive and determine whether an audit or inspection shall be conducted in accordance with Department Manual Section 0/080.30.



JIM McDONNELL
Chief of Police

Attachment

DISTRIBUTION “D”

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260. HOME - GARAGING OF DEPARTMENT VEHICLE.

A **Home-Garaging Vehicle Authority** is a Police Commission authorization to drive one City vehicle off-hours and garage that vehicle away from the regular work location. For home-garaging purposes, a City vehicle is any motor vehicle that is under the direction and control of the Police 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. A vehicle authority is not assigned to an employee who holds a valid Home-Garaging Employee Authorization, Form 11.35.01, for that vehicle authority.

A **Home-Garaging Vehicle Authority Application, Form 11.36.00**, is used to apply for a Home-Garaging Vehicle Authority. Each new and renewal Home-Garaging Vehicle Authority Application, Form 11.36.00, shall briefly describe the specific duties that require the authority. Each new Home-Garaging Vehicle Authority Application shall state: (1) Whether or not the position is an increase in the 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; and, (4) how those responsibilities were carried out without such an authority.

Only those Home-Garaging Vehicle Authority Applications that meet one or more of the following criteria will be approved. Each new or renewal Home-Garaging Vehicle Authority Application shall include a justification based on the *following* 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 *as well as* civilian equivalents; *and*,
- Crime task force employees whose duties require direct reporting to locations other than their assigned headquarters.

The Chief of Police will have discretion in assigning home-garaging.

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. For purposes of this Section, the term Captains and above include civilian equivalents.

A **Home-Garaging Employee Authorization, Form 11.35.01**, is a contract in which an employee and his/her commanding officer certify that the employee is assigned to a position for which the given Home-Garaging Vehicle Authority has been approved by the Police Commission. Each employee who uses a Home-Garaging Vehicle Authority shall hold a valid Home-Garaging Employee Authorization prior to such use. Any change in garaging location or other certified condition of use invalidates the concerned Home-Garaging Employee

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Authorization. A new Home-Garaging Employee Authorization shall be completed and approved by the Home-Garaging Review Committee and forwarded to Administrative Services Bureau prior to home-garaging after such change. All Home-Garaging Employee Authorizations for a given fiscal year become invalid on the first day of the next fiscal year.

The Board of Police Commissioners 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, *or the approval is otherwise in the financial or operational interest of the Department.*

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.

Note: Home-garaged vehicles shall not be driven to off-duty or secondary employment locations.

All home-garaged vehicles must be assigned in a manner that will provide the maximum use and availability of the vehicles and equipment.

When not in use, all home-garaged vehicles *except for two-wheeled motorcycles* must be properly sheltered in a locked garage, *private driveway or carport of the assigned employee's residence*, or other approved location *that provides* adequate security to safeguard the vehicle and its contents. *Two-wheeled motorcycles shall only be sheltered in a locked garage.*

Note: Any employee that parks their assigned home-garaged vehicle outside of a locked garage (such as in a private driveway or carport) shall remove any tactical equipment (e.g. firearms, body armor, handheld radio, less lethal launchers, etc.) from the vehicle.

Persons riding as passengers in home-garaged vehicles shall be limited to Department personnel, other City employees when it can be demonstrated that such riding is in the best interest of the City or the Department, and *official use* by persons accompanying the permittee in his/her capacity as a Department employee representing the Department. Only Department personnel shall be permitted to operate a home-garaged vehicle.

Note: When the permittee's response is required, the permittee shall not permit any passengers who are not required as part of the permittee's response. Any passengers will be required to find their own form of alternative transportation.

Each commanding officer shall maintain a list of positions under his/her immediate command for which the Board has authorized home-garaged vehicles.

260.01 HOME - GARAGING OUTSIDE THE COUNTY. Officers of the rank of lieutenant and below and civilian equivalents *who are* authorized to home-garage an emergency response vehicle, including motorcycles, shall home-garage their assigned vehicle within the County of Los Angeles or within 60 miles of the Los Angeles City limits when outside the County. Employees home-garaging an emergency response vehicle outside the County should refer to their current MOU to determine if they are required to pay an associated parking fee.

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Note: The monthly parking fee is set by the City of Los Angeles and managed by Commute Options and Parking Section.

When a parking fee is to be assessed, the specified amount will be collected through automatic payroll dues deduction.

Officer's Responsibility. Officers currently authorized to home-garage an emergency response vehicle shall complete a new Home-Garaging Employee Authorization, Form 11.35.01, if the vehicle is or will be home-garaged outside the County, and complete a Payroll Deduction Card, City Form 66CS17, if a parking fee is applicable.

Note: The parking fee assessment applies only to officers who are regularly assigned emergency response vehicles. The fee assessment will not apply to temporary home-garaging.

When officers will no longer home-garage their emergency response vehicle outside the County of Los Angeles, they shall complete a new Home-Garaging Employee Authorization, Form 11.35.01, with a Cancellation of Employee Parking Payroll Deduction Card, City Form 66CS16, and submit them to their commanding officer. A Cancellation of Employee Parking Payroll Deduction Card shall also be completed when an employee is no longer authorized to home-garage a vehicle.

260.02 HOME-GARAGING EMPLOYEE'S RESPONSIBILITY.

Annual Home-Garaging Responsibilities. Each employee who is assigned to a position with a home-garaging vehicle authority shall:

- Complete and obtain his or her commanding officer's approval of a Home-Garaging Employee Authorization, Form 11.35.01, prior to home garaging under that vehicle authority each fiscal year;
- Complete and obtain approval of a new Home-Garaging Employee Authorization prior to home garaging under a new vehicle authority (usually necessary when an employee is temporarily or permanently reassigned from one home-garaging position to another); and,
- Complete and obtain approval of a new Home-Garaging Employee Authorization prior to any home garaging at a new garaging location.

Note: Each position approved for home garaging is assigned a Home-Garaging Vehicle Authority code number. Each employee who is assigned to such a position, even for a single tour of duty, must obtain approval of a Home-Garaging Employee Authorization for that position prior to home garaging. This Home-Garaging Employee Authorization shall bear the same code number as the position. A Home-Garaging Employee Authorization may be used for more than one Home-Garaging Vehicle Authority with the approval of the Chair, Home-Garaging Review Committee.

Presumed Department-Interest Employees. *Certain positions in the Department are inherently subject to emergency callouts, inspections, and other off-hours uses that accrue significant benefits to the Department. As a result, these positions are presumed to be in the Department interest and are exempt from logging individual off-hours responses. Those positions include:*

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- *Commanding officers and assistant commanding officers;*
- *Two-wheel motorcycle officers, who are full-time employees;*
- *Metropolitan Division officers, when assigned to a function that may require a field response;*
- *Force Investigation Division vehicles, when assigned to a critical incident response function;*
- *Internal Affairs Division vehicles; when assigned to a complaint response function;*
- *Officer Representation Section;*
- *Multi-Disciplinary Collision Investigation Team vehicle, when assigned to an incident response function; and,*
- *Employees assigned taskforce vehicles, when the vehicles are fully funded and insured by the task force partner.*

Monthly Home-Garaging Responsibilities. Each employee *who is not a Presumed Department-Interest Employee* and is authorized to home garage a Department vehicle shall document on the Home-Garaging Vehicle Log, Form 11.35.00, all off-hour emergency call-outs, off-hour inspections, other off-hour uses, and on-duty enroute activities, as defined below. No other driving shall be logged. A single log shall be maintained for each Home-Garaging Vehicle Authority (one vehicle per authority), regardless of the number of drivers.

A "**driver**" is an employee who (1) holds a valid Home-Garaging Employee Authorization, Form 11.35.01, and (2) uses that authorization to drive any City vehicle off-hour and/or to garage that vehicle away from the regular work location.

"**Off-hour**" means (1) off-duty and (2) prior to the beginning of the employees next normal tour of duty.

An "**off-hour emergency call-out**" occurs when a home-garaging employee who is (1) off-duty; (2) not at a Department facility; (3) receives previously unknown facts or instructions; (4) based on those facts or instructions, drives immediately and directly to a designated location; and (5) because time is a critical factor in service of the public interest. At least 10 emergency call-outs per vehicle authority per calendar year are required for receiving and retaining a Home-Garaging Vehicle Authority except authorities *Presumed Department-Interest Employees*.

An "**off-hour inspection**" occurs when (1) a home-garaging employee (2) at or above the supervisory level (3) initiates any necessary inspectional or supervisory activity.

An "**other off-hour use**" occurs when a home-garaging employee who is (1) off-duty (2) initiates necessary City business which is (3) neither an off-hour emergency call-out (4) nor an off-hour inspection. Commuting is not City business and shall not be documented on this log.

An "**on-duty enroute activity**" occurs when a home-garaging employee (1) conducts any City business (2) at the beginning or at the end of a normal tour of duty (3) at a location other than the regular work location.

Senior Home-Garaging Employee. *Except for Presumed Department-Interest Employees*, the senior employee authorized to home garage under each vehicle authority shall submit a

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completed Home-Garaging Vehicle Log, Form 11.35.00, for that authority to his or her commanding officer no later than 10 days after the end of each month.

260.03 PROHIBITION OF ALCOHOL POSSESSION OR USE IN A DEPARTMENT VEHICLE. *Employees shall not consume alcohol, be under the influence of alcohol, or possess a container of alcohol while in or operating City vehicles or equipment, or while foreseeably subject to being called to duty (e.g., standby, recalled to work, on-call for court) or while foreseeably being required to operate or enter a Department vehicle. For purposes of this section, "under the influence" shall have the same meaning and proscription as the Department's possession of firearms while impaired (Manual 3/610.93).*

260.04 STAFF AND COMMAND OFFICERS RESPONSIBILITY.

Annual Home-Garaging Responsibility. Each staff and command officer shall:

- Review and approve all Home-Garaging Employee Authorizations, Form 11.35.01, submitted by all immediate subordinate staff and command officers and by all other employees within his or her command who are not also within a subordinate command;
- Forward each Home-Garaging Employee Authorization directly to Administrative Services Bureau immediately upon approval;
- Complete a Home-Garaging Vehicle Authority Application, Form 11.36.00, for each vehicle (staff and command officers and two-wheel motorcycles *are exempt*), requested to be home garaged by employees within his or her command who are not also within a subordinate command;
- Complete a Home-Garaging Approval Summary, Form 11.36.01, (staff and command officers *are exempt*), to summarize and convey for approval these Home-Garaging Vehicle Authority Applications and to apply directly for these authorities for two-wheel motorcycles;
- Review and approve all Home-Garaging Approval Summaries and Home-Garaging Vehicle Authority Applications received from subordinate officers; and,

Note: Each staff and command officer shall be responsible for a careful review to ensure both the completeness of each Home-Garaging Vehicle Authority Application and the necessity for the home garaging of a City vehicle.

- Forward all Home-Garaging Approval Summaries and Home-Garaging Vehicle Authority Applications through channels to the Chair, Home Garaging Review Committee for approval no later than February 1 prior to the fiscal year of the applications.

Note: A Home-Garaging Vehicle Authority Application and Home-Garaging Approval Summary for a new vehicle authority may be submitted whenever the need for the new authority is identified. A new authority is one not requested or not approved the previous fiscal year.

Monthly Home-Garaging Responsibility. Each staff and command officer shall:

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- Review and approve all Home-Garaging Vehicle Logs, Form 11.35.00, for vehicle authorities within his or her command which are not also within a subordinate command; and,
- Ensure that Home-Garaging Vehicle Logs are submitted to Administrative Services Bureau at the end of each month.

Commanding Officer's Responsibility. The commanding officer of each employee who is authorized to home-garage an emergency response vehicle shall:

- Review all current and new Home-Garaging Employee Authorization(s), Form 11.35.01, in his/her command and determine which officers will home-garage vehicles outside the County;
- Provide a Payroll Deduction Card, City Form 66CS17, to officers if a parking fee is to be assessed;
- Collect the completed Payroll Deduction Cards, City Form 66CS17, and forward them to the Department's Home-Garaging Coordinator, Administrative Services Bureau, in conjunction with the completed Home-Garaging Employee Authorization, Form 11.35.01;
- Maintain a list of all officers who will be home-garaging emergency response vehicles outside the County;
- Forward all the received Cancellation of Employee Parking Payroll Deduction Card(s), City Form 66CS16, to the Department Home-Garaging Coordinator; and,
- Maintain a copy of all current completed Home-Garaging Employee Authorization(s), Form 11.35.01.

Department Home-Garaging Coordinator's responsibility. The Commanding Officer, Administrative Services Bureau, is designated as the Department's Home-Garaging Coordinator. The Department's Home-Garaging Coordinator shall:

- Collect all Home-Garaging Employee Authorization (s), Form 11.35.01, and Payroll Deduction Cards, City Form 66CS17, from commanding officers;
- Forward all obtained Payroll Deduction Cards, City Form 66CS17, and Cancellation of Employee Parking Deduction Cards, City Form 66CS16, to City Employee Benefits Division, Commute Options and Parking Section;
- Maintain a file of Home-Garaging Employee Authorizations, Form 11.35.01, for emergency response vehicles that are home-garaged outside the County of Los Angeles, within 60 miles from the City limits; and,
- Provide a list of all officers who will be home-garaging emergency response vehicles outside the County of Los Angeles, within 60 miles from the City limits, to the City Employee Benefits Division, Commute Options and Parking Section, on a semi-annual basis per fiscal year.