

CHIEF ADMINISTRATIVE OFFICE  
CITY OF NEW ORLEANS

HELENA MORENO  
MAYOR

JOSEPH I. GIARRUSSO III  
CHIEF ADMINISTRATIVE OFFICER

CIRCULAR MEMORANDUM No. 26-03 (R)

June 1, 2026

TO: All Departments, Boards, Agencies, and Commissions

FROM: Joseph I. Giarrusso III, Chief Administrative Officer

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**SUBJECT: AUTHORIZED TAKE-HOME VEHICLE ASSIGNMENTS**

**I. PURPOSE**

This Circular Memorandum announces changes in the authorized take-home vehicle assignments for City employees. This memorandum sets forth the City's exclusive list of authorized take-home vehicle assignments. Effective immediately, take-home vehicle assignments are prohibited except as expressly permitted below. All take-home vehicle assignments not within the prescribed list in Section II of this memo are rescinded.

**II. EXCLUSIVE AUTHORIZED TAKE-HOME VEHICLE ASSIGNMENTS FOR THE CITY OF NEW ORLEANS**

1. New Orleans Police Department (NOPD)
2. Mayor of the City of New Orleans
3. Deputy Mayor for Public Safety
4. New Orleans Fire Department (NOFD)
5. Emergency Medical Services (EMS)
6. New Orleans Office of Coordination and Emergency Management (NOCEM) - Limited to emergency response personnel with field response roles as approved by the Chief Administrative Officer.
7. Equipment Maintenance Division (EMD) – Limited to the two existing EMD take-home assignments reflected on the current fleet assignment as of January 12, 2026.

**III. INQUIRIES**

Questions regarding implementation may be directed to Assistant Chief Administrative Officer Kim T DeLarge, Jr. (504-658-8672).

Attachments

- Implementation Instructions – Return of Take-Home Vehicles