

CHIEF ADMINISTRATIVE OFFICE
CITY OF NEW ORLEANS

HELENA MORENO
MAYOR

JOSEPH I. GIARRUSSO III
CHIEF ADMINISTRATIVE OFFICER

CIRCULAR MEMORANDUM No. 26-03

January 28, 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 All take-home vehicle assignments not within the prescribed list in Section II of this memo are rescinded.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 Homeland Security (NOHSEP) - Limited to on-call response staff during on-call hours and the Director of NOHSEP.
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