

**CITY OF NEW ORLEANS
CHIEF ADMINISTRATIVE OFFICE**

Circular Memorandum No. 23-04

April 28, 2023

TO: All Departments, Boards, Agencies, and Commissions

FROM: Gilbert A. Montaño, Chief Administrative Officer 

SUBJECT: **PUBLIC SAFETY TAKE-HOME VEHICLE USE CHARGE**

I. PURPOSE

This circular memorandum announces changes in the Take-Home Vehicle Use Charge for employees in the City's Public Safety Departments: the New Orleans Police Department (NOPD), the New Orleans Fire Department (NOFD), Emergency Medical Services (EMS), and Office of Homeland Security and Emergency Preparedness (NOHSEP). The requirements herein shall become effective during the first full pay period following issuance and implementation and shall apply for the remainder of 2023.

II. VEHICLE USE CHARGE DEDUCTIONS

All public safety employees who are assigned a take-home vehicle as a part of their duties will have a Take-Home Vehicle Use Charge deducted from their payroll checks as follows:

A. 1st Tier

\$24.04 per pay period will be deducted bi-weekly for the use of an assigned take-home vehicle, where the employee's actual domicile is located within Orleans Parish.

\$24.04 per pay period will be deducted bi-weekly for the use of an assigned take-home vehicle, where the employee's actual domicile is not located within Orleans Parish and the one-way driving distance from the employee's actual domicile to the employee's primary reporting-to-work site is 20 miles or less than 20 miles.

B. 2nd Tier

\$48.08 per pay period will be deducted bi-weekly for the use of an assigned take-home vehicle, where the employee's actual domicile is not located within Orleans Parish and the one-way driving distance from the employee's actual domicile to the employee's primary reporting-to-work site is 21 to 40 miles.

C. 3rd Tier

\$72.12 per pay period will be deducted bi-weekly for the use of an assigned take-home vehicle, where the employee's actual domicile is not located within Orleans Parish and the one-way driving distance from the employee's actual domicile to the employee's primary reporting-to-work site is 41 to 60 miles.

D. 4th Tier

\$96.16 per pay period will be deducted bi-weekly for the use of an assigned take-home vehicle, where the employee's actual domicile is not located within Orleans Parish and the one-way driving distance from the employee's actual domicile to the employee's primary reporting-to-work site is 61 miles or greater.

III. INQUIRIES

Questions regarding this memorandum should be directed to the Assistant Chief Administrative Officer for Operations, Kim DeLarge, Jr., at 658-8872.

For further information please refer to Policy Memorandum No. 5(R), **VEHICLE AND EQUIPMENT POLICY**.