

GENERAL ORDERS
CHAPTER 102
ORGANIZATION AND MANAGEMENT

Effective date: 2/28/19

Revision date: 1/22/19

Rescinds: G.O. 102.2 (4/26/12)
New materials underscored

Accreditation Standards: 12.2.1, 12.2.2

DIRECTIVE SYSTEM
G.O. 102.2

I. PURPOSE

To establish departmental guidelines for the format, issuance, and maintenance of the written directive system.

II. POLICY

It is the policy of the Maui Police Department to have a well written directive system, defining departmental guidelines, policies and procedures using a standardized format as indicated herein which will be accessible to all employees. The Department's written directive system shall include:

- Statements of agency policies, rules and regulations.
- Procedures for carrying out agency activities.
- Procedures for staff review of proposed policies, procedures and departmental rules and regulations prior to their promulgation.

III. DEFINITIONS

EMPLOYEE: Any member of the Department, sworn or unsworn.

EXECUTIVE STAFF: The Chief, Deputy Chief, Assistant Chiefs, and the Business Administrator.

POLICY: A written directive that is a broad statement of agency principles. Policy statements may be characterized by such words as "may" or "should" and usually do not establish fixed rules or set procedures for conduct of a particular activity, but rather provide a framework for development of procedures and rules and regulations.

POWER DMS: An electronic order verification system utilized to electronically distribute, sign and archive revisions and issuances of written directives.

PROCEDURE: A written directive that is a guideline for carrying out agency activities. A procedure may be made mandatory in tone through the use of “shall” rather than “should” or “must” rather than “may.” Procedures sometimes allow some latitude and discretion in carrying out an activity.

RULES AND REGULATIONS: A set of specific guidelines to which all employees must adhere.

WRITTEN DIRECTIVE: Any written document issued by the Office of the Chief of Police.

IV. CLASSIFICATION

A. General Orders

1. General Orders will apply throughout the Department and are issued for the purpose of establishing or revising policies, procedures, rules, regulations and general functions of the Maui Police Department.
2. General Orders will be issued by the Office of the Chief of Police.

B. Special Orders

1. Special Orders are issued for one or more of the following purposes.
 - a. To establish procedure with regard to a specific circumstance which is of a self-canceling nature.
 - b. To explain or emphasize portions of previously issued orders.
 - c. To effect immediate change in procedure until General Order can be revised.
2. Special Orders will be issued by the Office of the Chief of Police.

C. Personnel Orders

1. Personnel Orders are issued by the Administrative Services Section for the purpose of announcing new appointments, assignments, transfers, promotions, demotions, suspensions, dismissals, restoration of duty, retirements, and resignations.

D. Administrative Orders

1. Administrative Orders are used to disseminate information which is of interest or

concern to employees. The nature of the directive is for informational purposes only, and is self-cancelling in nature.

2. Administrative Orders will be issued by the Office of the Chief of Police.

E. Training Orders

1. Training Orders are issued to notify Departmental personnel of required attendance at scheduled training sessions, meetings and conferences.

2. Training Orders will be issued by the Office of the Chief of Police.

F. Standard Operating Procedures

1. Each unit, section, division, and district of the Department will establish and maintain a manual of operations which contains policies, procedures, goals and objectives, rules and regulations applicable to that unit, section, division or district.

2. Standard Operating Procedures will be issued by the Office of the Chief of Police.

V. DIRECTIVE SYSTEM

A. The Quality Assurance Section will be responsible to review, revise, rescind, purge and update the Department's General Orders, Special Orders, and Standard Operating Procedures. The Plans, Training, Research and Development Section (PTRD) will be responsible for the indexing and distribution of Administrative Orders, Training Orders, and Personnel Orders.

1. All written directives shall be submitted to the Office of the Chief of Police for review, prior to being implemented, revised or rescinded.

2. Revising directives

a. Suggested changes will be forwarded in writing to the Office of the Chief of Police.

b. The Office of the Chief of Police may reject the suggested change or forward the suggested change to the Quality Assurance Section for research and drafting of a new or revised policy.

c. Draft copies of the suggested change will be distributed to the Executive Staff through Power DMS by the Quality Assurance Section for review and comments.

d. The Executive Staff shall complete the review within 10 working days of dissemination.

e. When changes are made to the directive that affect the working conditions and/or equipment used by departmental personnel, the directive will be disseminated to the appropriate union(s) for review.

(1) The Union(s) shall be provided the opportunity for a meet and confer on new and revised written directives upon request.

3. Updating

The Quality Assurance Section shall coordinate a review of written directives as necessary.

4. Conferring with S.H.O.P.O.

S.H.O.P.O. shall be given the opportunity to meet and confer on new and revised written directives that affect the working conditions of sworn employees or equipment pertaining to police work in compliance with article 14 of the union contract.

VI. FORMAT OF DIRECTIVES

A. Directives shall be numbered as follows:

1. General Orders.

a. The General Orders Manual shall consist of four parts:

Part I	Administration
Part II	Personnel
Part III	Support Services
Part IV	Operations

b. Each part shall be subdivided into chapters. The chapters shall be numbered consecutively with chapters in Part I beginning with the number 101, chapters in Part II beginning with number 201, chapters in Part III beginning with number 301 and chapters in Part IV beginning with number 401.

c. Each chapter shall be further subdivided into general orders. The general orders shall be numbered consecutively, based on part and chapter. The first general order in Part I, Chapter 101 shall be numbered 101.1, the second general order in Part I, Chapter 101 shall be numbered 101.2, etc.

2. Special Orders, Personnel Orders, Administrative Orders and Training Orders.

a. Numbered numerically with the last two digits of the current year and beginning with the number "1" each succeeding year. For example, Year 2018, No. 18-1,

No. 18-2, etc.; Year 2019, No. 19-1, No. 19-2, etc.

VII. RESCINDING DIRECTIVES

- A. The Office of the Chief of Police, has the authority to rescind any written directive.
- B. Special Orders, Administrative Orders, Training Orders and Personnel Orders are self-canceling unless directed and extended otherwise to a later date.

VIII. RETENTION AND POSTING OF DIRECTIVES

- A. Each member of the Department is responsible for reading, understanding and adhering to the contents of all General Orders in effect.
- B. The Maui Police Department maintains an electronic general orders manual through the Power DMS system.

IX. ACCOUNTABILITY

- A. All employees are required to read and obtain necessary clarification of the Department's General Orders and Standard Operating Procedures.
- B. It is the responsibility of each supervisor to ensure that all personnel under their supervision sign on to Power DMS to review all new or revised directives.
- C. Mandatory general order policy review for all Departmental personnel.
 - 1. The Plans, Training, Research and Development Section will submit the following directives annually for review. Each employee will be required to sign and return a policy review receipt to confirm the directives were reviewed.
 - a. Sworn Personnel
 - (1) General Order 101.8 Response to Resistance.
 - (2) General Order 101.9 Bias Base Profiling
 - (3) General Order 103.1, Code of Conduct (including Code of Ethics)
 - (4) General Order 103.4, Grooming Policy
 - (5) General Order 103.5, Harassment in the Workplace
 - (6) General Order 104.1, Internal Affairs
 - (7) General Order 401.3, Vehicle Pursuits

(8) General Order 401.19, Dealing with People Who Are Mentally Ill, Threatening Suicide, or Suffering from Substance Abuse

b. Civilian Personnel

(1) General Order 103.1, Code of Conduct (including Code of Ethics)

(2) General Order 103.4, Grooming Policy


(3) General Order 103.5, Harassment in the Workplace

(4) General Order 104.1, Internal Affairs

(5) General Order 401.19, Dealing with People Who Are Mentally Ill, Threatening Suicide, or Suffering from Substance Abuse

c. The Chief of Police may issue to all affected employees any additional directives he so chooses.

D. When new or newly revised directives are issued, commanders of each unit, section, division and district will conduct a Roll-Call Training to familiarize personnel of the contents of that directive.


TIVOLI S. FAAUMU
Chief of Police