

MAUI COUNTY POLICE DEPARTMENT

GENERAL ORDERS
CHAPTER 102
ORGANIZATION AND MANAGEMENT

Effective date: 3/15/19

Revision date: 3/05/19

Rescinds: GO 102.4(2/15/19)

New materials underscored

Accreditation Standards:

DEPARTMENTAL CORRESPONDENCE
G.O. 102.4

I. PURPOSE

To establish procedures for official communications concerning outgoing, incoming, and intra-departmental correspondence as it applies to the Maui Police Department.

II. POLICY

The effective use of official communications concerning outgoing, incoming, and intra - departmental correspondence is an important element in the successful management of a large organization such as the Maui Police Department. It is therefore the policy of this Department that departmental correspondence be conducted in accordance with the procedures set forth in this directive.

III. DEFINITIONS

OFFICAL COMMUNICATION: Any written communication containing information relating to the official business of the Department, or to an officer or employee of the Department. Official communications shall be promptly forwarded to its addressed destination through proper channels, unless otherwise ordered by competent authority.

IV. PROCEDURES

A. Use of Forms

All communications and reports shall be made upon forms provided especially for that purpose. If no specific forms are provided, officers and employees shall use:

1. Department Letterhead forms for outgoing correspondence.
2. The TO/FROM format on Department supplementary paper for intra-departmental correspondence.

B. Outgoing Correspondence

1. All outgoing official correspondence shall be prepared on Department letterhead forms and shall be signed by the Chief of Police or in his absence the Deputy Chief of Police or designee.

C. Letter of Transmittal

Copies of reports referred to other government agencies or to individuals or private concerns shall be forwarded by letter of transmittal with the following exceptions:

1. Misdemeanor cases and traffic offenses receipted for in the County Attorney's record book.
2. Safety reports.
3. Traffic reports not involving death or possible felony charges.
4. Miscellaneous reports which are to be receipted for; including fire reports, damage to government property and government vehicles, fish and game law violations, reports to the department of labor, and juvenile authorities.
5. Felony reports to the probation department for presentence investigations.

D. Incoming Correspondence

1. Official correspondence received from the public.

Bureau, Division, District and Section commanders receiving official correspondence directly from the public shall, after giving same such attention as may be immediately required, promptly forward the correspondence to the office of the Chief of Police, together with a report of any action that may have been taken relative thereto.

- a. All other officers and employees of the Department receiving official correspondence directly from the public shall promptly submit same to their commanding officer.
- b. All incoming correspondence wherein a numbered report is to be made shall be scanned and attached to the report in ILEADS.
2. Official correspondence retained by commanders.
 - a. Commanders of all elements preparing outgoing official correspondence shall retain a copy for their files.
3. Official incoming correspondence forwarded to Rural Districts.

Official Correspondence forwarded to Rural Districts for action shall be promptly returned to Wailuku District, together with a report of any action taken.

E. Intra-Departmental Communications

- 1. Intra departmental communications shall be written in the TO/FROM format as in the following example:

TO : TIVOLI S. FAAUMU, CHIEF OF POLICE

VIA : CHANNELS

FROM : NAME, RANK, UNIT/SECTION/DIVISION

SUBJECT : PATROL PROCEDURES

The heading and closing of intra-departmental communications should be uniform for easier reading and filing.

NAME
 UNIT/SECTION/DIVISION
 12/01/19 1530 hours

- 2. All communications addressed to officers of superior rank shall be transmitted to the addressees through official channels.
- 3. Each superior officer through whom such a communication is routed should note his or her recommendations and comments.
- 4. In all urgent and important communications necessitating the immediate attention of the Chief of Police, one copy shall be transmitted directly to the Chief's office. The original and other copies shall be routed through the proper channels.
- 5. It is expected that communications for the Chief of Police shall complete the course through channels and arrive at his office with absolute promptness, entailing only such delay as the proper perusal and recommendation of the subordinate officers may require.


 TIVOLI S. FAAUMU
 Chief of Police