

MAUI COUNTY POLICE DEPARTMENT

**GENERAL ORDERS**  
**CHAPTER 304**  
**FACILITIES AND EQUIPMENT**

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Effective date: 01/31/20

Revision date: 1/16/20

Rescinds: GO 304.7 (1/30/95)

New materials underscored

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Accreditation Standards: 84.1.2

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**MAUI POLICE DEPARTMENT SECURITY PROCEDURES**  
**G.O. 304.7**

I. PURPOSE

To establish guidelines and procedures for the security of Maui Police Department facilities.

II. POLICY

It is the policy of this Department that security be maintained at all police facilities in order to ensure that employees can safely and successfully provide the public with effective police service and that Department owned property and in-custody property are secured. Public access to the facilities shall be allowed in accordance with the procedures set forth in this directive.

III. GENERAL SECURITY MEASURES

A. All Department employees are required to possess a Department issued photo identification card, which should be worn in plain view while inside any police facility.

B. Visitors to the secure areas of any police facility must be accompanied by an employee at all times, except:

Persons who are not employees of the Maui Police Department, but have been issued a Maui Police Department identification card are permitted to enter secure areas of police facilities without being escorted.

C. Hale Makai Station

1. The front main entrance shall be opened to the public at 0745 hours and locked at 1630 hours on regular workdays. Employees may enter the station twenty-four hours daily with their photo identification card.

2. The front main door to Receiving Desk shall remain unlocked twenty-four hours a day.

3. Visitors and Vendors

During regular working hours, visitors/vendors shall sign in with the Receiving Desk if not accompanied by an employee. The receiving desk officer shall maintain a log noting the visitor/vendor's name, local address, residence telephone number, the date and the time.

4. Parking

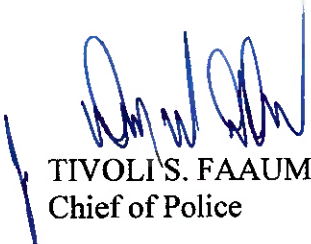
- a. No unauthorized vehicle shall park in an assigned parking stall.
- b. Parking is prohibited along the fence line beginning from Mahalani Street, to the third light post in the westerly direction.
- c. Privately owned vehicles are prohibited from parking on the apron and bay areas of the Radio Shop, Evidence Storage, Motor Pool, and along the area between the squad room entrance and bulk storage.
- d. No vehicles shall be parked at the gas pump unless receiving fuel.
- e. Off-duty personnel shall not leave their personal vehicles in the parking lot of Hale Maka'i.

5. Master Keys for Hale Maka'i

The Office of the Chief and the Technical Services Division have master keys for the Hale Maka'i station.

6. Facility Security Checks

- a. Officers assigned to the Receiving Desk are responsible for conducting at least two checks of the building and parking lot after regular business hours and on holidays and weekends.
- b. The beat officer shall routinely check the exterior of the police facility during his tour of duty.
- c. At facilities not manned 24 hours, the officer on duty shall make periodic checks of the building.

  
TIVOLI S. FAAUMU  
Chief of Police