

MAUI COUNTY POLICE DEPARTMENT

GENERAL ORDERS
CHAPTER 102
ORGANIZATION AND MANAGEMENT

Effective date: 03/27/19

Revision date: 3/07/19

Rescinds: GO 102.13 (10/16/00)
New materials underscored

Accreditation Standards: 11.4.1

DEPARTMENT ANNUAL REPORT FORMAT
G.O. 102.13

I. PURPOSE

To provide procedures for preparing the annual report utilizing a standardized report format.

II. POLICY

The annual reporting system is established to provide the accurate flow of summary information between management and operational units, including major accomplishments of each component for the year. As a result, it is the policy of this Department that each organizational component shall submit an annual report in accordance with the procedures set forth in this directive.

III. GENERAL PROVISIONS

- A. The annual report will be a summary of the monthly reports and will provide comparative data, and recommendations for improving the component's performance in various areas.
- B. Each component shall submit the original and one copy of their annual report to the Bureau Commander on or before February 15, following the end of the reporting year. The Bureau Commander shall forward the original, with photographs, to the Chief of Police on or before February 20, following the end of the reporting year. The Chief of Police shall forward copies of all annual reports, with photographs, to the Research Analyst, who will be responsible for processing the information, and generating the annual report for the Department.

IV. PROCEDURES

A. Format

The annual report shall be prepared in a TO/FROM format. Element Commanders may make arrangements via Channels for the Forensic Identification Unit to take photographs.

- B. The format of the body of the report shall consist of the following:

1. Major Accomplishments and Future Activities

The Commander shall summarize the major accomplishments of the component over the reporting year and make recommendation for improving performance in various areas. A brief synopsis of activities or events with available data should also be included. This summary will be included in the Department's Annual Report.

2. Staffing Chart

Submit a table which includes authorized and actual positions filled by position for the component. The table should also identify personnel on special assignment.

3. Criminal or Annual Highlights:

Included under this heading should be a summary of the components' activities with certain major criminal, traffic or events highlighted. The cases highlighted should contain report number, classification, date, time and a brief synopsis of the case.

4. Specialized Units

List any specialized units within the component and a summary of the unit's activities undertaken during the year.

5. Statistical Data

a. Submit appropriate statistical data for the component. The data submitted should include totals for the reporting year, as well as totals from the previous year. Where appropriate, clearance rates should be included.

b. The Records and Identification Section shall be responsible for submitting cumulative Uniform Crime Reporting data for the year to include:

- (1) Return A
- (2) Supplement to Return A
- (3) Supplementary Homicide
- (4) Arson
- (5) L.E.O.K.A.
- (6) Juvenile Arrests and Disposition
- (7) Adult Arrests
- (8) Part I and Part II offenses reported by District

6. Leave Taken

List the total number of leave days taken by the component during the reporting year for the following:

- a. Vacation Leave
- b. Compensatory Time Off (include time earned, used and balance)
- c. Personal Leave
- d. Sick Leave
- e. Family Leave
- f. Administrative Leave
- g. Military Leave
- h. Funeral Leave
- i. Sabbatical
- j. Leave Without Pay
- k. Injury Line of Duty Leave (include injury line of duty form)

7. Overtime

Summarize the components overtime hours and compare those figures with previous reporting years.

8. Personnel Actions

List personnel actions such as promotions, transfers, suspensions, retirements and other notable actions. Commanders shall submit photograph(s) of all retirees within their component.

9. Employee Awards

Commanders shall submit the name(s), photograph(s), and brief write-up for all employees who received Departmental awards while assigned to the component during the reporting year.

10. Training

Summarize any specialized training conducted or received during the reporting year.

11. Accreditation

Summarize any significant events or occurrences during the year that impacted on accreditation standards affecting your component. Commanders should also identify any benefits or problems resulting from accreditation.

12. Photographs

Photographs to be included in the Annual Report shall be based on personnel

assigned to the component in December of the reporting year.

a. The Commander shall submit a group photograph(s) of their component to be included in the Department's Annual Report.

(1) The following components shall be exempt from submitting group photographs:

(a) Criminal Intelligence Section

(b) Vice Division

b. It shall be the responsibility of the Forensic Identification Unit to submit the following photographs:

(1) Police Commissioners

(2) Chief of Police

(3) Deputy Chief of Police

(4) Assistant Chief of Investigative Services Bureau

(5) Assistant Chief of Support Services Bureau

(6) Assistant Chief of Uniformed Services Bureau

(7) Business Administrator

(8) Element Commanders

c. A photograph of each employee who retired during the year shall also be included in the Annual Report.


C. The following components shall submit an Annual Report:

1. Administrative Service Sections
2. Communications Section
3. Community Relations
4. Computers Section
5. Crime Reduction Unit
6. Criminal Intelligence Section
7. Criminal Investigations Section
8. Hana District
9. Internal Affairs
10. Juvenile Crime Prevention Division
11. Kihei District
12. Lahaina District
13. Lanai District
14. Molokai District
15. Motorpool
16. Plans, Training, Research and Development Section
17. Quality Assurance Section
18. Radio Shop

- 19. Records and Identification Section
- 20. Special Response Team (SRT)
- 21. Technical Services Division
- 22. Traffic Section
- 23. Vice Division
- 24. Wailuku District Patrol

D. Department Annual Report

- 1. It shall be the responsibility of the Research Analyst to compile information obtained from each annual report to produce the Department's Annual Report.
- 2. The Department's Annual Report shall be distributed to all employees, retirees and other specified agencies.



TIVOLI S. FAAUMU
Chief of Police