

**GENERAL ORDERS**  
**CHAPTER 102**  
**ORGANIZATION AND MANAGEMENT**

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**INTRA-DEPARTMENTAL TRANSMITTAL**  
**G.O. 102.5**

I. PURPOSE

To establish procedures and guidelines for the intra-departmental transmittal of reports, receipts, letters, court-related papers, and all other correspondence.

II. PROCEDURE

A. Mail Pouch

1. A mail pouch shall be used for the transmittal of mail between the Wailuku, Lahaina, and Kihei Districts.

a. Each district shall have a master key to unlock the mail pouch upon receipt.

2. The official mail pouch is constructed of heavy canvas type material with a side fastener (zipper) and lock located at the top of each pouch and the words “Maui Police Department, Wailuku, Hawaii” and a number inscribed on one side of the pouch.

B. FedEx is used for the transmittal of mail between the Lanai, Hana, and Molokai Districts.

C. Designation of Personnel

District Commanders shall designate personnel from their command the responsibility for the transmittal of mail. The designated personnel shall itemize the property receipt and sign it.

D. Schedule for Transmittal of Mail

1. District Commanders should schedule an appropriate time each day, including weekends and holidays, for the transmittal of mail, or more than once each day as circumstances permit or as necessary to provide for the efficient and continuous operation among districts.

2. All designated personnel from the Wailuku, Lahaina, and Kihei Districts will coordinate the exchange of the mail transmittal through Central Dispatch.
3. The assignment for the exchange of the mail transmittal shall not preclude the designated personnel from performing his duties and responsibilities as a police officer.

E. Transmittal Procedures

All items should be arranged in categories, e.g., police reports, receipts, court related papers, etc. before being placed in the mail pouch.

1. The designated person responsible for the transmittal of mail in districts using a mail pouch shall properly address the pouch and record the pouch number on the transmittal form.
2. Property Receipt for Transmittal of Police Reports
  - a. A property receipt listing all of the items contained in the mail pouch shall be completed in triplicate.
  - b. The original and one copy of the property receipt shall be placed in the pouch and the pouch securely locked before the transmittal is made. The third copy is retained in the district station or dispatch office of each district using a mail pouch.
3. The following items shall not be placed in the mail pouch bags for transmittal: Any firearms, parts of firearms, all ammunition, all monies, any written order to a bank to pay money, any evidence, any liquid in all containers and any article, object or item when placed into the mail pouch could damage the mail pouch.
4. Inventory of Pouches

Designated personnel receiving mail pouches shall inventory the contents against the property receipt. Whenever possible the inventory shall be conducted in the presence of another officer. The designated officer shall then sign both copies of the property receipt, returning the original to the sender and retaining the duplicate for the district file.

5. The Communications Section Commander of District I and District Commanders in all other districts using a mail pouch shall be responsible to see that daily checks are made for incoming mail.

  
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