

GENERAL ORDERS
CHAPTER 301
COMMUNICATIONS

Effective date: 01/31/20

Revision date: 01/16/20

Rescinds: GO 301.2 (8/25/06)

New materials underscored

Accreditation Standards: 41.2.4

ADMINISTRATIVE STAFF NOTIFICATIONS
G.O. 301.2

I. PURPOSE

To establish procedures and guidelines for keeping administrative staff members notified of major incidents at all times.

II. POLICY

The purpose of this policy is to provide guidance to members of the Maui Police Department in determining when, how and to whom notification of major incidents shall be made.

III. NOTIFICATION LIST

A. The following department employees shall be contacted when warranted by situation or circumstance as outlined in this directive:

1. All members of the Executive Staff
2. The affected Element Commander
3. Community Relations Section Commander

B. The Managing Director of the County of Maui shall be contacted in cases involving a homicide, traffic fatality or when directed by the Chief of Police or designee.

C. The Community Relations Section Commander shall notify:

1. The Peer Support Unit and/or the Chaplaincy Corps when appropriate.
2. The Research Analyst in the event of a drug overdose or suicide.

IV. NOTIFICATION CRITERIA

Most situations where the media show a strong interest are also of interest to the Chief of Police and the affected Bureau Commander.

A. The following list of incident types is provided as a guide for notification and is not intended to be all inclusive:

1. Serious criminal occurrences such as murder and attempted murder resulting in serious injury and when death seems imminent.
2. Traffic accidents with fatalities.
3. Significant injury or death of an employee, on or off-duty.
4. Officer involved shooting, on or off-duty.
5. Arrest of a department employee or county official.
Significant fires, floods or other disasters, which jeopardize or substantially risk the health, welfare and safety of the public.
6. In-custody deaths.
7. Drug overdoses.
8. Suicides.
9. Any incident resulting in the extended deployment of multiple officers and significant resources.
10. Other serious felony cases or situations, which should be reported as determined by the supervisor, or element commander.

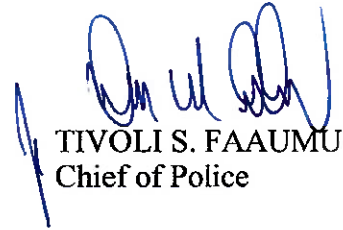
V. NOTIFICATION PROCEDURES

A. Administrative staff notification shall be done by email using MPD Form No. 160, Administrative Staff Notifications. In addition to email notification, the on-duty supervisor may also make notification via telephone when deemed appropriate.

B. During non-regular working hours, the senior supervisor or senior person on duty in all districts, sections and divisions shall immediately notify the District Commander of any major crime, fatality or significant incident under their command, which requires an administrative staff notification or news release.

1. Notification and updating the District Commander with information shall be made immediately upon receipt of such information.
2. It shall be the responsibility of the senior supervisor or senior person on duty in the respective district, to make the administrative staff notification.

- C. The senior supervisor or senior person on duty in the respective district shall make the notification and prepare and submit the "Administrative Staff Notifications Form," MPD Form No. 160 before completing their tour of duty.
- D. When the criteria for notification has been determined, it will be the responsibility of the investigator in charge, or the investigator's supervisor to provide a synopsis of the situation to the appropriate district station personnel for notification proceedings.



TIVOLI S. FAAUMU
Chief of Police

**MAUI POLICE DEPARTMENT
ADMINISTRATIVE STAFF NOTIFICATION IN CERTAIN CASES**

COMPLAINANT:

REPORT NUMBER:

ADDRESS:

CLASSIFICATION:

SYNOPSIS: (Include circumstances of case, injuries, arrests, charges, disposition, cooperating agencies, etc.)

OFFICIALS NOTIFIED	DATE	TIME	BY SUPERVISOR
ELEMENT COMMANDER (name):	/ /	Hrs.	
ASST. CHIEF INVESTIGATIVE SERVICES	/ /	Hrs.	
ASST. CHIEF UNIFORMED SERVICES	/ /	Hrs.	
ASST. CHIEF SUPPORT SERVICES	/ /	Hrs.	
DEPUTY CHIEF OF POLICE	/ /	Hrs.	
CHIEF OF POLICE	/ /	Hrs.	
COMMUNITY RELATIONS COMMANDER	/ /	Hrs.	
Managing Director, COUNTY OF MAUI (Murder, traffic fatalities and as directed by the Chief)	/ /	Hrs.	

NOTE: When more than one element commander is contacted, type information on back of form and make notation in appropriate blocks.

Submitted
by:
Date/Time

/ /

Hrs.

Approved by:

Date/Time:

/ /

Hrs.

ORIGINAL: Records Section
COPY: District File
COPY: Public Information Officer