

MAUI COUNTY POLICE DEPARTMENT

**GENERAL ORDERS**  
**CHAPTER 303**  
**RECORDS**

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Effective date: 12/18/19

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Rescinds: GO 303.1 (08/02/04)

New material underscored

Accreditation Standards: 11.1.1

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**RECORDS SECTION**  
**G.O. 303.1**

I. PURPOSE

To establish the function and organizational structure of the Department's Records Section.

II. POLICY

The Records Section shall be the central repository for all Department records, reports, fingerprints and registrations. The Records Section will have primary responsibility for quality control of reports, legal process documentation, report control, record maintenance, and record retrieval.

III. FUNCTION

- A. The responsibilities of the Records Section include indexing, maintaining and retrieving various reports, records, and registrations necessary for the efficient functioning of the Department; conducting records checks for the Department, other governmental agencies, and individual citizens.
- B. The operation of the Records Section will comply with the requirements of local, state and national security and privacy guidelines.
- C. This component provides automated data processing support to the Department. It codes, classifies and enters report data into the computer system, and retrieves such information necessary to compile reports or statistics needed for the efficient management of the Department.
- D. The Records Section shall be the central repository for all records and statistical information maintained by the Department. Their responsibilities include:
  - 1. Timely retrieval and dissemination of statistical information.
  - 2. Routing reports to specialized units and processing supplemental reports.

3. Coding reports for Uniform Crime Reporting (UCR) purposes.
  4. Maintenance of copies of all original reports, supplements and attachments.
  5. Maintenance of latent fingerprints and mug shots.
  6. Ensure that all reports are completed in compliance with written directives and that a record is made for each request for service.
- E. The Records Section is responsible for the property and evidence control function and will provide for the security and control of seized, recovered and evidentiary property as well as abandoned, lost or found property in the custody of District I.

IV. ORGANIZATIONAL STRUCTURE

A. Records Section Supervisor

The commander of the Records Section shall be a civilian supervisor.

1. The Records Section Supervisor shall be responsible to the Captain of Technical Services.

B. Evidence Custodian

Evidence Custodians shall be responsible to the Records Section Supervisor.

C. Reports Reviewer

Reports Reviewers shall be responsible to the Records Section Supervisor.

D. Warrants Clerk

Warrants Clerks shall be responsible to the Records Section Supervisor.

E. Statistics Clerk

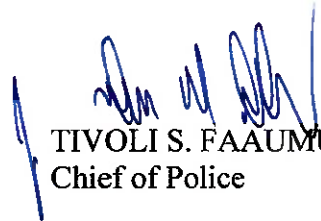
Statistics Clerks shall be responsible to the Records Section Supervisor.

F. Firearms Registration Clerk

The Firearms Registration Clerk shall be responsible to the Records Section Supervisor.

G. Office Operations Assistant

Office Operations Assistants shall be responsible to the Records Section Supervisor.



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