

MAUI COUNTY POLICE DEPARTMENT

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

---

Effective date: 03/31/20

Revision date:

Rescinds:

Accreditation Standards:

---

**SUBSIDIZED VEHICLES**  
**G.O. 304.16**

I. PURPOSE

The purpose of this policy is to establish procedures for the use of subsidized vehicles by sworn members of the executive staff.

II. POLICY

It shall be the policy of the Maui Police Department that members authorized to operate a police subsidized vehicle shall acquire, equip, and maintain their vehicle as outlined in this General Order.

III. DEFINITIONS

**AUTOMOBILE ALLOWANCE:** A fee paid to members required to provide a police subsidized vehicle for official use.

**CERTIFIED AUTOMOBILE MECHANIC:** An automotive mechanic certified through the National Institute for Automotive Service Excellence (ASE), or certified by the State of Hawai'i as outlined under Chapter 437B of the Hawai'i Revised Statutes.

**MEMBER:** A sworn member of the Maui Police Department's executive staff.

**POLICE SUBSIDIZED VEHICLE:** A privately owned or leased motor vehicle that is utilized for official business.

IV. RESPONSIBILITIES

A. Police Chief

1. The Chief of Police has the authority to define the specifications of subsidized automobiles suitable for police purposes.
2. The Chief of Police has final approval of all subsidized vehicles.

B. Deputy Chief of Police

The Deputy Chief of Police is responsible for monitoring the care and maintenance of subsidized vehicles and associated equipment for all sworn members of the executive staff.

- C. All sworn members of the executive staff
  - 1. Members are responsible for the regular care and maintenance of their subsidized vehicles and issued equipment.
  - 2. Members are responsible for reporting and documenting any incidents of loss, theft, or damage to subsidized vehicles and issued equipment to the Chief of Police as soon as practicable.

V. PROCEDURES

- A. Automobile Allowance
  - 1. Automobile allowance shall be continued during any authorized leaves of absence with pay, including industrial injury leaves, not exceeding a continuous period of six months.
  - 2. Automobile allowance shall be cancelled:
    - a. When a member is under suspension;
    - b. When a member is on sick or injury leave in excess of six months;
    - c. During all leaves of absence without pay.
  - 3. Automobile allowance may be cancelled at the discretion of the Chief of Police.
- B. Insurance and exemption
  - 1. Members granted an automobile allowance shall be entitled to public liability and property damage insurance to include no-fault insurance.
    - a. Insurance entitled by members shall be cancelled upon cancellation of the automobile allowance.
  - 2. Comprehensive and collision insurance for a subsidized vehicle shall be the responsibility of the employee.
  - 3. Exemption from the vehicle weight tax may be granted upon application and with the approval of the Chief of Police.

C. Specifications for subsidized police vehicles

1. The automobile must be clean and in good mechanical and serviceable condition;
2. Automobiles shall not be more than ten years old from the date the automobile was manufactured;
  - a. Exception

A member may extend the use of the subsidized vehicle beyond the contractual period to twelve years or 100,000 miles, whichever comes first.

    - 1) The member shall submit a To/From at least 60 days prior to the expiration of the eighth and ninth year of subsidized vehicle use to include a current certificate of the motor vehicle registration.
    - 2) The member shall verify the current mileage for the vehicle.
    - 3) The member must have the vehicle inspected and road tested, at the member's expense, by an ASE mechanic to ensure continued suitability of the vehicle.
    - 4) The Chief of Police will approve or deny the request for extension based on the recommendation of the certified mechanic's report.
    - 5) Approval extensions are good for one year.
3. The automobile must be registered solely to the member, or jointly with some other member of his family, except for lease vehicles. In such cases, a copy of the lease contract showing the officer as the lessee shall be provided;
4. A To/From shall be submitted via Channels along with photos of the prospective police subsidized vehicle.
  - a. Once approved, a copy of the vehicle registration shall be submitted to the Administrative Services Section. If a temporary registration is submitted, a copy of the permanent vehicle registration shall be submitted within 30 days of the initial vehicle approval.
5. The vehicle shall not be lifted.
6. Seating capacity to accommodate four adults comfortably.
7. Subsidized vehicles may have tinted windows; however, all applicable laws regarding window tint shall be adhered to.

8. Replacement tires/wheels shall meet manufacturer's specifications for the make, model, and year of the vehicle.
9. Headlamp bulbs shall conform to the original manufacturer specifications.
10. Exhaust systems shall conform to the original manufacturer specifications, and be in compliance with all applicable laws to include, but not limited to, excessive or unusual noise.
11. Tail pipe tips not provided by the manufacturer as standard equipment shall be prohibited.
12. Vehicle suspension lift/lower kits shall be prohibited.
13. Vehicles commonly referred to as "luxury vehicles," to include, but not limited to the following makes, shall be approved for use by the Chief of Police: Lincoln, Cadillac, Lexus, Acura, Infiniti, etc.
14. Only Original Equipment Manufacturer (OEM) parts, or non-OEM parts meeting the manufacturer's specifications, shall be acceptable. Any addition or removal of any part or accessory, resulting in a change of appearance and/or performance of the vehicle, shall require prior approval from the Chief of Police.
15. Number and Special Number License Plates
  - a. Approved subsidized vehicles are only authorized to have special number license plates; military service, pursuant to and described under Section 249-9.2, of the Hawai'i Revised Statutes.
  - b. Personalized number license plates, as described under Section 249- 9.1, Hawai'i Revised Statutes, are strictly prohibited on subsidized vehicles.

D. Removal of a subsidized vehicle from service

The Chief of Police may remove any subsidized vehicle from service if the vehicle does not comply with applicable safety standards, laws, regulations, ordinances, and departmental directives.

E. Personal Equipment

1. Any personal property or equipment stored in a subsidized vehicle shall be kept in a neat and presentable condition.
2. Except for decals describing the make of the vehicle and dealership from which it was purchased, any other form of commercial advertising, political campaigning, or slogans on subsidized vehicles, whether permanent or temporary, is prohibited.

VI. GASOLINE AND OIL DRAW

Members shall be allowed to draw gasoline and oil and charge same to the Police Department in accordance with the following provisions:

- A. Gasoline for police personnel shall be drawn in the gasoline tank of the subsidized vehicle. Under no circumstances will gasoline be drawn in containers or private vehicles.

VII. AUTOMATED CAR WASH

Subsidized police vehicles are authorized the use of the automated car wash.

  
TIVOLI S. FAAUMU  
Chief of Police