

MAUI COUNTY POLICE DEPARTMENT

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

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**POLICE VEHICLES**  
**G.O. 304.1**

I. PURPOSE

To establish administrative policies, procedures, and operational guidelines for all police vehicles.

II. POLICY

The availability of police vehicles and required equipment is key to our departments' ability to provide the community with effective and efficient police service. It is therefore the policy of this agency that all officers adhere to the procedures and guidelines set forth in this directive concerning the operation, care and maintenance of police vehicles.

III. DEFINITIONS

**POLICE VEHICLE:** County owned vehicles used solely for police duties by the Police Department.

IV. REQUIRED EQUIPMENT

A. Each police vehicle used primarily for patrol duties shall carry the standardized equipment listed as follows:

1. Radio receiving and transmitting set
2. Sirens and speaker located on the forward section of the vehicle's engine compartment
3. Safety equipment packets
4. Overhead bar equipped with emergency blue lights

B. Each safety equipment packet consists of a clear plastic bag, secured by a cable tie, and containing the following items:

1. Fire extinguisher
  2. First aid kit
  3. Disposable emergency blanket
- C. Each unmarked police vehicle shall carry a modified safety equipment packet containing the following items:
1. Fire extinguisher
  2. First aid kit
  3. Disposable emergency blanket
- D. Personnel assigned to specific marked and/or unmarked police vehicles shall be responsible for the proper care of packets stored in those vehicles. Element commanders of those units affected (e.g., Vice, CID, etc.) shall record the appropriate condition of packets utilizing the Monthly Element Commander's Check List (MPD Form 148)
- E. Personnel utilizing any marked police vehicle shall examine the packet assigned to that vehicle prior to leaving the station at the start of their shift. Documentation shall be maintained daily utilizing the Automobile Check List (MPD Form 151).
- F. Immediate notification of a supervisor shall be made under any of the following conditions:
1. The cable ties has been broken or severed
  2. The clear plastic bag has been damaged and/or opened
  3. Any item within the packet has been used
- G. Following the notification, the supervisor shall inspect the contents of the packet
1. If the contents of the packet is intact, the supervisor shall take the appropriate measure to re-secure the items within the packet and return it to the vehicle or personnel.
  2. If the contents of the packet is not intact, the supervisor shall remove the packet from service and issue a replacement to the vehicle or personnel.
- H. In addition to spare replacement packets, each element shall maintain adequate surplus supply of fire extinguishers, first aid kits, disposable emergency blankets, clear plastic bags, and cable ties within a secured storage area. This area should be accessible only to

supervisory personnel of the element.

- I. Each element shall maintain inventory control logs containing the following information:
  - 1. Total number of packets issued to the element
    - a. Identification of personnel and/or vehicles currently supplied with packets
    - b. Total number of spare packets within the element
  - 2. Itemized account of surplus supplies to include the daily totals of surplus supplies and spare packets used
- J. Each element shall maintain a daily log on the total number of packets replaced, the reason for replacement, vehicle and/or officer being issued a replacement, and the issuing supervisor.
- K. Information concerning the safety equipment packets, including information from the daily log, shall be recorded in the element commander's monthly report.

V. SPEEDOMETERS

A. Accuracy Verification

- 1. The motor pool supervisor shall be responsible for having speedometers of all patrol vehicles verified for accuracy.
- 2. The certificate attesting to the inspection and approval of the speedometers of all patrol vehicles shall be retained by the motor pool supervisor and a copy of the certificate kept within the respective patrol vehicle.

B. Odometer

Any employee found to be in violation of Section 292-7, Hawaii Revised Statutes, relating to Motor Vehicle Odometer, may be subject to disciplinary action under General Order 103.1.

VI. REPORTING OFFICIAL MILEAGE AND FUEL DRAWN

A. Recording of Mileage

- 1. Each officer will maintain a mileage record of his assigned police vehicle by entering the actual odometer reading on the Automobile Check List (Form No. 151)
- 2. District I

- a. The district commander shall forward the Automobile Check List for the police vehicles to the motor pool supervisor on a regular basis during the month.
  - b. The motor pool supervisor shall complete the Vehicle Statistical Report (Form No. 152) for the Wailuku Patrol Division
  - c. Officers assigned to specialized sections (e.g., Vice, CID, Juvenile Section, etc.) and to one vehicle are exempt from maintaining a daily Automobile Check List.
3. Districts II, III, IV, V, and VI
    - a. The district commander shall keep records of the Automobile Check List and complete the Vehicle Statistical Report (Form No. 152) in duplicate.
  4. All police vehicles and mileage records shall be subject to random inspections by supervisors and/or administrative personnel.
- B. Recording Fuel Withdrawals
1. Gasoline and oil shall be drawn from the Wailuku motor pool in District I, and designated places in other districts.
  2. District II  

The motor pool attendant shall be responsible for fueling the police vehicles during normal working hours.
  3. Districts II, IV and VI  

Officers in Districts II, IV, and VI shall draw fuel and oil from designated service sections and shall submit the original invoice along with the Automobile Checklist to the commander. A copy of the invoice shall be left at the service station.
  4. District III  

Officers in District III shall fuel their fleet vehicles at the County Base yard gas pump.
  5. District V
    - a. Officers in District V shall draw fuel from the adjoining Kaunakakai Fire Station gas pump.

- (1) Officers shall document the drawing of fuel in the logbook kept in the sergeant's office.

VII. VEHICLE OPERATIONAL PROCEDURES

A. Pre-Patrol Check

1. Officers assigned to operate a police vehicle shall inspect the vehicle prior to commencing with patrol duties.
2. The assigned operator shall complete the Automobile Check List by entering the necessary information and checking the appropriate blocks. All discrepancies in the equipment shall be noted in the lower portion reserved for "Remarks."
3. The complete Automobile Check List shall be verified by a field supervisor and retained by the motor pool in District I. In the rural districts, the district commander shall be responsible for retaining the checklist. After a period of one month, the Automobile Check List may be destroyed.
4. Supervisors shall report all deficiencies to the motor pool supervisor in District I. In the rural districts, supervisors shall report all deficiencies to the district commanders.

B. On-Duty Operation

1. An officer operating a police vehicle, shall operate the vehicle in a reasonable and prudent manner, exercising judgment and care with due regard for the safety of life and property.
2. Seat belts
  - a. Each police vehicle shall be equipped with safety belts to meet standardized equipment requirements.
  - b. Operation of police vehicles shall require the mandatory use of safety seat belts and child-safety restraints by the operator and passengers.
  - c. Provisions of this directive shall also apply to the following:
    - (1) Personnel utilizing vehicles subsidized by the County of Maui
    - (2) Specialized units or any other personnel utilizing rental vehicles for official police purposes
    - (3) Officers in outside districts utilizing privately owned vehicles to commute to assigned training sessions in another district

3. No person shall be transported in a police vehicle except for a specific police function or upon instruction of a commanding officer, or in emergencies.
    - a. When such transportation is in connection with an investigation, the transporting officer shall include the circumstances in his supplementary report.
    - b. Dispatch shall be notified on all other types of transportation.
    - c. Ride-along Program.
      - (1) The Ride-along Program shall be limited to training purposes and to those who are part of the Maui Police Department:
        - (a) Chaplain Corps
        - (b) Police Commission
      - (2) Exceptions may be granted by the Chief of Police for other government officials.
- C. Use of emergency equipment
1. Blue Lights
    - a. Identification
      - (1) Blue rooftop light must be mounted during on-duty hours on all patrol vehicles.
      - (2) The pilot light shall be illuminated during the hours of darkness
      - (3) While investigating traffic accidents during the day or night, the emergency blue lights shall be turned on and used continuously as a warning to all traffic. When practical and necessary at the scene of an accident, one police vehicle shall be placed on either side of the highway in such a position as to display to the best advantage the emergency blue light. The blinking hazardous warning lights may be used in conjunction with the blue lights.
      - (4) Unmarked police vehicles shall be equipped with visor grill and rear window mounted blue lights for use in emergency response.
      - (5) Unmarked vehicles assigned to the Traffic Section for traffic enforcement are equipped with blue lights on the front grill or

windshield and blue lights in the rear window.

b. Exceptions

- (1) At the discretion of the district commander and/or watch commander, patrol vehicles operating under special circumstances need not display and/or illuminate the blue identification light.
- (2) The pilot light may be turned off while proceeding to an “in progress” type case, while conducting surveillance, etc.

c. Emergency Response Mode

- (1) The emergency blue light and siren must be turned on while responding in Emergency Response Mode.

d. Other Situations

- (1) The emergency light shall also be used when stopping or in pursuit of traffic violators, or for other reasons when necessary to stop vehicles during the day or night.
- (2) The emergency light may be used at such other times when the officer believe conditions warrant its use for safety reasons such as flooding, road closure, or other hazardous road conditions.

2. Sirens shall be limited to the following purposes:

- a. When operating vehicle in an Emergency Response Mode
- b. When stopping or in pursuit of traffic violators, or for other reasons when necessary to stop vehicles during the day or night
- c. As directed, to augment other means of warning during periods of emergency or disaster
- d. To clear a route for other vehicles not equipped as emergency vehicles and for other emergencies not covered in this order wherein the officer has reason to believe the seriousness of the emergency warrants the use of the siren for the safety of others. Dispatch shall be notified when the siren is used under these circumstances

3. Hazardous warning lights

- a. The officer shall activate the hazardous warning lights to warn motorists of hazardous conditions on the highway.

4. Use of spotlight, horn, P.A., during a traffic stop
  - a. The spotlight, horn and public address system may be used to gain a driver's attention during a traffic stop.
  - b. If the driver stops in a position creating a hazardous situation, the P.A. System may be used to direct the driver to move to a place of safety.
  - c. If the stop is made at night, the headlights and spotlight should be used to illuminate the offender's vehicle and occupants.

5. Use of Privately Owned Roads

Police vehicles shall utilize privately owned roads, such as cane haul roads, as routes of travel for emergency purposes only and shall therefore adhere to response procedures set forth in general Order 301.4 (Controlled Dispatching and Response), Article II., Section A (Emergency Responses) and Article IV., Section A (Emergency Responses).

In addition to proper response procedures, guidelines set forth in this directive shall apply to operators of police vehicles utilizing privately owned roads for emergency travel.

- a. Officer intending to utilize privately owned roads for emergency travel shall notify Central Dispatch of their actions and shall describe the location of entry into (and subsequent exit from) the privately owned road.
- b. Upon being informed of the officer's action of entering a privately owned road, the Central Dispatcher shall contact the owner of the road, or his representative, if possible, and explain the officer's location and direction of travel, along with the projected exit point from the privately owned road.
- c. The owner of the road, or his representative, can then prepare to clear the officer's route of travel by alerting their radio-equipped field vehicles of the circumstances.

(1) Caution: Not all field units are equipped with mobile radios. Officers traveling upon private roads shall exercise extreme care at all times.

VIII. OFFICIAL USE OF THE POLICE VEHICLE

- A. County-owned police vehicles shall be used for official business only and the utilization of these vehicles for personal use is strictly prohibited.



B. No unauthorized person or persons, including family members shall be transported in police fleet vehicles.

C. Personnel in the following positions are authorized to take police fleet vehicles home:

1. Captain	Wailuku Patrol District
2. HIIT Team Leader	Wailuku Sergeant
3. HIIT Team Officers	Two or three Wailuku District Officers
4. Lieutenant	Lanai District
5. Lieutenant	Hana District
6. Captain	Lahaina District
7. Visitor Oriented Police	Lahaina District
8. HIIT Team Officers	Three Lahaina District Officers
9. Captain	Molokai District
10. Lieutenant	Molokai District
11. Detective	Molokai District
12. Captain	Kihei District
13. Visitor Oriented Police	Kihei Officer
14. CPO – Cushman Only	Kihei Officer
15. Lieutenant	Traffic Section
16. Sergeant	Vehicle Homicide Squad – Traffic
17. Officers (5)	Vehicle Homicide Squad – Traffic
18. Sergeant	O.U.I. Task Force – Traffic
19. Officers (4)	O.U.I. Task Force – Traffic
20. Captain	Technical Services Division
21. Captain	<u>Quality Assurance Section</u>
22. Captain	Internal Affairs
23. Lieutenant	Criminal Intelligence Unit
24. <u>Sergeant</u>	<u>Criminal Intelligence Unit</u>
25. <u>Officers (2)</u>	<u>Criminal Intelligence Unit</u>
26. Lieutenant	Plans, Training, Research and Development
27. Lieutenant	Community Relations Section
28. Sergeant	Community Relations Section
29. Captain	Vice Division
30. Lieutenant	Vice Division
31. Sergeant (4)	Vice Division
32. Officer (3)	Vice Division Canine Handlers
33. Captain	Criminal Investigation Division
34. Lieutenant (3)	Criminal Investigation Division
35. Evidence Techs (3)	Criminal Investigation Division
36. Supervisor	Motor Pool Supervisor
37. Lieutenant	Juvenile Section

D. Additional personnel may be permitted to take police fleet vehicles home with prior authorization from the Chief of Police.

IX. AUTHORIZATION TO TAKE FLEET VEHICLES HOME

All personnel identified in Article VIII, Paragraph C, of this directive that currently have written authorization to take home a fleet vehicle are not required to re-submit a request to continue to take home your department vehicle.

- A. Personnel not identified in Article VIII, Paragraph C, of this directive wishing to take home a police fleet vehicle shall prepare and submit a To/From to his respective Bureau Commander requesting permission. This request shall contain the following information at a minimum:
  - 1. Vehicles should be stored in a safe location. Personnel shall state the exact location where the vehicle will be parked and stored during non-duty hours.
  - 2. That the requesting individual understands, and will adhere to, the mandates of this directive.
- B. Restrictions
  - 1. The police fleet vehicle shall not be parked on a public street overnight.
  - 2. Unsecured departmental equipment shall not be left unattended within the vehicle.

X. OPERATION OF FOUR WHEEL DRIVE VEHICLES

- A. Basic use of four-wheel drive vehicles is for off-road patrol and to gain access where the use of regular patrol vehicles is impracticable. Commanders may authorize the use of a four-wheel drive vehicle for patrol where topography and road conditions make this practical.
- B. In responding to a call in the emergency mode, the operator of the vehicle shall operate the vehicle in a safe, reasonable and prudent manner with due consideration to the road and weather conditions and not exceeding the speed limit, except in dire emergency where the question of life or death is eminent.
- C. Commanders may authorize the use of a four-wheel drive vehicle for patrol where topography and road conditions make this practical. In no event shall this vehicle be used to pursue, except in dire emergency where the question of life or death is eminent.

XI. TRAFFIC ACCIDENTS AND SETTLEMENT OF ACCIDENT

- A. All accidents, which occur in Maui County and result in damage, however slight, to any police vehicle or to any rented, leased, or borrowed vehicle used solely for police-related duties by department employees, shall be thoroughly investigated in accordance with the procedures for major motor vehicle traffic accident.

- B. Accident involving a Department employee, while in the operation of a police vehicle, will be investigated by a supervisor from the Patrol Division.
1. Any officer involved in an accident with a police vehicle shall report the accident immediately.
    - a. Should there be evidence that the police officer is in violation of the Traffic Code, NO CHARGES are to be made at the scene of the accident and the investigation shall be submitted through the chain of command for review by the Chief of Police.
  2. Officer operating police vehicles are not to personally settle any claims for damages resulting from an accident.
- C. Accidents involving a Departmental employee, while in the operation of a rented, leased, or borrowed vehicle used solely for work-related duties by the Department, shall be immediately reported to the employee's supervisor.

If the accident occurs outside of Maui County and there are injuries or total vehicle damages exceeding \$3,000, the employee shall immediately notify his or her supervisor. If there are no injuries and total damages are less than \$3,000, the employee shall notify his or her supervisor upon returning to the County.

## XII. INSURANCE COVERAGE FOR AUTHORIZED VEHICLES

- A. The Maui Police Department shall provide public liability and property damage insurance to include no-fault insurance for each subsidized vehicle to cover any loss arising from the operation, maintenance, or use of the vehicle subsidized by the County and regularly used in the performance of police duties.
- B. The purchase of comprehensive and collision insurance for a subsidized vehicle shall be the responsibility of the employee.
- C. All department fleet vehicles are "self-insured", which means that the county will be responsible for its own damages and liabilities.
- D. Employees on official business within the state shall rent vehicles from authorized rental firms and need not purchase collision insurance per an agreement signed with the County of Maui.
- E. Employees on official business renting a vehicle are not required to purchase collision insurance. Employees who choose to purchase collision insurance will not be reimbursed by the County of Maui.
- F. Any employee intending to rent an automobile while traveling on department business

must secure approval from the Office of the Chief of Police to rent any full-sized vehicles, which may be classified as a luxury car.

XIII. WORKER'S COMPENSATION

- A. Any employee who is mandated to carry tools of his trade by his employer (such as an officer who takes a County-owned vehicle home) is eligible for Workers' Compensation benefits in the event of injury sustained to and from work in the most direct route; if the injury was not caused by his own negligence or desire to injure himself; or if the injury was not caused by his own intoxication.
- B. Final determination on this benefit (if applied under Act 64) rests with the Director of Personnel Services
- C. Determination on whether the injury is compensable rests with the Administrator, Workers' Compensation Division, Department of Labor and Industrial Relations, State of Hawaii.

XIV. VEHICLE MAINTENANCE

- A. The motor pool supervisor shall be responsible for the servicing and maintenance of all police vehicles. He shall coordinate with the element commanders for the proper maintenance of the vehicles and shall maintain a repair record of all department fleet vehicles.
- B. Vehicular Repairs
  - 1. The repair of any police vehicle shall be processed through the use of the Work Order, Form No. 153, (prepare in triplicate) available at the respective elements.
  - 2. District I
    - a. The district commander shall ensure that the original and one (1) copy of the request forms are forwarded to the motor pool supervisor.
    - b. The third copy shall remain with the district commander.
    - c. The motor pool supervisor shall sign for receipt of the request forms in the space provided.
    - d. Upon completion of an assignment, the motor pool supervisor shall make the following distribution:
      - (1) Original to the element commander
      - (2) One (1) copy to be retained by the motor pool supervisor

3. District II, III, IV, V, and VI
  - a. The district commander shall ensure that the original and one (1) copy of the request forms are forwarded to the designated garage.
  - b. The third copy shall remain with the district commander.
  - c. The mechanic shall sign for receipt of the request forms in the space provided.
  - d. Upon completion of an assignment, the mechanic shall make the following distribution:
    - (1) Original to the element commander
    - (2) One (1) copy to be retained by the garage.
4. Upon receipt of the return copy of the Work Order signifying completion of the work, the element commander or his designated subordinate shall examine the vehicle to determine if the work has been properly performed.
5. In the event of dissatisfaction, the motor pool Supervisor in District I or the garage in rural districts shall be informed in writing and corrective measures instituted. It shall be the element commanders' responsibility to determine if the work has been properly performed.

C. Preventive Maintenance

All district and element commanders, excluding the Wailuku patrol Commander, are required to submit a Monthly Fleet Vehicle Status Report (Form No. 152).

XV. EMERGENCY ROAD SERVICE FOR COUNTY-OWNED VEHICLES

- A. In the event of a mechanical failure while in the field, the operator of the vehicle shall notify Central Dispatch of the breakdown by radio or telephone. In District I, the motor pool Supervisor or his assistant shall be contacted by Central Dispatch to remedy the situation.
  1. Should there be a need to have the vehicle towed, Central Dispatch shall relay information of the breakdown to the designated repair or two facility if needed.
    - a. On-Duty Hours (0700-1530 hours)
      - (1) Districts I, III, IV, V, and VI

Towing services will be referred to the respective District Overseer's office, Department of Public Works

(2) District II

The District Commander will be required to arrange for tow services.

b. After Hours and Holidays

(1) District I, IV, and VI

Request for towing services shall be made through the dispatch officer where a separate list of tow services companies are maintained specifically for towing police vehicles.

(2) District II

The District Commander will be required to arrange for tow services.

(3) District III

Hana area – Authorized Towing Service

(4) District V

Molokai – Authorized Towing Service

2. Under no circumstances can a replacement vehicle be towed to the location of an inoperable vehicle awaiting a tow transport.

B. Nature of Breakdown

In order to expedite emergency service repairs, the nature of the mechanical breakdown should be relayed by the operator of the vehicle. For example:

1. Flat tire (tire shall be changed by officer using vehicle).
2. Brake system (hydraulic fluid leak, master or wheel cylinder failure, frozen brakes, etc.)
3. Power steering failure
4. Radiator malfunctions (damaged water hose, defective water pump, leaking radiator, etc.)
5. Engine failure (engine will not start, dies out after starting, dead battery or

problem with electrical system, fuel line or fuel pump problem, out of gasoline, etc.)

- C. Vehicles inoperable as a result of traffic accidents or mechanical failures shall not be left unattended; instead, vehicles will be towed to a designated area, which would provide security to the police equipment within the vehicle.

XVI. PLACING FLEET VEHICLES OUT OF SERVICE

Whenever a fleet vehicle is placed permanently out of service, the motor pool supervisor shall be responsible for the following:

- A. The license plates shall be removed and submitted to the Department of Finance, Motor Vehicle Registration Section.
- B. All police equipment shall be removed.
- C. All police decals and insignias shall either be removed or painted over.
- D. The vehicles shall be turned over to the Director of Finance, County of Maui.

XVII. AUTOMATED CAR WASH


- A. Only county fleet and subsidized vehicles are authorized the use of the automated car wash.
- B. The automated car wash shall not be used for any privately owned vehicle. The washing and cleaning of private vehicles on the premises of the police department is also prohibited.
- C. The motor pool supervisor shall be responsible for maintaining records as to when vehicles are waxed in order that all police vehicles are waxed on a regular basis.
- D. County vehicles, other than police vehicles, are authorized the use of the car wash and motor pool personnel shall assist operators of such vehicles in the use of the car wash.

XVIII. GASOLINE AND OIL DRAW

Officers designated to receive monetary allowances for the use of their private automobiles shall be allowed to draw gasoline and oil and charge 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. The only exception for private vehicles shall be the surveillance vehicles that are rented and used for official police business.

- B. SHOPO Agreement – Article 18. Gasoline is to be issued at the rate of 10 official miles per gallon.
- C. Mileage overages may be carried forward but must be cleared within the next calendar month.
- D. Officers are urged to make weekly checks of their mileage record and draw whatever gasoline is due to them or make up any shortages before the end of the month.
- E. One quart of oil is allowed for each 250 miles of official business. For the purpose of making a complete change, accumulation not to exceed 5 quarts shall be allowed.

  
TIVOLI S. FAUMU  
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