

MAUI COUNTY POLICE DEPARTMENT

GENERAL ORDERS
CHAPTER 305
PROPERTY MANAGEMENT

Effective date: 01/31/20

Revision date: 1/14/20

Rescinds: GO 305.1 (5/18/04)

New materials underscored

Accreditation Standards:

TECHNICAL SERVICES DIVISION
G.O. 305.1

I. PURPOSE

To establish the Technical Services Division of the Maui Police Department.

II. POLICY

The Technical Services Division is responsible for providing auxiliary services to the Department. Auxiliary services include the maintenance and repair of police vehicles, repair and maintenance of the police radio system, identification and analysis of controlled substances, records, property and evidence control, and building maintenance control.

III. FUNCTION

A. The Captain of Technical Services shall be the coordinator for parking lot control, telephone installation and repair, building maintenance control, and key control for building security. The Captain of Technical Services supervises the Records Section, the Radio Shop, the Motorpool, and the Utility Section.

1. The Records Section is the central repository for all police reports and related documents. The section is responsible for the review, control, security, maintenance, access and retrieval for authorized release of the police reports.
2. The Radio Shop is responsible for repair and maintenance of the police radio system.
3. The Motorpool is responsible for the repair and maintenance of police vehicles for the Department.
4. The Utility Section is responsible for building maintenance.

IV. ORGANIZATIONAL STRUCTURE

A. Division Commander

The Commander of Technical Services shall be an officer holding the rank of Captain.

B. Records Manager

1. The Records Manager shall be responsible to the Captain of the Technical Services Division.
2. The Records Manager shall be the immediate supervisor of all Records Section staff.

C. Utility Section

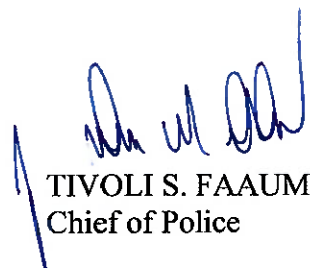
1. The Building and Maintenance Repair person shall be responsible to the Captain of the Technical Services Division.

D. Communications Coordinator

1. The Communications Coordinator shall be responsible to the Captain of the Technical Services Division.
2. The Communications Coordinator shall be the immediate supervisor of radio shop personnel.

E. Police Motorpool Coordinator

1. The Police Motorpool Coordinator shall be responsible to the Captain of the Technical Services Division.
2. The Police Motorpool Coordinator shall be the immediate supervisor of Motorpool personnel.


TIVOLI S. FAAUMU
Chief of Police