

A. PURPOSE. To outline requirements and employees' responsibilities for traffic crash reporting.

B. GENERAL REQUIREMENTS. Vehicle crashes:

1. On the roadway shall be reported if any one of the following occur:
 - a. Personal injury
 - b. Damage to all vehicles and/or property combined is more than \$1000
 - c. Hit and run regardless of the amount of damage.
2. On non-roadways shall be reported if any one of the following occur:
 - a. Personal injury or fatality
 - b. Hit and run regardless of the amount of damage.
 - c. Suspected OWI/OWD Driver
3. On-Line Crash Reporting
 - a. Dispatch shall screen traffic crash calls and only dispatch police units when a UD-10 is required. An officer shall not direct involved parties to the on-line system unless approved by a supervisor.
 - b. Criteria for On-line reporting:
 - (1) Private Property- no injuries, both drivable
 - (2) Public property- no injuries, both drivable and no longer a road hazard
 - (3) Hit & Run (public or private) w/ no actionable suspect info.
 - c. www.grandrapidsmi.gov/Government/Departments/Police-Department
4. Non-Reportable Crashes
 - a. Criteria: Non-dispatched call, no injuries, no road hazard, both parties have exchanged information, combined damage under \$1000.

- b. The officer shall complete a Non-Reportable Crash report (RMS 9626) or direct parties to the on-line system w/ supervisory approval.
 - c. Self-Reporting form: This is an untracked document, used solely by insurance companies. Self-Reporting forms shall be distributed at the Front Desk only.
5. Which involve the striking of an unoccupied parked vehicle or other stationary property, require that the operator of the striking vehicle locate, notify, and identify his/herself to the owner of the property. If the owner cannot be located, the operator is required to make a report forthwith to the nearest or most convenient police officer.

C. RESPONSIBILITIES. All employees receiving a request for service regarding vehicle crashes by telephone or in person shall:

- 1. Obtain the needed information (date, location of the crash within the city limits, dollar amount of damage, injuries or hit and run) to decide whether a crash report is required.
- 2. If a police response is dictated due to hazards, injuries, dollar value, hit and run, etc., the responding police unit shall complete a UD-10. Persons involved in crashes that receive a police response shall NOT be “ordered in” to make a report unless approved by a supervisor.
 - a. If the police unit determines that the crash meets the criteria for on-line reporting, officers may direct them to the on-line system with supervisor approval.
 - b. If dispatch determines the crash is not required to be reported, the vehicles are drivable, and there are no other traffic hazards, advise the operator that they are not required to make a report and a unit will not be dispatched. If they so desire, a Non-reportable Accident Form can be obtained at the Police Information Desk, or the report may be submitted on-line.
 - c. If the reporting person is not involved in the crash and cannot give the needed information, dispatch an officer to the scene to appraise the damage and advise accordingly.

D. HIT AND RUN FOLLOW UP INVESTIGATION

- 1. Employees Shall:

- a. Obtain and record a vehicle description and license plate number, if available, as well as a physical description or suspect driver name, if known.
- b. Initiate a search through LEIN/SOS to determine registration information and owner name for the suspect vehicle. Initiate a search through LEIN/SOS for suspect driver license information.
- c. Contact the registered owner/driver of the suspect vehicle if he/she resides in the Grand Rapids metropolitan area, after obtaining supervisory approval.
- d. Complete the UD-10 crash report and take appropriate enforcement action once the suspect driver is identified.
- e. Submit completed hit and run reports to the crash reporting system for review.
- f. Submit hit and run reports involving out of area suspects or vehicles, uncompleted due to lack of leads, uncompleted after reasonable efforts to follow up are exhausted, or extensive follow up is required to the crash reporting system.

E. DEBRIS REMOVAL AT TRAFFIC CRASH SCENES

1. State Law ([MCL § 324.8902](#)) requires the wrecker driver who is called to remove a vehicle from an accident scene to remove all glass and other injurious substances from the street, road, or highway, which are a result of the accident. Failure to do so is a misdemeanor. If the wrecker driver fails to perform these obligations, he should be advised of his legal responsibilities to do so by the officer.
2. If no wrecker is called to the accident scene and there is glass or other hazardous substance in the roadway, it is the responsibility of the officer to contact the City Street Department and ensure that the scene is cleaned up and all hazardous materials are removed prior to leaving the scene.
3. If necessary, officers shall reroute traffic by using their vehicle, flares, cones, or barricades until the hazard is made safe. Officers shall remain on scene until the wrecker driver has removed the vehicle from the roadway.