

PROCEDURE MANUAL

10-01



MICHIGAN STATE POLICE

Department Vehicles: Crash Reporting and Investigation

Purpose: This manual provides guidance and procedures to be followed in the event a department vehicle is crashed or damaged.

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Definitions:

None

Section 1: Traffic Crash Reporting and Investigation

1.1 Reportable Traffic Crashes

- a. For purposes of this manual, the following traffic crashes are deemed reportable crashes and shall be reported regardless of their severity, whether they occurred on public or private property, or whether they occurred in or out of the state.
 - i. Any traffic crash involving a member, whether on or off duty, in a state-owned or leased vehicle, excluding intentional collisions (e.g., ramming, Precision Immobilization Technique (PIT) maneuver).
 - ii. Any traffic crash involving a member, while in the performance of their duties, in a privately owned vehicle, including a vehicle that has been officially taken into custody by the department.
 - iii. Any traffic crash involving a state-owned or leased vehicle driven by a non-department member.

1.2 Member Responsibilities

- a. A member involved in a reportable traffic crash shall:
 - i. Request response through the local 911 dispatch center if injury has occurred as the result of a collision, or a vehicle is unable to be removed from obstructing the roadway.
 - ii. Immediately contact the post covering the area where the traffic crash occurred.

- iii. Report the traffic crash to their immediate supervisor as soon as possible, but no later than the end of the member's shift.
- iv. Follow the requirements under Section 2.2.
- b. The worksite commander, or designee, in whose area a reportable traffic crash occurs shall:
 - i. Arrange for an on-scene investigation to be conducted, except when:
 - 1. A minor property damage traffic crash occurs within the jurisdiction of a municipality having an organized police department and the local agency conducts an on-scene investigation, or
 - 2. Emergency need requires the closest response possible.
 - ii. As a courtesy, notify the police department in whose jurisdiction the crash occurred, if the municipality has an organized police department.
 - iii. In accordance with Official Order 06-26 – Crash Reconstruction Program, request a traffic crash reconstruction specialist be dispatched to the scene of any traffic crash involving an on-duty member or department vehicle that results in a fatality or the potential hospitalization of any person. For purposes of this manual, hospitalization shall be defined as any injury, other than fatal, that requires admittance to a hospital.
- c. The involved member's worksite commander shall:
 - i. Immediately notify the Operations Section in the event of any injury or fatality involving a department member. This task may be delegated to the commander's designee. The Human Resources Division and the Director's Office shall be consulted prior to signing any releases pertaining to personal injuries received by members.
 - ii. Review all traffic crashes reportable under this manual.
 - iii. Submit a special report through channels to their district or division commander when:
 - 1. A patrol vehicle incurs damage greater than \$2500.
 - 2. The member involved was in non-duty status.
 - 3. The member was at-fault in the traffic crash.
 - 4. The traffic crash resulted in injury to the member or other motorist.
 - 5. The member's actions could result in discipline or corrective action.
 - iv. Be responsible for securing all video or audio evidence available relating to the traffic crash and for attaching this information to the BlueTeam Vehicle Accident Report.
- d. The district or division commander shall:
 - i. Review all traffic crashes reportable under this manual and may order an additional investigation in consultation with the Professional Standards Section.

1.3 Traffic Crash Investigation

- a. Member/Vehicle Worksite Follow-Up Investigations

Worksite commanders may institute follow-up investigations of a traffic crash involving members or vehicles assigned to their command. These investigations shall be for the purpose of reducing traffic crashes within their unit.

- i. Follow-up investigations shall be conducted in cooperation with any investigation being conducted by the worksite commander who is responsible for the on-scene investigation.
- ii. Follow up investigations shall be reported on an Official Memorandum, UD-040, to the commander of the worksite where the traffic crash occurred.

1.4 Traffic Crash Reports

a. A vehicle operated by a member shall be referred to as the #1 vehicle on all reports submitted.

b. Required Reports

- i. A Vehicle Accident BlueTeam Incident Report (BTIR) is required any time a department vehicle is involved in a traffic crash. Note that intentional collisions, such as ramming or use of the Precision Immobilization Technique (PIT), are not considered traffic crashes for the purposes of BlueTeam. These incidents shall be reported using the Pursuit BTIR in BlueTeam.

The supervisor of the member involved in a traffic crash shall complete the Vehicle Accident BTIR. The member involved in the crash shall not under any circumstances prepare or complete the BlueTeam Vehicle Accident Report.

- ii. The BlueTeam Vehicle Accident Report shall be submitted for review with the following documents:

1. In-Car and Body-Worn Camera video from the involved vehicle if available, saved within the BTIR.
2. Photographs of the scene and vehicle(s) involved.
3. UD-010 Traffic Crash Report.
4. Estimate of damage from repair facility.

- iii. Traffic Crash Report, UD-010

1. Except when a UD-010 has been prepared by a local agency, the area worksite commander, assistant post commander, sergeant, accident investigator, or accident reconstructionist, as deemed appropriate by the worksite commander, shall prepare, complete, and submit the Traffic Crash Report, UD-010, for all traffic and non-traffic crashes involving department vehicles. Members involved in the crash shall not under any circumstances complete the UD-010.
2. The UD-010 shall contain all facts related to the traffic crash that could have a bearing on liability. The member responsible for preparing the UD-010 shall indicate on the UD-010 the hazardous action, if any, for all drivers, including members, involved in the crash.

3. For all department vehicles, the vehicle type shall be coded #1 in the Special Vehicles Section on the UD-010 report. The appropriate Vehicle Use box shall also be marked.
4. In situations where the worksite commander conducts an additional investigation, and where the traffic crash is being investigated by another police agency, the worksite commander whose member was involved in the traffic crash shall obtain a copy of the Traffic Crash Report for inclusion with their report.
5. The Traffic Crash Report submitted by the other police agency may be used as the official UD-010 report. If a UD-010 has not been submitted by the police agency having jurisdiction, the worksite commander of the area where the traffic crash occurred shall request a report be completed and submitted.
6. A Traffic Crash Report, UD-010, is not required to be completed by the department under the following circumstances:
 - a) When a traffic crash has been investigated by another police agency.
 - b) When a windshield of a state-owned or leased vehicle has been damaged by stones accidentally thrown by another vehicle.
 - c) When damage occurs as a result of vandalism or theft.
 - d) When damage occurs as a result of an intentional collision such as ramming or use of the PIT maneuver.

iv. State of Michigan Claim Form

A State of Michigan Workers' Compensation Claim Form is only required if a department member sustains injury; it is not required for incidents involving vandalism or theft.

c. Special Reports - Memorandum, UD-040

This Procedure Manual does not require the member to submit a special report.

1.5 MAP Collision Management - Reporting and Repairing Damage

- a. DTMB Vehicle and Travel Services defines traffic crashes as all moving collisions (including all moving incidents on a public road or parking lot and all vehicles stopped or standing on a public road, even when the state vehicle is undamaged), all injury-related traffic crashes, and all collisions involving a state-owned or leased vehicle that is legally parked on a public road. Situations meeting the above criteria will be considered an incident requiring MAP Collision Management notification.

- b. Reportable Incidents

The following types of incidents involving state-owned or leased vehicles shall be reported to MAP Collision Management.

- i. Any traffic crash as defined above.
- ii. Mechanical fires.

- iii. Damage caused by improper use.
 - iv. Undercarriage damage.
 - v. Non-collision damage (e.g., off-road driving).
 - vi. Windshield or other glass repair.
 - vii. Vehicle theft
- c. Repair of Damages
- i. A MAP Collision Management Advisor shall be contacted by telephone at 1-800-937-8149 as soon as possible and is required within 24 hours or the first working day following a traffic crash, intentional collision, theft, or vandalism involving a state-owned or leased vehicle.
 - 1. Members shall be prepared to provide the advisor with the information from the Vehicle Information envelope, located in the glove compartment.
 - 2. Members are not required to provide MAP Collision Management with their social security numbers.
 - ii. The MAP Collision Management Advisor will work directly with the repair facility to obtain an estimate and determine the repair action to be followed. If repairs are authorized, the MAP Collision Management Advisor will notify the repair facility.
 - iii. If a damaged vehicle is determined to be unsafe for service after being repaired, the commander of the worksite to which the vehicle is assigned shall contact the Fleet Manager concerning the problem. The Fleet Manager, in consultation with Vehicle and Travel Services, will determine if the vehicle should be replaced.

1.6 Crash Reporting Required from the Driver

Reports Required	Traffic/Non-Traffic Crash	Intentional Collision	Vandalism or Theft
Verbal Notification	Supervisor Area Post	Supervisor Area Post	Supervisor Area Post
Workers' Comp. Forms**	See directives on-duty incurred injuries		

Privately Owned Vehicles (On Duty)

Reports Required	Traffic/Non-Traffic Crash
Verbal Notification	Supervisor Area Post
Workers' Comp. Forms**	See directives on-duty incurred injuries

**Only Submit when injury/illness has occurred. Submit electronic form by email to MSPWorkcomp@michigan.gov.

1.7 Crash Reporting Required from the Post

Reports Required	Traffic/Non-Traffic Crash ¹	Intentional Collision	Vandalism or Theft
Verbal Notification	Municipal PD ¹ Collision Mgt. Program	Collision Mgt. Program	Collision Mgt. Program
UD-010	Original to CJIC Copy to Post Copy to District Copy to Precision Driving Unit		
Incident Report ²	Copy to Post Copy to Post Copy to District ²	File to Post Work to Post Copy to District	File to Post Work to Post Copy to District
Repair Estimate	Original to Collision Mgt. Copy to Collision Mgt.		

¹ When a crash occurs within a municipality with an organized police department

² Complete and submit when another police agency completed the UD-010, death has occurred, or additional investigation has been completed

Section 2: Insurance Coverages

2.1 Insurance Coverages – Motor Vehicles

The State of Michigan is self-insured; there is no auto insurance carrier. The State of Michigan’s vehicle self-insurance fund provides the coverage required under the Michigan No-Fault Automobile Insurance Act, 1972 PA 294, as amended ([MCL 500.3101 et. seq.](#)).

Following is a summary of coverages:

a. Personal Protection Insurance

For information and details on coverage, see the [Administrative Guide to State Government Procedure 0820.01 Insurance Coverage of State-Owned and Leased Motor Vehicles](#) or contact the State Building Authority at 517-335-0994.

b. Property Protection Insurance

For information and details on coverage, see the [Administrative Guide to State Government Procedure 0820.01 Insurance Coverage of State-Owned and Leased Motor Vehicles](#) or contact the State Building Authority at 517-335-0994.

c. Residual Liability

For information and details on coverage, see the [Administrative Guide to State Government Procedure 0820.01 Insurance Coverage of State-Owned and Leased Motor Vehicles](#) or contact the State Building Authority at 517-335-0994.

d. Collision Coverage

- i. The self-insurance fund does not cover repair of state-owned or operated vehicles.

- ii. State-leased vehicles are covered against damage or loss from collision through the State's contract with Wheels, Inc.
- iii. Personal property in or on a state-owned or leased vehicle, whether owned or leased by the State of Michigan or the person using the vehicle, is not insured against collision, theft, or other transportation perils.
- iv. Rental vehicles are not covered.
- v. A member's personal vehicle driven on state business is not covered by the Fund in any fashion.

2.2 Reporting Traffic Crashes

In the event of a traffic crash, the following should be done in addition to any applicable requirements of Section 1.

- a. Stop immediately and investigate.
- b. Check for injuries and get help immediately if needed.
- c. Do not discuss who is at fault.
- d. Obtain the name, address, and insurance information of all other parties involved.
- e. Call Wheels, Inc. at 1-800-937-8149 and provide them with a full report of the accident even if there is no damage to the state vehicle. Members are not required to provide a written report to Wheels, Inc.
- f. If the vehicle is not drivable, MAP will arrange for towing to a body shop or dealership. The Lansing VTS garage should be used whenever possible.
- g. Members should obtain a police report, if possible, and mail or fax to both agencies listed below:

Wheels, Inc.
Collision Management
666 Garland Place, P.O. Box 5154
Des Plaines, IL 60016
FAX: 847-699-8491

Crawford
26877 Northwestern Hwy., Suite 201
Southfield, MI 48086-5154
FAX: 248-357-9528

2.3 Insurance Coverages - Aircraft

- a. State-owned or leased aircraft are covered by liability insurance. For policy information and details on coverage, contact the State Building Authority at 517-335-0994.
- b. Limits of Liability
 - i. For details on the limits of coverage for department aircraft, contact the telephone number above.
 - ii. If a department aircraft is involved in an accident, regardless of seriousness, the Special Operations Division shall be notified immediately.

- iii. The Special Operations Division shall notify the Budget, Financial, and Facilities Division in writing of all particulars. The Budget, Financial, and Facilities Division shall notify the State Building Authority and coordinate the flow of accident reports to that office.

Review Responsibility: Field Services Bureau; State Services Bureau: Budget, Financial, and Facilities Division

Accreditation Standards: N/A