

# PROCEDURE MANUAL

## 07-09



MICHIGAN STATE POLICE

## Investigating and Reporting Hunting Accidents

**Purpose:** This manual provides guidance and procedure for members who are investigating hunting accidents.

**Effective Date:** April 19, 2022

## Table of Contents

---

### Investigating and Reporting Hunting Accidents

<b>Section 1: Investigating and Reporting Hunting Accidents</b>	<b>1</b>
1.1 Reporting Requirements	1
1.2 Hunting Incident Report Form	2

## Definitions:

---

**Hunting Accident:** An incident where a person is injured by a hunting weapon outside of the home while engaged in the activity of hunting, including while traveling to and from the hunting field.

## Section 1: Investigating and Reporting Hunting Accidents

---

### 1.1 Reporting Requirements

- a. The following information on hunting accidents shall be reported to the Operations Section by LEIN:
  - i. The name, age, and address of the victim.
  - ii. Whether an injury or death occurred (and where the victim is hospitalized, if applicable).
  - iii. The type of injury, its cause, and whether or not it was self-inflicted, if known.
  - iv. If not self-inflicted, the name, age, and address of the shooter, if known.
  - v. The date of the accident.
  - vi. The location of the accident (i.e., city, village, township, section number, and county).
  - vii. Whether relatives have been notified.
  - viii. The State Police incident number or the name of the enforcement agency handling the case.
- b. Promptness of Reporting Hunting accidents shall be reported to the Operations Section as soon as possible. If all the required information is not immediately available, a preliminary report of readily available information shall be made without delay, followed by supplementary reports as additional information is obtained.
- c. Other Police Agencies Local law enforcement officers within their respective jurisdictions have the same authority to investigate hunting accidents as do members of this department. To ensure accurate and complete reporting of all hunting accidents, members of the department shall contact local police agencies and gain their cooperation in obtaining and reporting the necessary information.

## 1.2 Hunting Incident Report Form

- a. The [Hunting Incident Report form, PR-9102](#), in conjunction with an electronic incident report and other incident report forms needed to report statistical information, shall be prepared for all hunting accidents investigated by this department.
- b. Distribution of Reports
  - i. One copy shall be forwarded to the Michigan Department of Natural Resources, Law Enforcement Division, P.O. Box 30031, Lansing, MI 48909.
  - ii. One copy shall be filed in the post's master file.
  - iii. One copy shall be filed with the work copy of the incident report if the complaint is open.
- c. When assistance is given to another department investigating the accident, only an electronic incident report shall be prepared and submitted indicating the pertinent information and the assistance given.

---

**Review Responsibility:** Field Operations Bureau

**Accreditation Standards:** CALEA