

**GENERAL ORDERS MANUAL  
WESTERN MICHIGAN UNIVERSITY  
DEPARTMENT OF PUBLIC SAFETY**

**I. PURPOSE**

The purpose of this general order is to provide guidelines for the investigation of traffic accidents that occur on Western Michigan University property.

**II. POLICY**

In Michigan, the driver of a motor vehicle involved in an accident must “immediately” report the crash if it injures or kills any person or damages property to an apparent extent totaling \$1,000 or more. It is the policy of this department to thoroughly investigate traffic accidents reported to this agency.

**III. RESPONDING TO ACCIDENT SCENES**

- A. If a WMU police officer witnesses a traffic accident, the officer should notify dispatch and assume initial responsibility for the investigation, if not on another assignment.
- B. If an officer is assigned to investigate a traffic accident, care and caution should be exercised when responding. The officer should operate a patrol vehicle as an emergency vehicle only in those instances when there is reported injury at the accident scene.
- C. Upon arrival at the scene, the officer will park the police vehicle so that its potential as a hazard will be minimized. The emergency lights shall be used when the police vehicle is parked in the roadway and also when the police vehicle is parked off the roadway as long as a substantial possibility of a subsequent accident exists.
- D. Officers will make an initial determination as to the need for an ambulance, wrecker, or other special equipment and immediately advise the police dispatcher.
- E. Officers will render necessary first aid to injured persons.
- F. Officers will protect the scene as required for further investigation.
- G. Officers or their supervisor should complete a Michigan Universities Self-Insurance Corporation (M.U.S.I.C.) form when a WMU Public Safety vehicle is involved in any accident. The form shall be forwarded to the Deputy Chief.

**IV. REPORTING**

- A. A State of Michigan Official Traffic Crash Report (UD-10) and the Local Agency/Fatal Accident Information forms shall be completed in the following instances:
  - 1. Any accident on a public street with apparent damage totaling \$1,000 or more.
  - 2. Private property accidents with an injury requiring hospitalization.

3. At the discretion of a supervisor.

#### B. UD-10 REPORTS

Officers shall refer to the instruction manual for completing the UD-10. The department's ORI is MI3988100. The county code is 39. The city code for WMU is 89. Officers with incomplete reports shall follow the established guidelines for "Late Reports."

When investigating an accident where there are conflicting statements from the drivers and witnesses, the officer will rely on their observations as well as their knowledge as to what occurred when completing the report.

The UD-10 does not contain enough information on the persons involved in traffic accidents, particularly witnesses, pedestrians, and bicyclist. For this reason, officers should add the following information on all persons involved in the accident in CAD:

1. Implication, i.e. offender, complainant, witness, etc.
2. Complete name with WMU status.
3. Race, sex, date of birth.
4. Complete address and telephone number.

#### C. PRIVATE PROPERTY ACCIDENTS

When an officer investigates a traffic accident that occurred on private property and a University vehicle is **not** involved, the responding officer will provide a private property accident exchange of information form to each party. The private property accident exchange of information form is attached as Appendix 1 in this general order.

When a University vehicle is involved in a private property accident the responding officer may report the accident on a dispatch slip. This report shall include the following information:

1. Persons involved, to include: Implication, complete name, race, sex, DOB, address, phone number.
2. Vehicles involved, to include: Registration number, VIN, year, make, and color of car.
3. Insurance company names and policy numbers.
4. Description of damage to vehicles.
5. Brief narrative of investigation and enforcement action.

#### D. HIT AND RUN ACCIDENTS

An officer assigned to investigate a hit and run accident shall, without delay, obtain and broadcast any available description of the hit and run vehicle and driver.

The officer will not record any information on the hit and run vehicle on the UD-10 unless the vehicle has been positively identified. The following information should be listed in an incident report.

1. Complete name files for all persons involved.
2. Complete vehicle files for all vehicles damaged.
3. Complete property files for any evidence collected.

4. Narrative to include a complete description of the suspect vehicle if it has not been located, complete description of damage to the complainant's vehicle with measurements and evidence of paint transfer that could assist in locating a suspect vehicle, location and time of occurrence, any witness statements, and a description of how the accident likely occurred based from the information gathered during the investigation.

## **V. FATAL ACCIDENTS**

- A. The shift supervisor or Officer-in-Charge (O.I.C.) shall respond to the scene. The medical examiner and the prosecutor's office shall be notified. The Director of Public Safety or Deputy Chief shall be notified.
- B. Kalamazoo County Forensic Laboratory should be requested to process the accident scene.
- C. Protect the accident scene until the necessary measurements and photographs of the scene can be taken. No one should be allowed to search the body at the scene except the medical examiner.
- D. The investigating officer or the officer's supervisor shall notify the deceased person's next of kin if they reside in Kalamazoo County. It may be necessary to request another police agency to make the notification if the next of kin cannot be located in Kalamazoo County or neighboring county. Whenever practical, the notification shall be made in person.

## **VI. ENFORCEMENT ACTION**

Officers shall issue citations when a preponderance of the evidence indicates, based on the investigation, an at fault driver.

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**Issued by**



**Scott Merlo**  
**Director of Public Safety**

## **PRIVATE PROPERTY ACCIDENT EXCHANGE OF INFORMATION FORM**

Michigan law does not require police reports for private property accidents or accidents with combined damage of less than \$1000.00, unless there is injury. WMU Public Safety provides this self-reporting accident form for the convenience of reporting to your insurance company.

Drivers Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Driver's License Number: \_\_\_\_\_ State: \_\_\_\_\_ License Plate \_\_\_\_\_

Owners Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Insurance Company: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Policy Number: \_\_\_\_\_