



Series 200 Operations	Effective Date	Review Date Annually	Directive Number 204.1
Chapter 204 - Traffic Operations			
Reviewing Office Homicide			<input type="checkbox"/> New Directive <input checked="" type="checkbox"/> Revised
References CALEA 61.2.1; 61.2.2; 61.2.3; 61.2.4			

CRASH INVESTIGATION

204.1-1 PURPOSE

The purpose of this directive is to provide guidelines and procedures for responding to, and investigating crashes involving various modes of transportation including motor vehicles, trains, watercraft, aircraft, and industrial accidents. In addition, this directive provides guidelines for the preparation of various reports and other documentation related to crash investigations.

204.1-2 POLICY

An objective of this department is the reduction of motor vehicle crashes. To accomplish this, the Detroit Police Department performs a variety of traffic crash functions including providing emergency services to the injured, protecting the crash scene, and conducting crash investigations. Crash investigations are conducted to properly determine the factors involved in motor vehicle crashes and to utilize these factors to develop enforcement that will reduce the incidence of crashes. The Michigan State Police, the Michigan Office of Highway Safety Administration at the state level, and this agency at the local level, utilize crash reports to study the frequency of crashes at a given location and time, along with the causative factors, to develop selective enforcement programs.

204.1-3 Definitions

204.1 - 3. 1 Critical Injury

Being or relating to an illness or condition involving danger of death. Bodily injury that involves a substantial risk of death, unconsciousness, extreme physical pain, protracted and obvious disfigurement, or protracted loss or impairment of the function of a bodily member, organ, or mental faculty.

204.1 - 3. 2 Industrial Accident

Any accident involving a self propelled vehicle at a commercial building or property due to negligence or unintended incidents which result in critical or fatal injuries to any person(s) (i.e. Hi Lo, skid steer, golf cart, all terrain vehicle, boat, rail hand car, cranes, transport carts, etc...)

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204.1-4 Motor Vehicle Crash Report Requirement

204.1- 4.1 General

The driver of every motor vehicle involved in a crash resulting in injury, complaints of injury, or death of any person or total damage to all property to an apparent extent of \$1000 or more shall report such crash to the nearest or most convenient police station or police officer. (Michigan Vehicle Code 257.622)

204.1- 4.2 State of Michigan Electronic Traffic Crash Report (UD-10)

The State of **Michigan Electronic Traffic Crash Report (UD-10)** is used for reporting motor vehicle crashes occurring on public thoroughfares within the city of Detroit. The UD-10 shall be prepared carefully and completely by the investigating officer. All verified information shall be entered on the report.

204.1-5 Responding Officer's Duties

1. Members responding to the scene of a motor vehicle crash shall render aid to any person injured, and shall make the appropriate notifications as needed.
2. If the danger of explosion exists, injured persons shall be aided in evacuating the area, if doing so does not pose a significant threat of injury or loss of life to the officer.
3. All persons in the vicinity shall be evacuated from the scene in accordance with department procedures concerning hazardous material scenes.
4. If a vehicle involved in a crash is unsafe to drive, the responding officer shall not allow the vehicle to be operated.
5. If a wrecker or fire department service is required to clear the scene, it shall be requested via radio.
6. **Buses or other public vehicles that are involved in crashes that do not result in serious injury shall not be unduly delayed. If a public vehicle must be detained, the driver must be allowed to arrange for the transfer of passengers.**

204.1- 5.1 Responsibility for Preparing Crash Reports

Members on patrol who come upon the scene of a motor vehicle crash shall conduct an initial investigation. Absent exigent circumstances, members shall determine if each driver possesses a valid operator's license and shall record all drivers' information (i.e. names, addresses, telephone numbers, vehicle information, etc.) on the Activity Log (DPD 250). After identifying the involved drivers, members shall determine if any of the below-listed circumstances exist:

1. Injury to any involved persons;
2. Damage to city property;
3. Any of the involved drivers or pedestrians are under the influence of liquor or drugs;

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4. A hit and run crash occurred; or
5. Any of the involved vehicles are disabled.

If any of the above circumstances exist, the officers shall request a district/precinct traffic crash investigator via radio. In the event there is not a traffic crash investigator available, the officers shall follow the instructions of the zone dispatcher. If none of the above circumstances exist, the involved parties shall be advised to report the crash at the nearest district/precinct or contact Telephone Crime Reporting (TCR).

If only one (1) driver is present, any information offered about the condition of the other driver or other circumstances regarding the crash, which cannot be readily verified by the officer receiving the report, shall be noted in the narrative section on the UD-10. The investigating officer shall state in the remarks whether or not sufficient information is available, and whether or not all drivers were present when the report was made. The name, address, telephone number and statement of each witness shall be documented, if available.

204.1- 5.2 Crashes on Private Property

Motor vehicle crashes that occur on private property are classified as non-traffic crashes. Non-traffic crashes **shall not** be reported on the UD-10 nor submitted to the State of Michigan Records System except for the following situations:

1. Non-traffic snowmobile crashes;
2. Non-traffic off Road Vehicle (ORV) crashes; and
3. Fatal non-traffic crashes.

The state of Michigan requires that both traffic crashes and non-traffic crashes involving snowmobiles and ORV's be reported. This requirement applies whenever a snowmobile or ORV is involved in a crash resulting in a fatality, personal injury, or property damage estimated at \$100 or more.

While there is no state law requiring the reporting of non-traffic crashes other than snowmobiles and ORV's, the state of Michigan requires that fatal non-traffic crashes on private property be reported on the UD-10. All other crashes occurring on private property should be reported by preparing a CRISNET report. The report shall be titled "Private Property Crash."

204.1- 5.3 Investigative Limitations

1. The duties of an officer investigating a crash are confined to the criminal aspect of the case. The officer shall take no part in placing liability for damages, advising citizens about adjustments, or signing statements placing the blame on either party.
2. Only those officers who have received formal advanced training in traffic crash investigations may conduct on-scene investigations of crashes that are assigned to homicide crash investigators.

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3. In all crashes being investigated by **homicide crash investigators**, officers not assigned to Crime Scene Services are prohibited from taking photographs or making video recordings of a crash scene using privately owned equipment without authorization from the **homicide crash investigator**. Copies of any recordings or photographs that are made must be immediately provided to the officer-in-charge of **Homicide**. All recordings and photographs are subject to discovery under the Michigan Rules of Evidence. Officers failing to provide such material to the officer-in-charge of **Homicide** are subject to court sanctions in criminal cases, disciplinary action, or both.

204.1- 5.4 Identifying Witnesses

The investigating patrol officer at the scene shall determine if any complainants or witnesses can verify the identity of the driver. These witnesses are to be listed on the UD-10 and all other required reports.

204.1- 5.5 Witness Statements

Written statements should be obtained from the involved persons and witnesses utilizing the Witness Statement Form (DPD 103) and be signed by the witness. In any instance of taking a statement from the driver involved in a critical/fatal accident or an "at fault" operator, a Constitutional Rights Form (DPD 342-B) must be provided, agreed to, and signed by the witness and the officer taking the witness statement. All persons have the right to refuse to make a statement. If a person refuses to make a statement, the investigating officer shall prepare a negative Witness Statement Form.

204.1- 5.6 Diagramming

It is essential that the position of the vehicles be documented both at the time of impact and where the vehicles came to rest, including any obstructions that may appear on or bordering the roadway. **The box to the left of the diagram** on the UD-10 shall be used for additional information. The officer shall describe, in detail, the damage to vehicles or other property and note any other factors that may aid in the investigation of the crash. Reporting officers shall not speculate or record their opinions.

204.1- 5.7 City Property Damage

1. When city property, other than a police vehicle, is damaged as a result of a motor vehicle crash, the officer-in-charge of the district/precinct desk shall ensure that the affected city agency receives a telephone notification. If the damage occurs when the agency is closed, a notation shall be entered in the district/precinct electronic desk blotter as a reminder to the officer-in-charge of Platoon Two (2) on the next working day to make the notification.
2. **A CRISNET report shall be prepared, detailing the damage and the affected agency be advised that they can obtain a copy of the reports through Records and Identification.**

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3. If a portable stop sign is deployed as a result of damage to a traffic control device, a notation shall be made on the UD-10 to that effect.

204.1- 5.8 Hit and Run Crashes

1. When a serious hit and run crash occurs, the responding officer shall notify the zone dispatcher immediately, giving a description of the wanted car and driver for general broadcast.
2. The officer-in-charge of the district/precinct desk shall ensure that a teletype is requested and prepared when sufficient information is available. When an arrest is made, the officer-in-charge of the district/precinct desk shall ensure that the teletype is canceled.
3. If contact has not been made with the defendant in a hit and run motor vehicle crash within twenty-four (24) hours after the report is prepared, the UD-10 shall be referred to the homicide crash investigator.

204.1- 5.9 Injury Crashes

1. The officer preparing the UD-10 shall indicate the hospitals to which all injured persons are conveyed, the number of the conveying medical unit, the treating doctor, and the chart number and condition of the victim. This information shall be recorded on the Activity Log and in the "Remarks" section of the UD-10. If the injured person is a juvenile student, the school attended shall be indicated on the report.
2. The investigating officer shall be responsible for securing the scene if the injuries are critical, fatal, or involve persons under the age of five (5) or over the age of sixty-five (65). **In such cases, the investigating officer will be responsible for promptly notifying the homicide crash investigator(s), via the Homicide Alert Desk during regular business hours, after hours, weekends, and holidays.**

204.1- 5.10 Pedestrian Crashes

In all cases involving a pedestrian, the following procedures shall be followed:

1. The scene shall be secured until a medical condition is ascertained from the treating physician at the medical treatment facility.
2. The on-scene officer shall request, via the zone dispatcher, that another member or supervisor obtain the condition, chart number and name of the treating physician.
3. This information shall be recorded on the Activity Logs of both the on-scene officer, and the officer or supervisor obtaining the information.
4. **If the crash is critical or fatal, or the injured victim is under the age of five (5) or over the age of sixty-five (65), the on-scene officer shall notify the Homicide Alert Desk of the following:**
 - a. The circumstances of the crash;
 - b. The medical treatment facility;
 - c. The chart number of all victims;

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- d. The treating doctor's name; and
- e. Any other relevant information.

The Homicide Alert Desk will notify the Homicide crash investigator during regular business hours, after hours, weekends, and holidays.

204.1- 5.11 Aircraft Crashes

The officer(s) receiving the initial call to the scene of an aircraft accident shall, without delay, request a supervisor and notify dispatch of the following:

- Time and location of the accident;
- Identification number of the aircraft;
- Type and class of the aircraft;
- Owner of the aircraft;
- Name and address of the pilot; (if obtainable)
- Extent of damage to the aircraft or other property;
- Number of casualties;
- Circumstances of the accident; and
- The unit and officer reporting.

Additionally, the investigating officer will be responsible for promptly notifying Homicide via the Homicide Alert Desk during regular business hours, after hours, weekends, and holidays.

Note: The National Transportation Safety Board (NTSB) and the Federal Aviation Administration (FAA) have the statutory responsibility for investigating all civil aviation accidents.

204.1- 5.12 Train Crashes

The officer(s) receiving the initial call to investigate a crash involving any train shall, without delay, request a supervisor and notify dispatch. Additionally, the officer shall:

- Contact the appropriate railroad police agency, if any;
- Coordinate traffic/crowd control and first aid; and
- Obtain driver/witness statements whenever possible.

Additionally, the investigating officer will be responsible for promptly notifying Homicide via the Homicide Alert Desk during regular business hours, after hours, weekends, and holidays.

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204.1- 5.13 Industrial Accidents

The officer(s) who responds to any industrial accident shall immediately request a supervisor and notify dispatch. Additionally, the officer shall:

- Coordinate crowd control and provide first aid; and
- Obtain witness statements whenever possible.

Additionally, the investigating officer will be responsible for promptly notifying Homicide via the Homicide Alert Desk during regular business hours, after hours, weekends, and holidays.

204.1- 5.14 Vehicular Pursuit

If a crash occurs during or as the result of a vehicular pursuit, the responding officer(s) shall ensure that a supervisor is notified to respond to the scene. (Refer to Directive 303.2, Vehicular Pursuits for additional information.)

204.1-6 Fatal and Critical Injury Crashes

1. When notification to Homicide is warranted and a fatal trained traffic crash officer (unit) is needed but there is not one available at the district/precinct of occurrence, the patrol supervisor shall request, via dispatch, that a fatal trained traffic crash officer from an adjacent district/precinct be dispatched to the scene.
2. If no on-duty fatal trained traffic crash officer is available department-wide, the patrol supervisor shall be contacted to recall a fatal trained traffic crash officer from the district/precinct of occurrence or an adjacent district/precinct.
3. The drivers involved in fatal or critical injury crashes shall be detained until a homicide crash investigator from Homicide arrives at the scene, with the exception of those drivers who are injured and transported to a medical treatment facility.
4. Responding officers shall secure the scene until a crash investigator from Homicide arrives and releases them from the scene. The homicide crash investigator shall make the final determination as to the disposition of the driver, e.g., arrest, release, or notification to appear.
5. Witnesses shall be separated and asked to wait for the arrival of Homicide. However, witnesses shall not be detained against their will solely because they are a witness to the crash. In such cases, an officer shall make reasonable efforts to identify the witness, e.g., requesting identification, contact information and telephone numbers. This information will be recorded and provided to the homicide crash investigator to be contacted at a later date.

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204.1 - 6.1 Responsibilities of Homicide Crash Investigators

1. Investigating and prosecuting felonies committed with motor vehicles except felonious assault, homicide, or fleeing and eluding offenses that do not result in a crash.
2. Investigating all felony Operating while Intoxicated (OWI) 3rd offenses.
3. Investigating all fatal and critical traffic crash scenes.
4. Investigating all fatal and critical crashes involving watercraft, aircraft, trains and industrial accidents.
5. Making notifications to Crime Scene Services and the Medical Examiner.

204.1 - 6.2 Notifications to Homicide Crash Investigators

A homicide crash investigator assigned to Homicide will determine what action, if any, will be taken. The homicide crash investigator(s) shall be notified of any of the following crashes:

1. Fatal motor vehicle crashes;
2. Critical injury crashes (all crashes involving persons under five (5) years of age and persons over sixty-five (65) years of age shall be considered critical for notification purposes);
3. Any crash involving a city vehicle that results in an injury;
4. Any crash involving a vehicle that seats six (6) or more occupants that results in an injury;
5. All pursuits by any law enforcement agency resulting in a crash or injury within the city limits;
6. All train crashes resulting in serious, critical or fatal injuries;
7. All industrial accidents involving self-propelled vehicles resulting in serious, critical or fatal injuries;
8. Any aircraft crash;
9. Any watercraft crash;
10. Any high profile crashes that creates large crowds and media attention; and
11. All felony 3rd OWI offense arrests.

204.1 - 6.3 Responding On-Scene Fatal Trained Traffic Crash Investigator Responsibilities

The responding on-scene fatal trained traffic crash investigator shall be responsible for the following:

1. Promptly notifying Homicide, via the Homicide Alert Desk, and Communications Operations;
2. Prior to the arrival of a homicide crash investigator, the fatal trained traffic crash officer that responds to the traffic crash scene shall be the officer-in-charge of the scene;

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3. A district/precinct fatal trained traffic crash officer shall conduct an on-scene investigation, complete witness statements and any additional reports as needed;
4. Ensure that the traffic crash scene is clear of all non-police or unauthorized personnel;
5. Ensure that the traffic crash scene is safely blocked off to the public (i.e. road closures, cones placed, and properly positioned marked vehicles);
6. Ensure that at the conclusion of the traffic crash scene, vehicles are towed to either Gene's Garage or #1 Auto Pound;
7. Ensure that proper clean-up is conducted by the tow companies removing the vehicles from the traffic crash scene (Tow companies which fail to properly clean the roadway in affected areas and ensure the road is safe for travel, will be responsible for a civil infraction);
8. Ensure that there is no debris or items placed inside the vehicles (plastic particles, tires, dirt, glass, etc) which can contaminate any evidence;
9. No members of the department shall remove any items from a vehicle nor shall any vehicles or property be released without written approval from the homicide crash investigator;
10. Completing a detailed UD-10 report;
11. Document the names, addresses and telephone numbers of all witnesses;
12. Document the names, badges and assignments of all responding officers, Detroit Fire Engines and Squads, Emergency Medical Service (EMS) Units and Medical Examiners;
13. Document all drivers and passengers that were involved in the vehicles on the UD-10 including names, addresses, telephone numbers, operator license numbers of drivers, birth date, race, sex and position of all occupants in the vehicle. This information will also be included in the completed fatal package(s); and
14. Ensure that CRISNET reports are completed by every responding officer (if applicable).

In addition, the officer preparing the necessary reports is responsible for ensuring hand delivery of the reports to Homicide immediately upon completion and prior to going off-duty. (The district/precinct desk supervisor shall also be responsible for ensuring that all necessary reports are delivered immediately upon completion to Homicide.)

204.1-7 Crashes Involving Intoxicated Drivers

1. When an investigating officer of a motor vehicle crash has probable cause to believe that an involved driver's ability to operate a motor vehicle is impaired due to intoxicants, medication, or narcotics, the officer shall immediately detain the driver and prohibit the driver from operating the vehicle.
2. If the driver is not injured, field sobriety evaluations shall be given followed by a Preliminary Breath Test (PBT) and a Breathalyzer test, if applicable.

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3. The defendant shall be conveyed to the district/precinct station to be processed in accordance with department arrest and Operating While Intoxicated (OWI) procedures. **Exception: Foreign diplomats are immune from arrest for OWI. (Refer to Directive 202.6 Diplomatic/Legislative Immunity).**
4. **In cases of a refusal, a search warrant for blood may be requested. If the driver is injured, a search warrant or consent warrant for a blood draw may be obtained.**
5. **All 1st and 2nd OWI arrest notifications shall be made to 36th District Court by each command's court officer. The district/precinct court officer shall present a request for warrant relative to misdemeanor OWI arrests to the Prosecuting Attorney.**
6. **Members must verify 3rd OWI offenses through the Law Enforcement Information Network (LEIN) which will indicate a felony charge. All felony 3rd OWI offense arrest notifications shall be made immediately to the Homicide alert Desk. All original reports are to be delivered to Homicide. (Refer to Directive 204.3 - Operating while Intoxicated for additional information/procedures).**

204.1 - 7.1 Member does not Witness Crash

1. When an officer responds to the scene of a vehicle crash which the officer has not witnessed, the officer shall, without a warrant, arrest a person when the officer has probable cause to believe that the person was, at the time of the crash, the driver of a vehicle involved in the crash and was operating the vehicle upon a public highway or other place open to the general public, including an area designated for the parking of vehicles, in the state, while intoxicated or under the influence of a controlled substance, or a combination of both.
2. The investigating officer at the scene shall ascertain if any complainants or witnesses are available and are willing to sign a complaint or testify regarding the crash. If the officer-in-charge of the district station desk determines that a warrant will be requested, willing complainants or witnesses shall be instructed to report to 36th District Court, Traffic and Ordinance Division, Room 231, at 8:00 a.m., the next day scheduled for arraignments, in order to discuss the matter with the Prosecuting Attorney. The district/precinct arraignment officer shall present the request to the Prosecuting Attorney.

204.1-8 Disposition of Crash Vehicle

1. If a person is arrested as a result of a crash, the person's vehicle shall be privately towed, impounded for evidence or safekeeping, **or parked in a legal parking zone.**
2. If impounded, property in the vehicle shall be inventoried in accordance with department policy.

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3. If the vehicle is not impounded for evidence, and ownership is not in question, the vehicle may be parked legally on the roadside and locked properly by the operator or an officer, (Refer to 204.4 – Impounding of Vehicles).
4. If at the time of arrest, the operator requests that personal property inside the vehicle not be left with the vehicle, then the arresting officer shall place such property in safekeeping. This information shall be indicated in the "Removed To/By" box on the **UD-10**.
5. Only **homicide crash investigator(s)** shall release vehicles involved in **cases assigned to Homicide**. The officer-in-charge of the **district/precinct station** desk may release vehicles impounded as the result of minor motor vehicle crashes investigated and prosecuted at the district/precinct level.

204.1-9 Issuing Violation Notices

Only homicide crash investigators assigned to **Homicide, Traffic Enforcement or members at districts/precincts** that are **trained** as traffic crash investigators may issue violation notices for offenses they did not witness that resulted in motor vehicle crashes. Such action must be noted in the appropriate box on the **UD-10**.

204.1-10 Submission and Review of Crash Report

1. Any member who prepares a UD-10 must inform the officer-in-charge of the desk once completed.
2. Any member who prepares a UD-10 shall check his/her department e-mail and the UD-10 database on a daily basis to check if any reports he/she submitted have been returned for corrections. Corrections must be made immediately and re-submitted.

204.1 - 10. 1 Supervisor's Responsibility for Reviewing the UD-10

The officer-in-charge of the district/precinct station desk shall review the submitted UD-10. The reviewing supervisor shall:

- Log into the UD-10 database, daily and periodically, during his/her shift to review and approve any UD-10s that have been entered into the database;
- Return any report that needs corrections or that is incomplete to the member who prepared the report. The supervisor shall also notify the preparing member of the returned report; and
- Ensure the UD-10s that do not need corrections are approved and submitted.

204.1-11 Obtaining a Copy of the Crash Report

Copies of closed **UD-10's** may be obtained for a **\$10 fee** at **Records and Identification, Monday through Friday, 8:00 a.m. to 4:00 p.m.** Closed UD-10's may also be obtained on-line at the Traffic Crash Purchasing System (<http://mdotjboss.state.mi.us/TCPS/login/welcome.jsp>) no sooner than three (3) to five (5) days after the **UD-10** is prepared. No information may be obtained by telephone.

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204.1-12 Off-Duty Members Involved in Crashes

When an off-duty member is involved in a motor vehicle crash, while driving a privately owned vehicle, or as a pedestrian within the city of Detroit, the involved member shall notify an emergency service operator or the officer-in-charge of the station desk at the **district/precinct** of occurrence. If the involved member is unable to do so, the first officer at the scene shall make the notification via radio. The zone dispatcher shall send a **district/precinct** traffic crash investigator and a **district/precinct** patrol supervisor to the scene.

204.1 - 12. 1 Supervisor's Duties

1. The patrol supervisor shall update the officer-in-charge of the **district/precinct** station desk, and shall make appropriate entries on his/her **Activity Log**.
2. If the involved member has the odor of intoxicants on his/her breath, the responding patrol supervisor shall notify the zone dispatcher who shall dispatch a lieutenant from the **district/precinct** of occurrence, if available. If the lieutenant is not available, the field duty officer shall be dispatched. If neither is available, or it is impractical to dispatch them due to distance, then a lieutenant from a nearby **district/precinct** shall be dispatched. The responding lieutenant or field duty officer shall be responsible for determining if there is probable cause to believe the involved member's ability to drive is impaired due to intoxicants, and to take appropriate action.
3. In addition, the patrol supervisor shall prepare a written report on Inter-Office Memorandum (DPD 568), setting forth all known details, including the name of any responding officer and the action taken in the event of:
 - a. Fatality;
 - b. Any injury requiring immediate medical attention; or
 - c. Drinking on the part of either driver or pedestrian.

204.1 - 12. 2 Distribution of the Supervisor's Report

This report shall be distributed as follows:

1. Original to the commanding officer of the **district/precinct** or **command** to which the member is assigned; and
2. A copy to the commanding officer of the **district/precinct** in which the crash occurred.

204.1-13 Crashes Involving DPD Vehicles or On-Duty Members

1. When a sworn or non-sworn member is involved in a motor vehicle crash in the city of Detroit while operating a department vehicle, whether on or off duty, or as a pedestrian while on duty, or if a department vehicle is involved in an crash while unattended, the sworn or non-sworn member shall notify the emergency service

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operator, the zone dispatcher via radio, or the officer-in-charge of the station desk by telephone, at the district/precinct of occurrence.

2. If the involved sworn or non-sworn member is unable to do so, the first officer at the scene shall make the notification via radio. The zone dispatcher shall send a district/precinct traffic crash investigator and a district/precinct patrol supervisor to the scene.

204.1- 13.1 Supervisor's Duties

1. The responding patrol supervisor shall determine if there exists:
 - a. A fatality or injury;
 - b. Damage to any property, other than Detroit Police Department property;
 - c. A crash involving any pedestrian or vehicle, other than a police vehicle;
 - d. Total damage to all property to an apparent extent of \$400 or more;
 - e. Hit and run damage to a police vehicle;
 - f. Drinking on the part of any driver; and/or
 - g. Department members involved in a vehicular pursuit.
2. If any of the above circumstances exist, the responding patrol supervisor shall prepare:
 - a. A **Supervisor's Traffic Crash Report (DPD 159A) in the Management Awareness System (MAS)**; and
 - b. Four (4) copies of the City of Detroit Vehicle Accident Report (C of D 113).
3. Include in the **Supervisor's Traffic Crash Report (DPD 159A)** a declarative statement documenting:
 - a. Whether video exists for the incident, and if not, why does it not exist;
 - b. Whether the video was reviewed by the investigating supervisor; and
 - c. The results of the review by the supervisor.
4. In all cases, the responding supervisor shall update the officer-in-charge of the **district/precinct** station desk and make the appropriate entries on the responding supervisor's Activity Log and the Vehicle Damage History Log (DPD 249).
5. If a crash has occurred as a result of a vehicular pursuit, refer to Directive 303.2, Vehicular Pursuits, for additional reporting requirements.

204.1- 13.2 Distribution of Supervisor's Traffic Crash Report (DPD 159A)

1. The Supervisor's Traffic Crash Report shall be routed to the involved member or employee's deputy chief, through official channels.
2. Each reviewing supervisor shall approve, disapprove, or make further recommendations before forwarding the report.
3. The deputy chief shall approve, disapprove, or make further recommendations and forward the report along with a copy of the **City of Detroit Vehicle Accident Report**, to the commanding officer of Fleet Management.
4. One (1) copy shall be forwarded to the commanding officer of the patrol supervisor who prepared the report.

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5. One (1) copy shall be placed in the member or employee's command personnel file.

204.1- 13.3 Distribution of the City of Detroit Vehicle Accident Report (C of D 113)

The City of Detroit Vehicle Accident Report shall be distributed as follows:

1. The original City of Detroit Vehicle Accident Report shall be forwarded to the City of Detroit Risk Management Office within twenty-four (24) hours of the crash;
2. One (1) copy shall be forwarded to the Director of the City of Detroit Finance Department, Central Safety Section within twenty-four (24) hours of the crash;
3. **One (1) copy shall be forwarded to Fleet Management, along with the original Supervisor's Traffic Crash Report, endorsed by the deputy chief; and**
4. One (1) copy to the member or employee's personnel file, maintained at the member or employee's place of assignment.

204.1-14 Crashes Outside the City of Detroit Involving a DPD Vehicle

1. If a member or employee is involved in a motor vehicle crash outside the city of Detroit while operating a department vehicle while on or off duty, or if the department vehicle is involved in an crash while unattended, the member or employee shall notify the zone dispatcher via radio or the Communications Operations supervisor by telephone.
2. The member or employee shall also notify the local police.
3. A patrol supervisor shall be sent to investigate the crash scene.

204.1- 14.1 Supervisor's Duties

Supervisor's duties are the same as outlined above with the exception that the local police authority shall be responsible for preparing the UD-10.

204.1- 14.2 Odor of Intoxicants

If the odor of intoxicants is on the breath of the involved sworn or non-sworn member, the supervisor shall take the same action as delineated previously in this directive.

204.1-15 Disposition of DPD Vehicles

1. When a department vehicle is involved in a crash, the commanding officer of the **district/precinct or command** to which the vehicle is assigned shall ensure that the vehicle is taken to **Davison garage** for a damage estimate Monday through Friday between the hours of 7:00 a.m. and 2:00 p.m., within twenty-four (24) hours of the crash.
2. During closed hours, weekends and holidays, members shall have the vehicle delivered to Davison garage. It is the responsibility of the involved member's

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command to contact Davison garage the next day they are open and inform him/her of the vehicle. The command shall also hand deliver copies of the Supervisors Traffic Crash Report and the City of Detroit Vehicle Accident Report to Davison garage.

3. The Vehicle Damage History Log (DPD 249) will serve as the garage foreman's authorization for the damage estimate.
4. The supervisor to whom the damage is reported shall record the following information on the Vehicle Damage History Log:
 - a. The date and time the damage is reported to have occurred;
 - b. The date and time the damage is reported; and
 - c. The location and type of damage on the vehicle.
5. The supervisor's signature and badge number shall be affixed in the spaces provided.
6. If the vehicle is inoperable, care shall be taken to prevent theft or loss of valuable equipment.
7. Sworn and non-sworn members or employees to whom the vehicle is assigned shall, if possible, remain at the scene until the vehicle is towed. The municipal garage shall place a high priority on such towing requests.
8. If a defect is alleged, the department vehicle must be taken to the **Davison** garage as soon as possible for inspection.
9. If the driver of the damaged department vehicle is seriously injured, the patrol supervisor responding to the scene shall take necessary steps to protect the vehicle and its contents. Particular attention should be given to the area around the crash scene to recover any department or personal property, which may have fallen from the department vehicle.
10. The responding supervisor shall ensure the in-car video camera and monitor, if applicable, are removed from the vehicle prior to towing and secured at the **district/precinct**.

204.1-16 Crashes Involving Non-Police City Vehicles

When a city-owned vehicle, other than a police vehicle, is involved in a motor vehicle crash, a **district/precinct** traffic crash investigator, when available, shall be dispatched to the scene. The notation "City Vehicle" shall be made **on the UD-10**.

204.1-17 Boating Crashes Involving Members

1. When a sworn or non-sworn member is involved in a crash while being the operator of any boat, the involved sworn or non-sworn member shall stop, render assistance and offer identification.
2. If the crash occurs on waters under the jurisdiction of the city of Detroit, the involved member shall report the incident to **Communications Operations**. **Communications Operations** shall then notify the involved member's commanding officer and other department executives as necessary.

204.1 Crash Investigation

3. Members of Harbormaster shall report all on-duty crashes to Communications Operations and the field duty or executive officer. In addition, a supervisor from Harbormaster shall notify **Homicide**, and prepare a Detroit Police Department Inter-Office Memorandum and follow all departmental procedures in accordance with crash investigations.
4. In addition, a **report shall be made to the appropriate marine authority in every case where the following circumstances exist:**
 - a. Injury or death of any person;
 - b. Total damage to all property in an amount greater than \$100; or
 - c. Disappearance of any person (that indicates death or injury).

In the event there is death or disappearance of a person, the nearest authority having jurisdiction on the waters where the crash occurred shall be notified immediately. Under other circumstances, the crash shall be reported as soon as possible. Crashes occurring on waters under the jurisdiction of the city of Detroit shall be reported to Harbormaster.

Related Policies:

- Directive 202.6 - Diplomatic/Legislative Immunity
- Directive 204.3 - Operating While Intoxicated
- Directive 204.4 - Impounding of Vehicles
- Directive 205.7 - Hazardous Materials Procedures
- Directive 303.2 - Vehicular Pursuits

Related Forms:

- Activity Log (DPD 250)
- City of Detroit Vehicle Accident Report (C of D 113)
- Constitutional Rights Form (DPD 342-B)
- CRISNET report
- State of Michigan Electronic Traffic Crash Report (UD-10)
- Supervisor's Traffic Crash Report (159A)
- Vehicle Pursuit Report (DPD 665)
- Witness Statement (DPD 103)