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| <b>Series</b><br>200 Operations            | <b>Effective Date</b><br>12/16/2022 | <b>Review Date</b><br>Three Years | <b>Directive Number</b><br><br><b>204.1</b>  |
| <b>Chapter</b><br>204 – Traffic Operations |                                     |                                   |  |
| <b>Reviewing Office</b><br>Major Crimes    |                                     |                                   | <input type="checkbox"/> <b>New Directive</b><br><input checked="" type="checkbox"/> <b>Revised</b><br><i>Revisions in italics</i> |
| <b>References</b>                          |                                     |                                   |  |

## **CRASH INVESTIGATIONS**

### **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, rail hand car, cranes, transport carts, etc.).

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#### **204.1 - 3.3 Serious Injury (serious impairment of a body function)**

Per MCL 257.58c, "serious impairment of a body function" includes, but is not limited to one (1) or more of the following:

- a. Loss of a limb or loss of use of a limb;
- b. Loss of a foot, hand, finger, or thumb or loss of use of a foot, hand, finger, or thumb;
- c. Loss of an eye or ear or loss of use of an eye or ear;
- d. Loss or substantial impairment of a bodily function;
- e. Serious visible disfigurement;
- f. A comatose state that lasts for more than three (3) days;
- g. Measurable brain or mental impairment;
- h. A skull fracture or other serious bone fracture;
- i. Subdural hemorrhage or subdural hematoma; and
- j. Loss of an organ.

\* (Including these listed injuries will assist the investigations. These listed injuries are used by the Prosecutors Office in determining a warrant request).

#### **204.1 - 4 Motor Vehicle Crash Report Requirement**

##### **204.1 - 4.1 General**

The driver of a motor vehicle involved in an accident that injures or kills any person, or that damages property to an apparent extent of \$1000 or more, shall immediately report that crash to the nearest or most convenient police station, or to the nearest or most convenient 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 reporting member. All verified information shall be entered on the report.

#### **204.1 - 5 Responding Member'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 member.
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 member 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.

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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**

1. 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 *Officer Daily Report*. After identifying the involved drivers, members shall determine if any of the below-listed circumstances exist:
  - a. Injury to any involved persons;
  - b. Damage to city property;
  - c. Any of the involved drivers or pedestrians are under the influence of liquor or drugs;
  - d. A hit and run crash occurred; or
  - e. Any of the involved vehicles are disabled.
2. If any of the above circumstances exist, members shall request a precinct traffic crash investigator via radio. In the event there is not a traffic crash investigator available, members 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 precinct.
3. 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 member receiving the report, shall be noted in the narrative section on the UD-10. The investigating member 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**

1. 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:
  - a. Non-traffic snowmobile crashes;
  - b. Non-traffic off-road vehicle (ORV) crashes; and
  - c. Fatal non-traffic crashes.
2. The State of Michigan requires that both traffic crashes and non-traffic crashes involving snowmobiles and ORVs be reported. This requirement applies whenever a

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snowmobile or ORV is involved in a crash resulting in a fatality, personal injury, or property damage estimated at \$100 or more.

3. While there is no state law requiring the reporting of non-traffic crashes other than snowmobiles and ORVs, 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 an Incident Report. The report shall be titled "Private Property Crash."

#### 204.1 - 5.3 Investigative Limitations

1. The duties of a member investigating a crash are confined to the criminal aspect of the case. The member shall take no part in placing liability for damages, advising citizens about adjustments, or signing statements placing the blame on either party.
2. Only members who have received formal advanced training in traffic crash investigations and members assigned to Fatal Squad may conduct on-scene investigations of crashes.
3. Members are prohibited from taking photographs or making video recordings of a crash scene using privately owned equipment. If a member does take photographs or video recordings of a crash scene, copies of any recordings or photographs shall be immediately provided to Homicide. All recordings and photographs are subject to discovery under the Michigan Rules of Evidence. Members failing to provide such material to Homicide are subject to court sanctions in criminal cases, disciplinary action, or both.

#### 204.1 - 5.4 Identifying Witnesses

The investigating member 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 and signatures should be obtained from all involved persons and witnesses utilizing the Witness Statement Form (DPD103). A Constitutional Rights Form (DPD342B) must be provided, agreed to, and signed by the witness, the driver involved in a critical/fatal accident or an "at fault" operator (if applicable), and the member 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 member 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 member 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 members shall not speculate or record their opinions.

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1. When city property, other than a police vehicle, is damaged as a result of a motor vehicle crash, the precinct watch commander 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 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. An incident report shall be prepared, detailing the damage and the affected agency shall be advised that they can obtain a copy of the reports through Records.
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 member shall notify the zone dispatcher immediately, giving a description of the wanted car and driver for general broadcast.
2. The precinct watch commander shall ensure that a teletype is requested and prepared when sufficient information is available. When an arrest is made, the precinct watch commander 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 investigation shall be handled by the precinct of occurrence.
4. Additionally, an *Incident Report* shall be completed and submitted on all hit and run crashes.

**204.1 - 5.9 Injury Crashes**

1. When an injury crash occurs, the responding member 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 seventy (70) who have sustained a serious injury, Fatal Squad will investigate. All crashes not fitting Fatal Squad's criteria shall be handled by the precinct of occurrence.
2. The responding member shall immediately notify the zone dispatcher upon arrival at an injury crash and, if the criteria is met for Fatal Squad to handle the injury crash, the member shall notify Fatal Squad via the Homicide Alert Desk.
3. The member 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 *Officer Daily Report* 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.
4. Additionally, an *Incident Report* shall be completed and submitted on all injury crashes.

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**204.1 - 5.10 Pedestrian Crashes**

1. In all cases involving a pedestrian, the following procedures shall be followed:
  - a. The scene shall be secured until a medical condition is ascertained from the treating physician at the medical treatment facility;
  - b. The on-scene member shall request, via the zone dispatcher, that another member or supervisor obtain the condition, chart number, and name of the treating physician;
  - c. This information shall be recorded on the *Officer Daily Reports* of both the on-scene member, and the member or supervisor obtaining the information; and
  - d. If the crash is critical or fatal, or the victim is under the age of five (5) or over the age of seventy (70) who has sustained a serious injury, the on-scene member shall notify the Homicide Alert Desk of the following:
    - The circumstances of the crash;
    - The medical treatment facility;
    - The treating doctor's name; and
    - Any other relevant information.
2. The Homicide Alert Desk will notify Fatal Squad during regular business hours, after hours, weekend, and holidays.

**204.1 - 5.11 Aircraft Crashes**

1. Members receiving the initial call to the scene of an aircraft accident shall, without delay, request a supervisor and notify dispatch of the following:
  - a. Time and location of the accident;
  - b. Identification number of the aircraft;
  - c. Type and class of the aircraft;
  - d. Owner of the aircraft;
  - e. Name and address of the pilot (if obtainable);
  - f. Extent of damage to the aircraft or other property;
  - g. Number of casualties;
  - h. Circumstances of the accident; and
  - i. The unit and officer reporting.
2. Additionally, the investigating member 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.

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**204.1 - 5.12 Train Crashes**

1. Members receiving the initial call to investigate a crash involving any train shall, without delay, request a supervisor and notify dispatch. Additionally, the member shall:
  - a. Contact the appropriate railroad police agency, if any;
  - b. Coordinate traffic/crowd control and first aid; and
  - c. Obtain driver/witness statements whenever possible.
2. Additionally, the investigating member will be responsible for promptly notifying Homicide via the Homicide Alert Desk during regular business hours, after hours, weekends, and holidays.

**204.1 - 5.13 Industrial Accidents**

1. Members who respond to any industrial accident shall immediately request a supervisor and notify dispatch. Additionally, the member shall:
  - a. Coordinate crowd control and provide first aid; and
  - b. Obtain witness statements whenever possible.
2. Additionally, the investigating member 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 a result of a vehicular pursuit, responding members 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 member is needed but there is not one available at the precinct of occurrence, the patrol supervisor shall request, via dispatch, that a fatal-trained traffic crash member from an adjacent precinct be dispatched to the scene.
2. If no on-duty fatal-trained traffic crash member is available Department-wide, the patrol supervisor shall be contacted to recall a fatal-trained traffic crash member from the precinct of occurrence or an adjacent precinct.
3. The drivers involved in fatal or critical injury crashes shall be detained until Fatal Squad arrives at the scene, with the exception of those drivers who are injured and transported to a medical treatment facility.
4. Responding members shall secure the scene until Fatal Squad arrives and releases them from the scene. Fatal Squad 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 Fatal Squad. However, witnesses shall not be detained against their will solely because they are a witness to

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the crash. In such cases, members 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 Fatal Squad to be contacted at a later date.

**204.1 - 6.1 Responsibilities of Fatal Squad**

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) 3<sup>rd</sup> 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 Fatal Squad**

Fatal Squad will determine what action, if any, will be taken. Fatal Squad shall be notified of any of the following crashes:

- a. Fatal motor vehicle crashes;
- b. Critical injury crashes (all crashes involving persons under five (5) years of age and persons over seventy (70) years of age who have sustained a serious injury shall be considered critical for notification purposes);
- c. Any crash involving a city vehicle that results in an injury;
- d. Any crash involving a vehicle that seats six (6) or more occupants that results in a serious injury;
- e. All pursuits by any law enforcement agency resulting in a crash or injury within the city limits;
- f. All train crashes resulting in serious, critical, or fatal injuries;
- g. All industrial accidents involving self-propelled vehicles resulting in serious, critical, or fatal injuries;
- h. Any aircraft crash;
- i. Any watercraft crash;
- j. Any high profile crashes that create large crowds and media attention; and
- k. All felony 3<sup>rd</sup> 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:

- a. Promptly notifying Homicide, via the Homicide Alert Desk, and Communications Operations;
- b. Prior to the arrival of Fatal Squad, the fatal-trained traffic crash member that responds to the traffic crash scene shall be the officer-in-charge of the scene;



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- c. A precinct fatal-trained traffic crash member shall conduct an on-scene investigation, complete witness statements, and any additional reports as needed;
  - d. Ensure that the traffic crash scene is clear of all non-police or unauthorized personnel;
  - e. Ensure that the traffic crash scene is clear of all non-police or unauthorized personnel;
  - f. Ensure that at the conclusion of the traffic crash scene, vehicles are towed to an authorized tow company;
  - g. 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);
  - h. Ensure that there is no debris or items placed inside the vehicles (plastic particles, tires, dirt, glass, etc.) which can contaminate any evidence;
  - i. Members shall not remove any items from a vehicle nor shall any vehicles or property be released without written approval from Fatal Squad;
  - j. Completing a detailed UD-10 report;
  - k. Document the names, addresses, and telephone numbers of all witnesses;
  - l. Document the names, badges, and assignments of all responding members, Detroit Fire Engines and Squads, Emergency Medical Service (EMS) Units, and Medical Examiners;
  - m. Document all drivers and passengers that were involved in the vehicles on the UD-10 including names, addresses, telephone numbers, operator's 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
  - n. Ensure that incident reports are completed by every responding member (if applicable).
1. In addition, the member 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 precinct watch commander 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 member 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 member 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 Breathalyzer test, if applicable.
3. The defendant shall be conveyed to the Detroit Detention Center (DDC) to be processed in accordance with Department arrest and Operating While Intoxicated

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(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 1<sup>st</sup> and 2<sup>nd</sup> OWI arrest notifications shall be made to 36<sup>th</sup> District Court by each commands court officer. The precinct court officer shall present a request for warrant relative to misdemeanor OWI arrests to the Prosecuting Attorney.
6. Members must verify 3<sup>rd</sup> OWI offenses through the Law Enforcement Information Network (LEIN) which will indicate a felony charge. All felony 3<sup>rd</sup> OWI offense arrest notifications shall be made immediately to the Homicide Alert Desk.
7. *All original reports for 3<sup>rd</sup> OWI offenses are to be delivered to Fatal Squad and/or emailed to: [FatalSquad@detroitmi.gov](mailto:FatalSquad@detroitmi.gov) (Refer to Directive 204.3, Operating While Intoxicated, for additional information/procedures).*

**204.1 - 7.1 Member does not Witness Crash**

1. When a member responds to the scene of a vehicle crash in which they did not witness, but have 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 while intoxicated or under the influence of a controlled substance, or a combination of both, shall, without a warrant, arrest the driver.
2. The investigating member 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 precinct watch commander determines that a warrant will be requested, contact information for willing complainants or witnesses shall be acquired at the scene. This contact information shall include phone numbers and addresses and shall be verified by the investigating member by photo identification when available. This information shall be used by the Prosecuting Attorney to discuss this matter with the complainants or witnesses when necessary. The 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 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.
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 a member (Refer to Directive 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 member shall place such property in safekeeping. This information shall be indicated in the "Removed To/By" box on the UD-10.

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5. Only Fatal Squad shall release vehicles involved in cases assigned to Homicide. The precinct watch commander may release vehicles impounded as the result of minor vehicle crashes investigated and prosecuted at the precinct level.

### **204.1 - 9 Issuing Violation Notices**

*Members assigned to the Detroit Police Department 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. Patrol members shall not issue citations in the below listed circumstances:*

1. *Fatal or Critical Crashes*
2. *Hit and Run Crashes*
3. *Injury Crashes*

### **204.1 - 10 Submission and Review of Crash Report**

1. Any member who prepares a UD-10 must inform the precinct watch commander once completed.
2. Any member who prepares a UD-10 shall check their Department e-mail and the UD-10 database on a daily basis to check if any reports they submitted have been returned for corrections. Corrections must be made immediately and resubmitted

#### **204.1 - 10.1 Supervisor's Responsibility for Reviewing the UD-10**

The precinct watch commander shall review the submitted UD-10. The reviewing supervisor shall:

- a. Log into the UD-10 database, daily and periodically, during their shift to review and approve any UD-10s that have been entered into the database;
- b. 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
- c. 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-10s may be obtained for a \$10 fee at Records, Monday through Friday, 8:00 a.m. to 4:00 p.m. Closed UD-10s may also be obtained on line at <https://policereports.lexisnexis.com> no sooner than three (3) to five (5) days after the UD-10 is prepared. The online fee is \$17. No information may be obtained by telephone.

### **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 watch commander at the precinct of occurrence. If the involved member is unable to do so, the first member at the scene shall make the

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notification via radio. The zone dispatcher shall send a precinct traffic crash investigator and a precinct patrol supervisor to the scene.

#### **204.1 - 12.1 Supervisor's Duties**

1. The patrol supervisor shall update the precinct watch commander and make appropriate entries on their *Officer Daily Report*.
2. If the involved member has the odor of intoxicants on their breath, the responding patrol supervisor shall notify the zone dispatcher who shall dispatch a lieutenant from the 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 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 an Inter-Office Memorandum (DPD568), setting forth all known details, including the name of any responding member 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:

- a. Original to the commanding officer of the precinct or command to which the member is assigned; and
- b. A copy to the commanding officer of the precinct in which the crash occurred.

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

1. When a member is involved in a motor vehicle crash in the city of Detroit while operating a Department vehicle, whether on or off duty, as a pedestrian while on duty, or if a Department vehicle is involved in a crash while unattended, the member shall notify the emergency service operator, the zone dispatcher via radio, or the watch commander by telephone, at the precinct of occurrence.
2. If the involved member is unable to do so, the first member at the scene shall make the notification via radio. The zone dispatcher shall send a precinct traffic crash investigator and a precinct patrol supervisor to the scene.

#### **204.1 - 13.1 Supervisor's Duties**

1. The responding patrol supervisor shall determine if any of the following circumstances exist:

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- 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 the following reports:
    - a. A Supervisor's Traffic Crash Report (DPD159A) in the Management Awareness System (MAS); and
    - b. Four (4) copies of the City of Detroit Vehicle Accident Report (CofD113).
  3. Include in the Supervisor's Traffic Crash Report (DPD159A) a declarative statement documenting the following:
    - a. Whether video exists for the incident, and if not, why;
    - 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 precinct watch commander and make the appropriate entries on the responding supervisor's *Officer Daily Report*.
  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 (DPD159A)**

1. The Supervisor's Traffic Crash Report shall be routed to the involved member'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 and endorse the Supervisor's Traffic Crash Report within fifteen (15) days of receipt.
4. Any corrective action taken is documented within thirty (30) days of the deputy chief's approval. Mitigating circumstances for preventable collisions resulting in verbal reinstruction shall also be memorialized on a DPD568\_Other in MAS, and routed to the appropriate deputy chief for tracking purposes only.
5. One (1) copy shall be forwarded to the commanding officer of the patrol supervisor who prepared it, and one (1) copy shall be placed in the member's command personnel file.

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**204.1 - 13.3 Distribution of the City of Detroit Vehicle Accident Report (CofD113)**

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

- a. 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;
- b. 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;
- c. One (1) copy shall be forwarded to Fleet Management, along with the original Supervisor's Traffic Crash Report, endorsed by the deputy chief; and
- d. One (1) copy to the member's personnel file, maintained at the member's place of assignment.

**204.1 - 14 Crashes outside the City of Detroit Involving a Department Vehicle**

1. If a member 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 a 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 outline 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 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 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 command to contact Davison garage the next day they are open and inform them of the vehicle. The command shall also hand deliver copies of the Supervisor's Traffic Crash Report and the City of Detroit Vehicle Accident Report to Davison garage.
3. The Vehicle Damage History Log (DPD249) will serve as the garage foreman's authorization for the damage estimate.

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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. Members 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 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.
9. 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 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 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 member is involved in a crash while being the operator of any boat, the involved 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.
3. Members of Harbormaster shall report all on-duty crashes to Communications Operations and the field duty of executive officer. In addition, a supervisor from Harbormaster shall notify Homicide, prepare a Detroit Police Department Inter-Office Memorandum (DPD568), 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

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- c. Disappearance of any person (that indicates death or injury).
5. 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:**

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