



Hamburg Township Public Safety Department

PO BOX 157 • HAMBURG, MICHIGAN 48139
PHONE: (810) 231-9391 • FAX: (810) 231-9401
EMAIL: HATP@hamburg.mi.us

RICHARD DUFFANY, DIRECTOR OF PUBLIC SAFETY



TO: Hamburg Township Board
FROM: Chief Richard Duffany
DATE: May 29, 2024
RE: Agenda Item Topic: **Updated Public Safety SOP**
General Ledger #: N/A
Number of Supporting Documents: 1
NEW/OLD BUSINESS: **XXX** New Business
_____ Old Business – Previous Agenda #:

Requested Action

- Motion to approve Hamburg Township Public Safety SOP #300-16: *Crash Investigations*.

Background

The attached amended Public Safety SOP is being submitted to the Board for review and approval. The substantive language change is found on p.2 of the policy. In short, we are eliminating the separate Private Property Accident form. The separate form is redundant as officers already have to write an incident report along with the accident form. We have replaced the Private Property Accident form in Appendix A with a checklist to be utilized by officers when completing their incident reports. The checklist ensures that all information previously contained in the Private Property Accident form is contained in the officer's incident report.

Respectfully,

Chief Richard Duffany
Director of Public Safety

HAMBURG TOWNSHIP PUBLIC SAFETY DEPARTMENT			
STANDARD OPERATING PROCEDURE			
Title: Crash Investigations			No. 300-16
Distribution: POLICE	<input type="checkbox"/> New <input checked="" type="checkbox"/> Amended	Rescinds: 300-16 (10/12/22)	MLEAC Standard(s): N/A
Effective Date: DRAFT			

I. PURPOSE

The purpose of this procedure is to establish guidelines for the investigation of various types of crashes.

II. DEFINITIONS

- A. A traffic crash is defined as unintentional damage and/or injury resulting from the motion of a motor vehicle or its load. This includes collision and non-collision crashes.
 - 1. A collision crash is a crash in which a vehicle collides with another vehicle, fixed object, pedestrian, bicycle, or animal.
 - 2. A non-collision crash includes all crashes other than collision crashes which result in damage to a vehicle and/or injury. Examples of non-collision crashes include: rollovers, undercarriage damage due to potholes or missing utility access covers, occupants thrown from a vehicle, objects thrown by a vehicle, or an occupant hit by an object in or thrown against some part of a vehicle, and damage or injury from unsecured or shifting loads.
- B. In the case of a deliberate collision, a *UD-10 Crash Report* is not required. An officer should still complete an appropriate department incident report (i.e., MDOP or Felonious Assault) for the incident.
- C. A *UD-10 Crash Report* does not need to be completed when an officer makes contact with a fleeing vehicle while employing the Precision Immobilization Technique (PIT) maneuver.

III. RESPONDING TO MOTOR VEHICLE CRASH SCENES

- A. Department officers have initial investigative responsibility for all property damage (PDA), personal injury (PI), serious and fatal crashes which occur within Hamburg Township.

- B. A police officer shall be dispatched to locations within Hamburg Township to investigate and complete a *UD-10 Crash Report* in the following instances:
1. PI crashes occurring inside Township limits.
 2. PDA crashes occurring on public streets, including structures and the fixtures adjacent to them (i.e., mailboxes, fences, and buildings), when total damage is to an apparent extent of \$1,000.00 or more.
 3. PDA crashes involving any Township vehicle, or any Township-owned structures, or Township-owned fixtures which are legally upon or adjacent to the roadway (i.e., signs, light poles, and trees); regardless of the amount of damage.
 4. PDA crashes which occur as a result of a defect or condition in the roadway (i.e., potholes and missing manhole covers), regardless of the amount of damage.
 5. Hit and run crashes occurring on public streets and alleys, on any township owned property, and on private property open to the public.
 6. Any crash where one or more drivers refuse or are unable to provide a driver's license, registration information, and proof of insurance to all other drivers.
 7. A crash where a deer has been killed and the driver or other person wants to claim the deer; even if no crash report will be taken (see Section VII., CRASHES INVOLVING DEER, below).
- C. It is the policy of this department that when a PDA crash occurs on private property (including shopping centers and school parking lots) ~~where both drivers are present, an officer will respond and provide a *Private Property Crash Report Form* (see APPENDIX I, below) if a report is requested by at least one of the involved drivers.~~ to have an officer respond and complete a detailed incident report if a report is requested by at least one of the involved drivers. When completing the incident report, officers shall include all relevant information using the department's Private Property Crash Report Checklist as a reference (see APPENDIX A).
- D. When a PDA crash occurs on public streets or on Township-owned property other than streets and the damage does not exceed an apparent extent of \$1,000.00 and where both drivers are present officers will still respond and complete a *UD-10 Crash Report* if a report is requested by at least one of the involved drivers.
- E. If a crash occurs wherein a defect in the roadway or engineering is a contributing factor (i.e., shrubs causing a vision obstruction, a missing sign, a malfunctioning

traffic signal, or potholes); the appropriate agency having responsibility for the defect shall be contacted.

- F. Drivers who have temporarily left the crash scene shall be instructed to return to a safe location at the scene to await the arrival of the officer. If a driver refuses to return to the crash scene, an officer will be dispatched to their current location. If the location is outside of Hamburg Township, a supervisor will determine if an officer will respond.
- G. Officers will be dispatched to locations within the Township for late PDA crash reports, which would have required a response under Section III., B., 1-7. If the location is outside of Hamburg Township, a supervisor will determine if an officer will respond.

NOTE: If the quantity of PDA crashes occurring during a snow/ice event or other circumstances are beyond the capabilities of the on-duty personnel to conduct a timely on-scene investigation, the vehicles are drivable, and the crash would require a response under Section III., B., 1-7, the drivers should be advised to exchange information and call the police department after the event is over so the crash investigation can be handled as a late crash report.

- H. Officers will be dispatched to locations within the Township for late PI crash reports anywhere within Hamburg Township. If the location is outside of the township, a supervisor will determine if an officer will respond.

IV. DUTIES OF POLICE PERSONNEL AT THE SCENE OF A CRASH INVOLVING INJURIES

- A. The *UD-10* injury code is to be based on the apparent injury at the time of the crash report. The investigating officer shall contact injured parties to determine the extent of the injuries received and the need for emergency medical attention.

NOTE: If a minor child (below 18 years of age) requires medical attention or is transported to a hospital, the officer will make a reasonable effort to notify a parent or guardian.

- B. If a person involved in a PI crash refuses medical attention when, in the opinion of the officer, the person will jeopardize his/her own life by delaying or refusing medical treatment, the officer shall follow guidelines established in Public Safety SOP #300-06: *Response to Incapacitated Persons*.
- C. Unless extenuating circumstances exist, officers shall issue the appropriate traffic violation(s) to the at-fault driver in all crashes involving injuries, except as outlined in section V(b)(4) below.

V. DUTIES OF POLICE PERSONNEL AT A FATAL/SERIOUS PI CRASH SCENE

A. INITIAL RESPONDING OFFICERS

1. The initial responding officer at the scene of a fatal or serious PI crash shall assist in attending to any injured persons.
2. The initial responding officer shall be responsible for securing the crash scene including directing traffic flow around the scene.
3. Initial responding officers shall not move vehicles involved in a fatal or serious PI unless directed to do so by a supervisor or an Accident Reconstruction Investigator (ARI).
4. The initial officer at the scene of a fatal or serious PI crash shall notify a supervisor of the incident and request that the department Accident Reconstruction Investigator (ARI) and the Livingston County Major Crash Team respond.
5. The initial officer shall be responsible for ensuring that all available witnesses, including drivers and passengers, are interviewed. If there are an extensive number of witnesses, the investigating officer may ask assistance from another officer in obtaining statements from the witnesses.
6. The initial responding officer shall obtain a complaint number and complete the original report outlining their actions and involvement at the scene including the following:
 - a. How call received
 - b. Officer's actions (his/her own)
 - c. Statements of witnesses
 - d. List of crash victims
 - d. Injuries observed
 - f. Evidence collected and disposition of evidence
 - g. Any other pertinent information related to the crash
7. All assisting officers shall complete a supplemental report outlining their actions and involvement at the scene.
8. It shall be the responsibility of the responding ARI to complete the *UD-10 Crash Report* on all fatal/serious PI crashes.

9. The initial responding officer shall submit for review all forms/paperwork to a supervisor before the end of the officer's tour-of-duty.

B. ACCIDENT RECONSTRUCTION INVESTIGATOR (ARI)

1. Upon arrival at the scene of a fatal/serious PI, the ARI shall assume command of the scene and shall become the OIC of the crash investigation and any subsequent criminal case arising out of the crash.
2. The ARI shall provide direction to officers assisting at the scene and shall ensure all of the following:
 - a. The crash scene is properly secured and processed.
 - b. All relevant evidence is collected and stored in accordance with department policy.
 - c. All involved vehicles are impounded and properly stored
3. The ARI shall be responsible for completing the *UD-10 Crash Report* and conducting any necessary follow-up investigation.
4. The ARI shall be responsible for preparing the warrant request packet for review by the prosecutor's office and/or issuing any traffic citations.
5. The ARI shall be responsible for releasing vehicles impounded and held for investigation. The ARI shall only release a vehicle impounded in connection with a fatal/serious PI crash after receiving authorization to do so from the Livingston County Prosecutor's Office.

C. SUPERVISOR

1. A supervisor shall be responsible for authorizing the response of an ARI if needed. This shall be coordinated through Central Dispatch who send out an alert to the Livingston County Major Crash Team which is available 24 hours a day.
2. If the crash involves a department vehicle or other Hamburg Township emergency response vehicle, and the crash involves the response of an ARI, the supervisor shall be responsible for contacting the Director of Public Safety or designee.
3. Supervisors shall work in conjunction with the ARI and provide direction to all department personnel at the scene.

4. A supervisor shall collect and review all forms/paperwork from the initial responding officer and all assisting officers.
 - a. If an arrest is made relating to a crash for which no follow-up is initially required and no ARI is involved, the forms/paperwork shall be forwarded to the Livingston County Prosecutors Office for purpose of seeking a warrant.

D. VEHICLES INVOLVED IN FATAL/SERIOUS PI CRASH

1. All vehicles involved in a fatal/serious PI shall be impounded and held for investigation until released by the ARI.
2. All impounded vehicles shall be inventoried, towed and stored in accordance with Public Safety SOP #300-17: *Motor Vehicle Towing*.
3. At no time shall any personnel remove or release any property or vehicle part from any vehicle involved in a fatal/serious PI without notifying and receiving permission from the ARI.

VI. CRASHES OCCURRING OUTSIDE HAMBURG TOWNSHIP

- A. Upon arrival at crash scenes determined to be outside the Township, the responding officer shall advise if an ambulance or other emergency equipment is needed and request Central Dispatch to notify the police agency having jurisdiction of the need for police response.
- B. Depending on circumstances, department officers shall protect the scene or move the vehicle to a safe area and remain at the scene until relieved by the responding agency or until advised to clear the scene by a supervisor.

VII. CRASHES INVOLVING DEER

A deer which is killed by a motor vehicle collision or injured to the extent that it must be terminated may be taken possession of by a person. The person taking possession of the deer must submit a *Michigan Road Kill Salvage Application* to the Michigan DNR and attach the permit to the carcass within 24 hours. The *Michigan Road Kill Salvage Application* can be found on the Michigan DNR website. The driver of the vehicle that killed the deer has first priority to the carcass.

NOTE: Non-residents of Michigan wanting to claim a killed deer should be cautioned that adjacent state laws may prohibit bringing a killed deer into that state during a non-hunting season.

- A. If the car/deer crash meets the crash report criteria set forth in Section III., B., 1-6, a *UD-10 Report* shall be completed.
- B. If a deer carcass is going to be taken when no *UD-10 Report* is being completed, officers shall document the following information in the call for service notes:
 - 1. Date and time of possession.
 - 2. Location of where possession occurred.
 - 3. Identify if antlered, number of antler points, or if antlerless.
 - 4. If a salvage tag was requested.
 - 5. Full name including middle initial, date of birth, mailing address, phone number, and driver license number.
 - 6. Intended purpose for obtaining possession.
- C. A permit will not be issued to possess a spotted fawn.
- D. If more than one deer is killed in a single incident, the person permitted to claim the deer may claim all deer involved. A separate permit application should be completed for each deer carcass.

VIII. BOATING ACCIDENT REPORTS

- A. A boating accident includes, but is not limited to: capsizing, collision, flood, fire, explosion, and the disappearance of a vessel other than by theft.
- B. A State of Michigan *Official Boating Accident Report* form (Form PR9257) shall be completed when a boating accident results in: damage by or to the vessel or its equipment in the apparent amount of \$2,000.00 or more, injury to any person, loss of life, or the disappearance of any person from on board under circumstances which indicate the possibility of death or injury.
- C. All water skiing accidents will be submitted on the *Official Boating Accident Report* form.

NOTE: The investigation officer shall open a non-criminal investigation report for any incident in which a person falls from or is ejected from a watercraft; with the exception of falling off a jet ski or while engaged in water skiing, tubing, wake boarding, etc. This type of incident does not qualify for reporting on the *Official Boating Accident Report* but a description of the circumstances of the incident, identity of the individual(s) involved, and details of the watercraft involved.

[*Official Boating Accident Report Form \(michigan.gov\)](http://michigan.gov)

IX. ICE SURFACE ACCIDENTS

- A. Accidents involving motorized vehicle(s) (i.e., snowmobiles, automobiles, all-terrain vehicle (ATVs), etc.) used on frozen waterway surfaces should be submitted on a *UD-10 Report*. This includes all deaths, personal injury, and property damage accidents exceeding the applicable dollar amount.

NOTE: The applicable dollar amount for a crash involving automobiles is \$1,000.00; for snowmobiles and ATVs the amount is \$100.00.

- B. Accidents involving vehicles which are not motorized and which are used on ice surfaces should be submitted on an *Official Boating Accident Report*.

X. SNOWMOBILE AND OFF ROAD RECREATION VEHICLE (ORV) ACCIDENT REPORTS

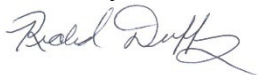
- A. Accidents involving snowmobiles and ORVs (including ATVs) resulting in injuries to or death of a person, or resulting in property damage in the apparent amount of \$100.00 or more, shall be submitted on a *UD-10 Crash Report*.

- B. In addition to a *UD-10 Crash Report*, a *Fatal Snowmobile Accident Report* (Form PR9170) shall also be completed when there is a fatal crash involving a snowmobile.

XI. TRAIN ACCIDENTS

- A. When an accident occurs involving a train within the Township, Hamburg Township Public Safety personnel (police and fire) will be dispatched to the scene of the accident.
- B. Responding officers will render aid to the injured and secure the scene.
- C. Officers shall advise Central Dispatch to contact the appropriate railroad agency in order to notify them of the crash and of any possible obstruction on the tracks.
- D. A *UD-10 Crash Report* shall be completed on all train accidents listing the train as one of the units.

Issued by:



Richard Duffany
Director of Public Safety

Approved by Hamburg Township Board of Trustees: DRAFT

(APPENDIX A)
**HAMBURG TOWNSHIP
PUBLIC SAFETY DEPARTMENT**

PRIVATE PROPERTY CRASH REPORT
CHECKLIST

This checklist is intended to assist officers in completing incident reports for private property crash incidents. The information contained on this checklist shall be contained in the officer's incident report unless clearly not applicable.

Driver(s) Information:

- Name, address, date of birth, and driver's license number.
- Phone number.
- Insurance company and policy number.
- Statement of what occurred.

Passenger(s) Information:

- Name, address and date of birth.
- Phone number.
- Statement of what occurred.

Vehicle Information:

- Make
- Model
- Color
- Year
- License plate number.
- Vehicle Identification Number.
- The location of damage to the vehicle and to what extent.