

# Michigan State Police

Crash Advisory # 28



September 2009

## “Unknown” information

If any field is unknown or information is not available, please leave blank. Do not enter “Unknown”, “Not applicable” or “None”. Do not write “Hit and Run” in the driver section, mark it under Special Circumstances only.

## Alcohol/Drug reporting

When reporting your opinion for alcohol and drugs, make sure to enter the test type if a test was performed (field, PBT, breath, blood, urine). If a test was not performed be sure to enter “not offered” or “refused”.

When reporting Alcohol **do not** enter a Test Type and “Not Offered”. Example- marking blood and not offered.

When reporting Drugs **do not** enter 000 for Drug Test Results as this is not a valid entry. This should be recorded as 001 when Drug Test Results are negative.

## Deer Crashes-Public or State Property?

Deer are not considered Public Property, they are considered State Property. If a motorist is involved in a car/deer crash, list the deer under “Damaged Property” and mark no under “Public”. Also, list the State of Michigan as the “Owner”.



### Number of units (electronic submission only)

You may enter up to 999 units for a single crash.



### Entering Driver License Number, vehicle registration and VIN (electronic submission only)

When entering a driver license number, vehicle registration or VIN (vehicle identification number) make sure that you are entering a zero and not an alpha “O”.

Do not use the drag and drop method to enter vehicle registration as it picks up the state and current registration year and adds it to the vehicle registration number. Enter only the vehicle registration number.

*Please Distribute to All Personnel Who Complete or Review Traffic Crash Reports*

