



**SUBJECT:** Department Motor Vehicles, Vessels, and Aircraft

**TO:** Members of the Department

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## 10.1 USE OF DEPARTMENT MOTOR VEHICLES

### 10.1.1. REQUIREMENT TO OBEY ALL TRAFFIC LAWS

- A. Unless engaged in emergency or pursuit driving as defined below, department members shall obey all traffic laws while operating department vehicles.
- B. Members shall carry identification and a valid operator's license when operating department vehicles.

- (1) Enforcement members trained and authorized to operate department motorcycles shall possess a valid Michigan driver's license with cycle endorsement.
- (2) Members assigned to sensitive criminal investigations are exempt.

#### 10.1.2. VEHICLE ASSIGNMENTS

All department vehicles are assigned to work units, unless otherwise specified in Section 10.1.3.C.

#### 10.1.3. HOME-TO-OFFICE VEHICLE USE

- A. Individuals presently certified to drive department vehicles to and from their homes may continue to do so when in compliance with this Order and other applicable Orders. The Department of Technology, Management, and Budget, Vehicle and Travel Services (VTS), requires requests for state motor vehicle use between an employee's residence and official work site be reviewed and approved annually.
- B. At the time a position which had the use of a department home-to-office vehicle becomes vacant, a determination will be made to ascertain whether the home-to-office use of the vehicle is warranted for the new employee filling the position. Personnel accepting promotions or transfers into such positions should be aware that a vehicle may not be authorized for transportation to and from their homes.
- C. Assigned Vehicle Program: Department patrol vehicles may be assigned to members by work site commanders when such assignment is in the best interest of the department and services the department's operational needs. These assignments may involve members beginning and ending their shift from their residence.

#### 10.1.4. SLICK TOP, SEMI-MARKED, AND UNMARKED CAR USE

- A. Definitions
  - (1) Slick Top Patrol Car: A patrol car painted and marked as a standard patrol car, but equipped with grille-mounted lights and other covert warning devices in place of the traditional overhead light.
  - (2) Semi-Marked Patrol Car: A patrol car painted a color other than the traditional MSP blue, with limited markings, and with covert lighting and other warning devices like a slick-top patrol car. It is designed to more easily blend in with traffic when not on a traffic stop.
  - (3) Unmarked Car: Any vehicle not designed or intended for patrol use, that has no markings whatsoever or permanently mounted warning devices (e.g., staff cars, undercover "I" cars).
- B. Slick top and semi-marked patrol cars offer certain enforcement advantages in both traffic and criminal work. The use of these vehicles is intended to balance visibility needs against maximum enforcement capability.
- C. Slick top and semi-marked patrol cars may be used during the hours of daylight. Officers may choose to use these vehicles during the hours of darkness, with authorization of the work site commander.

- D. Because they are neither designed nor equipped for high-speed law enforcement applications, unmarked cars shall not be used in pursuits.

#### 10.1.5. USE OF SEATBELTS

- A. Vehicles, whether department owned or privately owned, shall not be used to conduct state business if the occupant restraint system (seatbelts) provided in that vehicle by the manufacturer has been altered, disconnected, or otherwise made inoperable. Members who discover an inoperable restraint system or other safety device shall report the defect to their supervisor.
- B. When operating or riding in a department vehicle or any vehicle used to conduct state business, members shall use all safety devices and restraint systems provided by the vehicle manufacturer. The lap belt and shoulder harness, as well as any other safety devices provided, shall be used in accordance with the intended use and design of the manufacturer.

#### 10.1.6. TRANSPORTING NON-DEPARTMENT PERSONS

- A. Except when necessary in the performance of duties and in emergencies, persons not connected with the department shall not be passengers in department vehicles without approval of the division or district commander to which the vehicle is assigned.

Student interns, law enforcement field training students, and other persons who have received approval to ride in a department vehicle must complete either the Waiver of Liability, PD-038 or the Application for Internship, PD-039, before being transported, per Official Order No. 92.

- B. When prisoners are transported or passengers are permitted to ride in a department vehicle, or in any vehicle being used to conduct state business, the department member shall ensure the restraint and safety devices provided are properly used by each occupant of the vehicle.

### 10.2 USE OF DEPARTMENT MOTORCYCLES

#### 10.2.1. REQUIREMENTS

- A. Enforcement members trained and assigned to ride department motorcycles shall be referred to as motor officers.
- B. The primary duty of motor officers shall be the enforcement of traffic laws. However, they may be directed to respond to emergency and non-emergency calls if staffing needs dictate.
- C. Motor officers shall ensure that they are physically fit for motorcycle duty. Motor officers shall immediately inform their supervisor of any injury or medical condition that would affect their ability to operate a motorcycle.
- D. Motor officers shall participate and successfully pass an annual motor officer refresher course in order to operate a department motorcycle. At the discretion of the Motor Unit commander, monthly training sessions will take place to enhance motor officer skill level.

#### 10.2.2. PARKING

- A. Department motorcycles shall be parked in a secured, covered garage when not in use.

- B. Motor officers shall not take their department motorcycle home unless they have been approved to participate in the Assigned Vehicle Program, and agree to park the motorcycle in a secured, covered garage when not in use.
- C. Motor officers shall turn in the keys to their department motorcycle upon completion of their shift unless granted permission to take the motorcycle home.

#### 10.2.3. REQUIRED GEAR AND EQUIPMENT

- A. Motor officers shall wear the following protective equipment while operating department motorcycles, all of which are issued by the department:
  - (1) Helmet
  - (2) Leather Gloves
  - (3) Motorcycle Boots

#### 10.2.4. OPERATION OF DEPARTMENT MOTORCYCLES

- A. Members shall not operate department motorcycles without possessing a valid Michigan driver's license with cycle endorsement and having attended proper training.
- B. Members other than motor officers shall not operate, move, or tamper with department motorcycles unless given permission by their district or division commander.
- C. Motor officers shall follow the requirements for operating other department vehicles listed in Section 10.1.
- D. Should a motor officer's motorcycle be stopped and begin to fall over for any reason, they shall not attempt to catch it as it is better to sustain minor damage to the motorcycle than have the motor officer incur personal injury.
- E. Passing
  - (1) Motor officers shall not pass vehicles between the curb lane and the curb, as other vehicles may suddenly pull over to park or turn.
  - (2) Motor officers shall not pass other vehicles by traveling on the roadway median unless absolutely necessary. Motor officers shall activate their motorcycle's emergency equipment when doing so.
- F. Splitting Lanes

Motor officers shall not split lanes (e.g., ride in between lanes of travel), except in the most extreme circumstances, and shall use extreme caution if doing so.
- G. Operation in Inclement Weather
  - (1) Motorcycles shall not be operated in snowy conditions, during severe weather such as heavy rain, thunderstorms, lightning, high winds, fog, or when freezing/icing of the roadway may exist.
  - (2) Motorcycles shall not be operated during the months of November through March unless specifically authorized by the Field Services Bureau Commander.

- (3) Motorcycles may be operated in rainy/wet conditions with the approval of both the motor officer and their supervisor.
- (4) Motor officers returning to the post because of inclement weather shall park their motorcycle in the garage and resume their shift using a patrol car. Motor officers shall change from their motorcycle uniform into the uniform of the day prior to resuming their shift using a patrol car.

#### 10.2.5. MOTORCYCLE PATROLS

- A. Motorcycle patrols may consist of one or two motor officers at the discretion of the motor officers and work site commander or their designee.
- B. Prisoner Transport
  - (1) When a motor officer makes an arrest, they shall radio for a patrol car to transport and lodge the prisoner.
  - (2) The backup officer shall only be responsible for transporting and lodging the prisoner. It shall be the motor officer's responsibility to complete all reports, follow-up, and additional paperwork associated with the arrest.

### 10.3 VEHICLE ESCORTS

#### 10.3.1. COORDINATION AND PLANNING

- A. Operations shall be the point of contact and coordination for all vehicle escort requests from the military, sports teams, or celebrities. Requests received at the district/division or work site level shall be directed to Operations at 1-517-241-XXXX or 1-800-525-XXXX.
- B. Operations shall coordinate with the affected work unit to ensure that resources are available at the date and time the vehicle escort is needed.
- C. Governor's Executive Protection personnel may be consulted when planning for a vehicle escort.
- D. The post with responsibility for the final destination of the vehicle in question shall make arrangements to pick up the vehicle to be escorted at a location within their post area and escort it to its final destination.
- E. The department shall not provide a vehicle escort across the entire state due to staffing and traffic safety concerns.

#### 10.3.2. MILITARY CONVOY ESCORTS

- A. The department shall, when operationally possible, station at least one, and optimally two, patrol cars at the returning military convoy's point of entry into the state of Michigan.
- B. The overhead lights on the patrol cars should be activated. Troopers are encouraged to exit their vehicles, stand at attention by their patrol cars, and render a salute as the convoy passes.

#### 10.3.3. MILITARY FUNERAL ESCORTS

- A. A post commander who becomes aware of an upcoming burial in their post area of an Armed Forces member killed in action shall make arrangements to have at least one patrol

car meet the funeral procession at a location within the destination county and escort it to the burial site.

- B. Post commanders shall notify their district commander of upcoming military funeral escorts at least 48 hours prior to doing so.

#### 10.3.4. FUNERAL PROCESSIONS

- A. Requests for vehicle escorts for non-member funeral processions may be granted upon the approval of the affected district commander.
- B. Members escorting funeral processions may do so with their patrol car's emergency lights activated, but they shall not attempt to stop the flow of traffic through intersections to keep the procession from having to stop.
- C. Motor officers escorting funeral processions shall ride at the front of the procession with their motorcycle's emergency lights activated. They shall not attempt to control traffic at intersections and shall not "leapfrog" one another, wherein one officer rides up to block an intersection as the other leaves for the next intersection.

#### 10.3.5. VEHICLE OPERATION AND MEMBER PARTICIPATION

- A. Members providing vehicle escorts shall abide by the policies for emergency vehicle operation listed Section 10.4.
- B. Motor officers may ride motorcycles for special events with the permission of their work site commander.
- C. Motor officers shall not solicit the public to participate in special events.

### 10.4 VEHICLE PURSUITS AND EMERGENCY DRIVING

The provisions of Section 10.4 apply to enlisted members and, unless otherwise stated, motor carrier officers. All other department members shall not initiate or engage in vehicle pursuits, intentional collisions, emergency driving, roadblocks, median crossing, or utilize tire-deflating devices.

#### 10.4.1. VEHICLE PURSUITS

Authorized members may make objectively reasonable efforts to apprehend the drivers of fleeing vehicles in accordance with this Order. The department recognizes that while it is the authorized member who initiates the traffic stop, it is the violator who initiates a vehicle pursuit. It is always better to either delay the arrest or abandon the pursuit than to risk harm to innocent civilians, department members, or the fleeing violator.

In recognition of the potential risks created by vehicle pursuits, no member or supervisor shall be counseled or disciplined for a decision not to engage in a vehicle pursuit or to terminate a vehicle pursuit based on the risk involved, even in circumstances where this Order authorizes a vehicle pursuit.

##### A. Definitions

Vehicle Pursuit - An attempt by an authorized member driving a motor vehicle to stop another vehicle when the authorized member has probable cause to believe the operator of the vehicle is attempting to resist being stopped by using evasive techniques (e.g., increasing speed, extinguishing lights, ignoring traffic control devices).

Authorized Member - Enlisted members and motor carrier officers operating fully-marked, slick-top, or semi-marked patrol vehicles.

Supervisor - Generally, the on-duty sergeant or designated acting on-duty sergeant responsible for the authorized member involved in a pursuit. However, a supervisor could be a command officer from the authorized member's post or an Operations Unit lieutenant or sergeant.

B. Initiating a Vehicle Pursuit

- (1) Authorized members shall only initiate and engage in vehicle pursuits subject to the provisions of this Order.
- (2) Authorized members shall not initiate or engage in vehicle pursuits in the following circumstances:
  - a. While operating department motorcycles.
  - b. While operating investigative and administrative vehicles.
  - c. If non-department personnel (other than an on-duty MCOLES certified police officer) are passengers in the patrol vehicle.
  - d. If any of the patrol vehicle's emergency equipment (emergency lights, siren) are inoperable.
- (3) Authorized members may only initiate or engage in a vehicle pursuit if the authorized member has reasonable cause to believe the driver or occupant(s) of the pursued vehicle has committed a felony other than the crime of fleeing and eluding.
- (4) A vehicle pursuit shall not be automatically undertaken, even if allowed by this Order. An authorized member shall make an objectively reasonable determination to begin or continue a vehicle pursuit based upon the following factors:
  - a. The underlying crime for which the suspect is being pursued (e.g., whether the crime is a life-threatening felony or property crime).
  - b. The actions of the suspect driver (e.g., driving on the wrong side of road, intentionally striking other vehicles).
  - c. Whether the identity of the suspect is known to the point where later apprehension is possible.
  - d. Volume, type, speed, and direction of vehicular traffic, including the vehicle pursued.
  - e. Nature of and familiarity with the area (e.g., residential, commercial, school zone, open highway).
  - f. Environmental factors (e.g., weather, darkness, lighting, visibility).
  - g. Road conditions (e.g., construction, poor repair, extreme curves, intersections controlled by traffic signals or signs, ice).
  - h. Population density and volume of pedestrian traffic.

- i. Patrol vehicle capability and condition.
- j. Type of vehicle being pursued (e.g., motorcycle, ATV, ORV).

C. Pursuit Procedures

When a vehicle pursuit is initiated, the procedures listed below shall be followed:

- (1) Authorized members engaged in a pursuit shall activate and continuously operate the patrol vehicle's emergency lights, siren, and in-car video recording system until the pursuit has terminated or is abandoned.
- (2) Authorized members initiating a pursuit (primary pursuit vehicle) shall immediately notify their primary dispatcher of the pursuit, request the dispatcher notify their supervisor of the pursuit, and provide the following information:
  - a. Reason for pursuit.
  - b. Present location and direction of pursuit.
  - c. Description of vehicle being pursued, including the license plate number, if known.
  - d. Description and number of occupants.
- (3) The authorized member in the primary pursuit vehicle shall keep his or her primary dispatcher current on the progress of the pursuit until this duty can be assumed by a secondary pursuit vehicle.
- (4) Primary dispatcher's responsibilities during a vehicle pursuit:
  - a. Attempt to locate a backup or secondary police vehicle to assist the primary pursuit vehicle.
  - b. Obtain file and registration checks on the license plate number of the vehicle being pursued, if known.
  - c. Alert other police authorities in the apparent path of the pursuit.
  - d. Inform the authorized member's supervisor of the pursuit and any pertinent information related to the pursuit.
  - e. If the authorized member involved in the pursuit does not have a supervisor available to monitor the pursuit, the primary dispatcher shall contact an Operations Unit lieutenant or sergeant who shall serve as the supervisor for the pursuit.
- (5) Supervisor's responsibilities during a vehicle pursuit:
  - a. Direct, coordinate, and continuously monitor vehicle pursuits while keeping in mind the safety of the public, members, and suspect(s) being pursued.
  - b. Supervisors shall not participate in a pursuit if three other patrol vehicles are engaged in the pursuit.

- c. Supervisors shall not authorize members to engage in a pursuit when there are more than three patrol vehicles engaged in the pursuit, unless the reason for the pursuit is a life-threatening felony as described in Official Order 71.
- d. When a supervisor is notified of a pursuit for which he or she has responsibility, the supervisor shall:
  - i. Determine the reason for the pursuit;
  - ii. Obtain a vehicle description;
  - iii. Request additional pertinent information (e.g., location, speed, traffic conditions);
  - iv. Determine the number of patrol vehicles engaged in the pursuit, including the number of patrol vehicles from other police departments; and
  - v. Evaluate the pursuit using the criteria in this Order.
- e. Once the supervisor has evaluated the pursuit using the criteria in this Order, he or she shall immediately notify the involved member(s) via radio that the pursuit is either authorized or must be terminated.
- f. Once a pursuit has been authorized, the supervisor remains responsible for directing, coordinating, and continuously monitoring the pursuit until the pursuit has concluded or been terminated. Unless the supervisor is receiving updates from dispatch, the supervisor shall request updates from the pursuing members.
- g. If at any time during the pursuit the supervisor determines the pursuit should be terminated, the supervisor shall immediately relay that information to the pursuing members.
- h. The supervisor shall order the termination of a pursuit when it is objectively reasonable to believe the danger to the public, pursuing member(s), other officers, or the suspect(s) being pursued outweigh the necessity for immediate apprehension.
- i. The supervisor shall order the termination of a pursuit if the suspect's identity is known, later apprehension can occur, and there is no immediate threat to public safety, other than the threat created by the offense of fleeing and eluding.
- j. The supervisor has full supervisory responsibility for the entirety of the pursuit, unless the supervisor believes handing off supervisory responsibility to another supervisor is appropriate (e.g., vehicle pursuit enters unfamiliar area). When the pursuit is about to leave or is likely to leave one post area and enter another, the current supervisor shall notify or shall have the appropriate dispatch center notify the supervisor in the post area where the pursuit is likely headed, sharing all the pertinent facts relevant to the pursuit.
- k. Upon conclusion of a pursuit, the supervisor shall:

- i. Inform the supervisor's commander of the pursuit and the result of the pursuit, and
- ii. Ensure the proper BlueTeam and eAICS reports are submitted.

(6) Secondary pursuit vehicle responsibilities:

- a. Unless approved by a supervisor, no more than three patrol vehicles (primary plus two secondary patrol vehicles) shall be engaged in a pursuit at one time. This includes police vehicles from other police departments.
- b. Unless approved by a supervisor, once three vehicles are engaged in a pursuit, other authorized members shall not engage in emergency driving for purposes of following or assisting with the pursuit. Authorized members in the apparent path of the pursuit may assist by positioning themselves at possible intersecting routes, if this can be accomplished while obeying all traffic laws.
- c. Secondary pursuit vehicles shall notify their primary dispatcher and supervisor, immediately upon joining the pursuit.
- d. Secondary pursuit vehicles shall assist the primary vehicle in the apprehension of the vehicle being pursued. When necessary, secondary pursuit vehicles shall also be available to continue the pursuit, if the primary pursuit vehicle is unable to continue the pursuit.
- e. Secondary pursuit vehicles shall assume responsibility from the primary pursuit vehicle for keeping the primary dispatcher current on the progress of the pursuit.
- f. Secondary pursuit vehicles shall not pass the primary pursuit vehicle unless requested to do so.
- g. When a fully-marked department patrol vehicle operated by an authorized member becomes available to take over a pursuit initiated by a slick top or semi-marked patrol vehicle, the slick-top patrol vehicle or semi-marked patrol vehicle shall withdraw from the primary pursuit position and assume the secondary pursuit vehicle's responsibilities.

(7) Terminating a pursuit

- a. An authorized member shall terminate a pursuit if any of the following conditions are known or reasonably should have been known:
  - i. He or she is instructed to do so by the pursuit supervisor.
  - ii. Any of the patrol vehicle's emergency equipment (emergency lights, siren) is no longer functional.
  - iii. It is objectively reasonable to believe the danger to the public, pursuing member(s), other officers, or the suspect(s) being pursued outweigh the necessity for immediate apprehension.
  - iv. The suspect's identity is known, later apprehension can occur, and there is no immediate threat to public safety, other than the threat created by the offense of fleeing and eluding.

- v. The pursued vehicle's location is no longer known or the distance between the pursuing vehicles and the vehicle being pursued becomes so great that further pursuit is futile.
  - vi. There is a person injured during the pursuit and there are no police or medical personnel able to render assistance.
  - vii. The authorized member becomes aware of any unanticipated condition, event, or circumstance which substantially increases the risk to public safety inherent in the pursuit.
  - viii. The pursuit was initiated by another law enforcement agency and that agency terminates the pursuit, unless the requirements of Section 10.4.1.C.(8) exists.
- b. When a pursuit has been terminated, authorized members shall:
- i. Reduce their speed to the posted speed and obey all traffic laws.
  - ii. Turn off all emergency equipment.
  - iii. Confirm with their primary dispatcher they have terminated the pursuit.
  - iv. Provide their primary dispatcher with a direction of travel and any other pertinent information to alert other members and law enforcement.

(8) Vehicle Pursuits Initiated by Other Law Enforcement Agencies (In-state and out-of-state agencies)

Authorized members shall not join a vehicle pursuit initiated by another law enforcement agency unless they have reasonable cause to believe the vehicle pursuit meets the criteria of this Order. In addition, authorized members shall not assume the primary pursuit position during a pursuit initiated by another law enforcement agency unless:

- a. All of the lead agency's vehicles engaged in the pursuit become disabled or the lead agency terminates the pursuit; and
- b. There is probable cause to believe an occupant of the vehicle has committed a life-threatening felony as enumerated in Official Order 71, or the operator of the vehicle poses an immediate threat to the safety of the public, other than the threat created by the offense of fleeing and eluding.

(9) Reinstating the pursuit

The reinstatement of any previously terminated pursuit shall only be undertaken if consistent with the authorization criteria for originally initiating a pursuit.

D. Tire-Deflating Devices (Stop Sticks)

- (1) Enlisted members may use a tire-deflating device in order to end a pursuit or prevent a pursued vehicle from continued operation.
- (2) Enlisted members shall abide by the following restrictions when using tire-deflating devices:

- a. Use of a tire-deflating device on a motor vehicle with less than four wheels is considered fatal force, and is only permitted when use of fatal force is justified per Official Order No. 71.
- b. Before an enlisted member or motor carrier officer deploys a tire-deflating device, they shall advise pursuing law enforcement officers of the pending deployment.
- c. Enlisted members shall only deploy stop sticks if they can do so from behind the cover of a fixed object (e.g. bridge abutment, retaining wall).
- d. Enlisted members shall ensure their own safety and the safety of innocent bystanders when deploying a tire-deflating device.

E. Intentional Collisions

- (1) Motor officers shall not intentionally collide or attempt to intentionally collide with another vehicle while operating a department motorcycle.
- (2) Precision Immobilization Technique (PIT)

Enlisted members may employ the Precision Immobilization Technique (PIT) against a pursued vehicle in order to end a pursuit or prevent a pursued vehicle from continued operation.

- a. Enlisted members may use the PIT when all other means of apprehension have been considered, and either attempted or rejected, as impractical.
- b. The PIT shall be done only at speeds of 40 mph or less.
- c. An enlisted member may not employ the PIT unless they are trained by the Training Division, Precision Driving Unit.
  - i. The Training Division shall maintain a record of all enlisted members that have received PIT training.
  - ii. This record shall include the following information:
    - 1) The enlisted member's name.
    - 2) The enlisted member's work site.
    - 3) The date and time of the training.
- d. Use of PIT on a motor vehicle with less than four wheels is considered fatal force, and is only permitted when use of fatal force is justified per Official Order No. 71.
- e. PIT shall not be used on vehicles placarded for, or otherwise reasonably believed to be, carrying hazardous materials, nor shall it be used on a pick-up truck carrying passengers in its bed.
- f. Other considerations in an enlisted member's decision to use PIT shall include:
  - i. The current environmental and weather conditions.

- ii. The elevation of the roadway.

Using PIT on raised roadways (e.g., bridges, overpasses, elevated freeway interchanges) should be avoided unless no other reasonable options for terminating the pursuit are available.

- iii. The presence of other motorists.

- iv. The presence of pedestrians.

- v. The area in which the pursuit is occurring (e.g., a school zone, a busy downtown street).

- vi. Obstacles (e.g., bridge abutments, guardrails, road construction equipment).

(3) Ramming

- a. Intentionally colliding with a suspect's vehicle in a manner not consistent with Section 10.4.1.E.(2) (Precision Immobilization Technique) is considered ramming. Ramming is prohibited unless circumstances warrant the use of deadly force. All such instances shall be thoroughly investigated to determine if the enlisted member or motor carrier officer involved acted properly according to the following.

- i. Under no circumstances shall ramming be justified in the apprehension of persons for a civil infraction or misdemeanor charge or of persons fleeing from that charge.

- ii. Ramming may be justifiable when the person fleeing is wanted for, or chargeable with, an offense when the use of firearms would be authorized by this Order and when all other reasonable efforts have failed.

- (4) If ramming or the PIT is used to stop a violator, enlisted members and motor carrier officers shall immediately notify their shift supervisor. The shift supervisor shall in turn immediately report the incident and its circumstances to Operations via email or LEIN administrative message.

(5). Traffic Crash Report, UD-10

When a vehicle being driven in a pursuit by an enlisted member or motor carrier officer is involved in a traffic crash, excluding an incident caused by an intentional collision, the reports and investigations required in Section 10.7 shall be submitted.

F. Reporting Requirements

(1) BlueTeam Incident Report

The enlisted member or motor carrier officer who initiated, or first became involved in, the pursuit shall complete the BlueTeam Incident Report, along with their AICS report.

- a. The BlueTeam Incident Report shall be completed and submitted to the shift supervisor prior to the end of the shift.

- b. Enlisted members and motor carrier officers who were operating a vehicle that was actively engaged in the pursuit shall be listed as “involved officers” in the BlueTeam Incident Report. All other enlisted members and motor carrier officers (e.g. passengers in two-officer patrol cars) shall be listed as “witnesses.”
  - c. Once reviewed and approved, the supervisor shall immediately submit the BlueTeam Incident Report to the work site commander, who shall in turn forward it through channels to the district/division commander and the Training Division within 24 hours of the incident.
  - d. The BlueTeam Incident Report and AICS report shall include a summary of how each of the factors listed in 10.4.1.B.(4) were considered and supported the enlisted member’s or motor carrier officer’s decision to initiate, continue, or terminate the pursuit.
- (2) The work site commander shall conduct a review of all vehicle pursuits in order to ensure that they are thoroughly investigated, and to determine if the enlisted member or motor carrier officer involved acted in accordance with the policies listed in this Order.
- a. The review shall include the work site commander personally viewing the BlueTeam Incident Report, all existing video and audio recordings, the AICS report, and the Traffic Crash Report, UD-10, if applicable.
  - b. The work site commander shall then prepare a written summary as part of the BlueTeam Incident Report for each pursuit that includes the facts of the case along with their findings, and submit it to the district/division commander for their review.
- (3) If the pursuit results in a traffic crash causing personal injury or death, including a traffic crash caused by an intentional collision, the work site commander shall ensure that an on-scene investigation of the incident is conducted by a district first lieutenant and traffic crash reconstruction specialist.
- a. Both the district or division commander and the work site commander shall conduct a review of all incidents involving an intentional collision resulting in personal injury or death in order to ensure that they are thoroughly investigated, and to determine if the enlisted member or motor carrier officer involved acted in accordance with the policies listed in this Order.  
  
The review shall include the BlueTeam Report, any video and audio recordings, the electronic incident report, and the Traffic Crash Report, UD-10, if one was completed.
  - b. The incident shall also be reviewed per Official Order No. 43, Critical Incident After-Action Review Team.
- (4) Annual Report
- a. The Office of the Director shall use the information from the submitted BlueTeam Reports to produce an annual analysis report.
  - b. This report shall be distributed to members of the Executive Council.

(5) Additional Reporting Requirements

Incidents involving serious injury or death require securing the vehicle pending outcome of subsequent investigation. Notification of evidentiary status is to be reported to Vehicle and Travel Services with the initial crash report and AICS incident number.

G. Pursuit Across State Lines

- (1) Post commanders of posts bordering state lines shall establish liaison with out-of-state law enforcement agencies in order to coordinate and develop contingency plans for pursuits that affect both states' jurisdictions.
- (2) When a felon being pursued flees across the state line, the affected state shall be notified as soon as possible.

Upon entering the adjacent state, enlisted members and motor carrier officers shall yield the primary pursuit position to the first law enforcement officer encountered in that state, but shall remain as a secondary pursuit vehicle until a second pursuit vehicle of that same state is encountered. At such time, enlisted members and motor carrier officers shall yield to that pursuit vehicle and terminate their participation in the pursuit.

10.4.2. ROADBLOCKS

The use of roadblocks can be an effective means of apprehending a fleeing violator. However, creating a roadblock is potentially dangerous to the violator, members, and the general public. Therefore, total and partial roadblocks shall only be established when authorized by a shift supervisor or higher authority according to the following guidelines:

- A. Emergency warning lights on patrol vehicles shall be in operation at all roadblocks.
- B. Enlisted members shall not establish or participate in total, partial, or rolling roadblocks when operating a department motorcycle.
- C. Enlisted members and motor carrier officers may only establish or participate in a total roadblock to apprehend a fleeing felon when the use of firearms would be authorized by Official Order No. 71.

A total roadblock is a physical blockage of the entire roadway using vehicles, materials, or other devices, leaving no room for an approaching vehicle to avoid the barrier. This does not include stop sticks.

- D. A partial roadblock may be established to stop a fleeing vehicle when there is a substantial risk that the continued operation of the vehicle may cause serious injury or death to another person.

A partial roadblock is an incomplete blockage of the roadway, leaving room for an approaching vehicle to avoid the barrier.

- E. Total and partial roadblocks shall only be established in locations where the operator of the fleeing vehicle has sufficient visibility and distance to stop his or her vehicle.
- F. A rolling roadblock may be used to stop a fleeing violator's vehicle by employing department vehicles, driving skills, and techniques designed to restrict, reduce, or eliminate the chance for escape.

- G. Enlisted members and motor carrier officers may utilize a rolling roadblock to surround a suspect's vehicle with police vehicles and fixed objects (e.g., bridge abutment, retaining wall) to intentionally slow all vehicles to a stop.
  - (1) Utilization of a rolling roadblock is not intended to employ the use of deadly force. Enlisted members and motor carrier officers shall not engage in intentional collisions while conducting a rolling roadblock.
  - (2) Civilian vehicles shall not be used to supplement police vehicles when conducting a rolling roadblock.
- H. Other considerations in an enlisted member's or motor carrier officer's decision to use a rolling roadblock shall include:
  - (1) Volume, speed, and direction of vehicular traffic including vehicles involved in the pursuit.
  - (2) The current environmental and weather conditions.
  - (3) The presence of other motorists.
  - (4) The presence of pedestrians.
  - (5) The area in which the pursuit is occurring (e.g., a school zone, a busy downtown street).

#### 10.4.3. EMERGENCY RESPONSE DRIVING

- A. Generally, when authorized members exceed the speed limit in an attempt to catch up to someone suspected of violating the Michigan Vehicle Code, that action will not be considered emergency response driving for purposes of this Order. In such situations, MCL 257.632 provides an exemption for emergency equipment use when "the nature of the mission requires that a law enforcement officer travel without giving warning to suspected law violators." This statutory exemption does not protect the authorized member from the consequences of the reckless disregard for the safety of others. As such, authorized members shall use due care and caution when attempting to catch potential violators.
- B. Emergency response driving in non-vehicle pursuit situations occurs when an authorized member, operating a fully-marked, slick-top, or semi-marked patrol vehicle, is responding to an emergency situation where there is probable cause to believe at least one of the following circumstances exist:
  - (1) The situation involves imminent potential for serious injuries or death to persons.
  - (2) When there is a crime of violence or threat of violence.
  - (3) When there is a serious public safety hazard or a threat of a serious public safety hazard.
- C. Authorized members engaged in emergency response driving shall activate and continuously operate the patrol vehicle's emergency lights, siren, and in-car video recording system, except as otherwise provided in this Order. In certain rare circumstances, (e.g. where the responding member has information to believe that alerting a suspect may result in violence toward responding officers or others), the patrol vehicle's siren may be extinguished during part of the emergency response driving if it may reasonably alert the suspect.

In the event that the siren is not used in emergency response driving, the responding authorized member shall adjust his or her patrol vehicle operation accordingly to account for the public's inability to hear the patrol vehicle.

- D. An authorized member shall make an objectively reasonable determination to begin or continue emergency response driving based upon the following factors:
  - (1) Volume, type, speed, and direction of vehicular traffic on the route to the emergency.
  - (2) Nature of and familiarity with the area (e.g., residential, commercial, school zone, open highway).
  - (3) Environmental factors (e.g., weather, darkness, lighting, visibility).
  - (4) Road conditions (e.g., construction, poor repair, extreme curves, intersections controlled by traffic signals or signs, ice).
  - (5) Population density and volume of pedestrian traffic.
  - (6) Patrol vehicle capability and condition.
- E. Authorized members shall immediately cease emergency response driving if either of the following circumstances exists:
  - (1) Any of the patrol vehicle's emergency equipment (emergency lights or siren) fail. Unless advised to disregard the call, they shall continue on to the dispatched location while obeying all traffic laws.
  - (2) Additional information is received negating the reason for emergency response driving.

#### 10.4.4. MEDIAN CROSSING POLICY

- A. Enlisted members and motor carrier officers driving department vehicles may cross highway medians other than at designated crossovers to pursue and apprehend criminal or traffic violators.
- B. Crossing highway medians at other than designated crossovers is subject to the following conditions:
  - (1) Designated median crossovers shall be used whenever possible.
  - (2) Crossovers shall be made at a reasonable and safe rate of speed.
  - (3) Good judgment shall be exercised in crossing medians, and enlisted members and motor carrier officers should restrict crossings during inclement weather or during spring thaws.
  - (4) Vehicle acceleration after crossing the median is to be accomplished without causing damage to the highway shoulder.
  - (5) Any vehicle damage shall be reported according to Section 10.7 and shall be repaired promptly to ensure safe vehicle operation.

#### 10.4.5. DRIVER NEGLIGENCE

When a member of the department becomes involved in a vehicle crash while engaged in normal department business, during a pursuit, or emergency driving, a complete and thorough investigation shall be conducted. If negligence or noncompliance with the provisions of the Michigan Vehicle Code or the requirements of this Order is shown, appropriate disciplinary action shall follow.

#### 10.4.6. WRITTEN TEST

The Training Division shall prepare and administer an annual refresher exam on vehicle pursuits and emergency driving via MI-TRAIN. Every enlisted member and motor carrier officer shall take the annual exam. The work site commander or their designee shall sign and date the Annual Training Recertification Record, UD-034, for each enlisted member and motor carrier officer under their command and indicate whether the exam was passed or failed. Enlisted members and motor carrier officers who fail the exam shall be referred to the Training Division for additional training.

### 10.5 DISCHARGING FIREARMS AT VEHICLES

A. Firearms shall not be discharged at vehicles in the following situations:

- (1) At the occupants of a moving vehicle, unless the suspect is using a form of deadly force other than a motor vehicle.
- (2) Against wrong way, high-speed, or reckless drivers of vehicles solely on the assumption that other persons may be injured or killed unless the driver is stopped.
- (3) From a moving vehicle, except under extreme conditions.

B. Firearms may be discharged at a vehicle in the following situations:

- (1) Self Defense or Defense of Another

To justify the discharge of a firearm at a vehicle under the "self-defense or defense of another standard," there must be some overt action on the part of the driver to establish an intent to kill or severely injure as opposed to actions taken to escape arrest.

- a. Firearms shall not be discharged at a vehicle being driven with the intent to injure or kill the enforcement member unless the enforcement member is unable to take other evasive action or the suspect targets the enforcement member after the enforcement member has attempted evasive action.
- b. Enforcement members shall not intentionally exit their patrol car and position themselves in the path of the suspect vehicle in order to force it to stop.

- (2) Life-Threatening Felonies

Firearms may be pointed and/or discharged at a vehicle when an enforcement member has PROBABLE CAUSE to believe an occupant has committed a life-threatening felony listed in Official Order No. 71.

## 10.6 RELAY POLICY AND PROCEDURE

### 10.6.1. GENERAL RELAY POLICY

When a valid need is demonstrated for relays as permitted by this Order, such requests shall be honored. However, authorizing officers shall be aware of the costs involved to the department and of other duties that must be curtailed to affect a relay and shall, therefore, closely evaluate all requests.

### 10.6.2. APPROVAL OF RELAYS

Operations shall approve or disapprove relays between districts. The district commander shall approve or disapprove relays within the district. Each relay request shall be evaluated and only urgent and necessary relays shall be approved.

- A. No relays shall be executed without proper authorization.
- B. Before authorizing a relay, an officer shall evaluate each request to ensure it is permissible under this Order.
- C. If it appears that the relay service is being abused, the post or district commander or Operations shall have a survey conducted by the post at the receiving end of relays within the jurisdiction. The purpose of this survey is to:
  - (1) Determine whether blood relays were emergencies.
  - (2) Determine whether common carriers were available.
  - (3) Make medical facilities aware that this service is monitored and that relays are limited by standards set in this Order.
- D. If it is determined that the relay service is being abused locally, the post commander shall resolve the issue. If the abuse exists in relays between districts or in the American Red Cross Blood Center requests, the Field Services Bureau Commander or Specialized Services Bureau Commander shall appoint a representative to meet with appropriate officials and resolve the problem.

### 10.6.3. BLOOD RELAYS

- A. When it is determined that common carriers or facilities of the American Red Cross cannot meet deadlines for an emergency relay, the request shall be accepted.
- B. In accordance with Section 10.6.2, Operations or the district commander shall screen each relay request and determine whether the department should comply with the request or deny it. The department shall only handle emergency relays.
- C. When the request has been approved and blood is urgently needed, the relay shall be handled immediately.
- D. Common carrier or routine deliveries can and should be handled by the American Red Cross.

### 10.6.4. SERUM AND ORGAN RELAYS

- A. Serum and organ relays will be handled upon request provided they are of an emergency nature and cannot be handled by common carrier.

- B. The originating post commander or his or her designee shall determine the extent of the emergency and the affected posts at the time of requests and shall notify Operations or the appropriate district headquarters of the relay.

#### 10.6.5. POISON SPECIMENS

- A. The department shall only provide emergency poison relay assistance in instances that are determined to be life threatening and originate from a regional poison center.
- B. Any emergency care facility requesting assistance, other than a regional poison center, shall be advised to contact a regional poison center by calling 1-800-764-7661 (POISON 1). This number will automatically connect the caller with a poison center in their area.
- C. A poison center will evaluate information from an emergency care facility and determine if the situation should be considered life threatening. If it is determined that the situation is life threatening, the poison center will contact Operations for authorization of a relay.

#### 10.6.6. REPORTING/TIME ACCOUNTING

The post where the relay originates shall prepare an electronic incident report. Officers from other posts involved in the relay are not required to submit an incident report. They shall indicate the originating post's incident number on their daily report and carry their time under the appropriate file class.

#### 10.6.7. PRISONER RELAYS

- A. As a general policy, relays of prisoners between districts will not be authorized.
- B. Relays within a district may be authorized by the district commander, subject to the provisions of Section 10.6.8. Before considering the relay of a prisoner, attempts shall be made to arraign the subject locally or to have an interim bond posted.

#### 10.6.8. PROHIBITED RELAYS

- A. The following relays shall not be approved or authorized:
  - (1) Evidence shall not be relayed.
  - (2) Mentally disturbed persons, whether prisoners or otherwise; persons in the custody of the Veterans Administration; or wards of the juvenile court shall not be relayed.
- B. The Field Services Bureau Commander may authorize an exception to the above limitations. Approval for such exceptions shall be requested through Operations. Requests for any relays that are not covered by this Order shall be referred to the Field Services Bureau Commander in the same manner.

#### 10.6.9. DRIVING POLICY

- A. Relays of blood, serum, or organs in life-threatening situations shall be accomplished in accordance with the emergency driving guidelines in this Order.
- B. Posted speed limits shall be observed for all other relays, including prisoner relays.

## 10.7 TRAFFIC CRASH REPORTING AND INVESTIGATION

### 10.7.1. TRAFFIC CRASH INVESTIGATION

- A. For purposes of this Order, the following traffic crashes are deemed reportable crashes and shall be reported regardless of their severity, whether they occurred on public or private property, or whether they occurred in or out of the state.
- (1) Any traffic crash, excluding intentional collisions (e.g. ramming, Precision Immobilization Technique (PIT) maneuver), involving a member, whether on or off duty, in a state-owned or leased vehicle.
  - (2) Any traffic crash involving a member, while in the performance of their duties, in a privately owned vehicle, including a vehicle that has been officially taken into custody by the department.
  - (3) Any traffic crash involving a state owned/leased vehicle driven by a non-department member.
- B. Responsibility of the Member Involved
- (1) Members shall immediately notify the work site commander of the post area where the traffic crash occurred.
  - (2) Members shall report the traffic crash to their immediate supervisor as soon as possible, but no later than the end of the member's shift.
- C. If the traffic crash occurs within the jurisdiction of a municipality having an organized police department, as a courtesy, the post having jurisdiction over the area where the traffic crash occurred shall notify that department.
- D. The work site commander in whose area a reportable traffic crash occurs shall arrange for an on-scene investigation to be conducted, except when a minor property damage traffic crash occurs within the jurisdiction of a municipality having an organized police department and the local agency conducts an on-scene investigation.
- E. Reconstruction Specialist
- (1) As soon as possible, a traffic crash reconstruction specialist shall be dispatched to the scene of any traffic crash involving an on-duty member or department vehicle that results in a fatality or the potential hospitalization of any person.  
  
For purposes of this Order, hospitalization shall be defined as any injury, other than fatal, that requires admittance to a hospital.
  - (2) Procedures for requesting a traffic crash reconstruction specialist can be found in Official Order No. 61.
- F. Member/Vehicle Work Site Follow-Up Investigations
- Work site commanders may institute follow-up investigations of a traffic crash involving members or vehicles assigned to their command. These investigations shall be for the purpose of reducing traffic crashes within their unit.

- (1) Follow-up investigations shall be conducted in cooperation with any investigation being conducted by the work site commander who is responsible for the on-scene investigation.
- (2) Follow up investigations shall be reported on an Official Memorandum, UD-040, to the commander of the work site where the traffic crash occurred.

#### 10.7.2. TRAFFIC CRASH REPORTING

- A. A vehicle operated by a member shall be referred to as the #1 vehicle on all reports submitted.
- B. In the event of any injury or fatality involving a department member, the member's work site commander or designee shall immediately notify Operations.

The Human Resources Division and the Office of the Director shall be consulted prior to signing any releases pertaining to personal injuries received by members.

#### C. Required Reports

- (1) A Vehicle Accident BlueTeam Incident Report (BTIR) is required any time a department vehicle is involved in a traffic crash. Note that intentional collisions, such as ramming or use of the Precision Immobilization Technique (PIT), are not traffic crashes that must be reported in BlueTeam. These incidents shall be reported using the Pursuit BTIR.

The supervisor of the department member involved in a traffic crash shall complete the Vehicle Accident BTIR. The member involved in the crash shall not complete the BTIR.

#### (2) Traffic Crash Report, UD-010

- a. The area work site commander or their designee shall prepare and submit the Traffic Crash Report, UD-010, for all traffic and non-traffic crashes involving department vehicles. Under no circumstances shall the driver prepare this report.
- b. The UD-010 shall contain all facts related to the traffic crash that could have a bearing on liability.
- c. For all department vehicles, the vehicle type shall be coded #1 in the Special Vehicles Section on the UD-010 report. The appropriate Vehicle Use box shall also be marked.
- d. In situations where the work site commander conducts an additional investigation, and where the traffic crash is being investigated by another police agency, the work site commander whose vehicle was involved in the traffic crash shall obtain a copy of the Traffic Crash Report for inclusion with their report.
- e. The Traffic Crash Report submitted by the other police agency may be used as the official UD-010 report.

If a UD-010 has not been submitted by the police agency having jurisdiction, the work site commander of the area where the traffic crash occurred shall request a report to be completed and submitted.

f. Traffic Crash Report, UD-010 Not Required

A UD-010 report is not required to be completed by the department under the following circumstances:

- i. When a traffic crash has been investigated by another police agency.
- ii. When a windshield of a state-owned/leased vehicle has been damaged by stones accidentally thrown by another vehicle.
- iii. When damage occurs as a result of vandalism or theft.
- iv. When damage occurs as a result of an intentional collision such as ramming or use of the PIT maneuver.

(3) State of Michigan Claim Form

A State of Michigan Workers' Compensation Claim Form, ENC-004 is only required if a department member sustains injury; it is not required for incidents involving vandalism or theft.

D. Work Site Commander's Responsibilities

- (1) The work site commander whose member was involved shall review traffic crashes reportable under this Order.
- (2) The work site commander whose member was involved in the traffic crash shall submit a special report through channels to their district or division commander when:
  - a. Further investigation has been ordered.
  - b. The commander disagrees with the traffic crash report.
  - c. The member involved was in non-duty status.
  - d. The member was at-fault in the traffic crash.
  - e. Discipline or affirmative assistance has been proposed or carried out.
- (3) The work site commander is responsible for securing all video or audio evidence available relating to the traffic crash.

E. District or Division Commander's Responsibilities

The district or division commander shall review traffic crashes reportable under this Order and may order an additional investigation. The district or division commander shall detail any additional investigation on a special report.

F. Special Reports - Memorandum, UD-040

This Order does not require the member to submit a special report.

### 10.7.3 MAP COLLISION MANAGEMENT REPORTING AND REPAIRING DAMAGE

A. Vehicle and Travel Services defines traffic crashes as all moving collisions (including all moving incidents on a public road or parking lot and all vehicles stopped or standing on a public road, even when the state vehicle is undamaged), all injury-related traffic crashes, and all collisions involving a state vehicle that is legally parked on a public road. Situations meeting the above criteria will be considered an incident requiring MAP Collision Management notification.

#### B. Reportable Incidents

The following types of incidents involving state owned/leased vehicles shall be reported to MAP Collision Management.

- (1) Any traffic crash as defined in Section 10.7.3.A above.
- (2) Mechanical fires.
- (3) Damage caused by improper use.
- (4) Undercarriage damage.
- (5) Non-collision damage (e.g., off-road driving).
- (6) Windshield or other glass repair.
- (7) Vehicle theft.

#### C. Repair of Damages

- (1) A MAP Collision Management Advisor shall be contacted by telephone at 1-800-937-XXXX as soon as possible, but is required within 24 hours or the first working day following a traffic crash, intentional collision, theft, or vandalism involving a state owned/leased vehicle.
- (2) Members shall be prepared to provide the advisor with the information on the DTMB-0072 VTS Vehicle Damage Report. Members are not required to provide MAP Collision Management with their social security numbers.
- (3) The MAP Collision Management Advisor will work directly with the repair facility to obtain an estimate and determine the repair action to be followed. If repairs are authorized, the MAP Collision Management Advisor will notify the repair facility.
- (4) If a damaged vehicle is determined to be unsafe for service after being repaired, the work site commander shall contact the Fleet Manager concerning the problem. The Fleet Manager, in consultation with Vehicle and Travel Services, will determine if the vehicle should be replaced.

10.7.4. CRASH REPORTING REQUIRED FROM THE DRIVER

Reports Required	Traffic/Non-Traffic Crash	Intentional Collision	Vandalism or Theft
Verbal Notification	Supervisor Area Post	Supervisor Area Post	Supervisor Area Post
Workers' Comp. Forms (ENC-004)**	See Official Order No. 47		

Privately Owned Vehicles (On Duty)

Reports Required	Traffic/Nontraffic Crash
Verbal Notification	Supervisor Area Post
Workers' Comp. Forms (ENC-004)**	See Official Order No. 47

\*\*Only submit when injury/illness has occurred.  
Submit electronic form by email to the MSPWORKCOMP address.

10.7.5. CRASH REPORTING REQUIRED FROM THE POST

Reports Required	Traffic/Non-Traffic Crash <sup>1</sup>		Intentional Collision		Vandalism or Theft	
Verbal Notification	Municipal PD <sup>1</sup> Collision Mgt. Program		Collision Mgt. Program		Collision Mgt. Program	
UD-010	Original→	CJIC				
	Copy→	Post				
	Copy→	District				
	Copy->	Precision Driving Unit				
Incident Report <sup>3</sup>	Copy→	Post	File→	Post	File→	Post
	Copy→	Post	Work→	Post	Work→	Post
	Copy→	District <sup>3</sup>	Copy	District	Copy	District
Repair Estimate	Original→	Collision Mgt.				
	Copy→	Post				

<sup>1</sup> When a crash occurs within a municipality with an organized police department  
<sup>2</sup> Only submit if state property is damaged  
<sup>3</sup> Complete and submit when another police agency completed the UD-010, death has occurred, or additional investigation has been completed

10.8 INSURANCE COVERAGES

10.8.1. INSURANCE COVERAGE - MOTOR VEHICLES

The State of Michigan is self-insured; there is no auto insurance carrier. The State's vehicle self-insurance fund provides the coverage required under the Michigan No-Fault Automobile Insurance Act, 1972 PA 294, as amended ([MCL 500.3101 et. seq.](#)).

Following is a summary of coverages:

A. Personal Protection Insurance

For information and details on coverage, see the Administrative Guide to State Government Procedure 0820.01 Insurance Coverage of State-Owned and Leased Motor Vehicles or contact the State Building Authority at 1-517-373-XXXX.

B. Property Protection Insurance

For information and details on coverage, see the Administrative Guide to State Government Procedure 0820.01 Insurance Coverage of State-Owned and Leased Motor Vehicles or contact the State Building Authority at 1-517-373-XXXX.

C. Residual Liability

For information and details on coverage, see the Administrative Guide to State Government Procedure 0820.01 Insurance Coverage of State-Owned and Leased Motor Vehicles or contact the State Building Authority at 1-517-373-XXXX.

D. Collision Coverage

- (1) The self-insurance fund does not cover repair of state-owned or operated vehicles.
- (2) State-leased vehicles are covered against damage or loss from collision through the State's contract with Wheels, Inc.
- (3) Personal property in or on a state-owned or leased vehicle, whether owned or leased by the State or the person using the vehicle, is not insured against collision, theft, or other transportation perils.
- (4) Rental vehicles are not covered.
- (5) Employee personal vehicles driven on state business are not covered by the Fund in any fashion.
- (6) For additional information and details, see the Administrative Guide to State Government Procedure 0820.01 Insurance Coverage of State-Owned and Leased Motor Vehicles or contact the State Building Authority at 1-517-373-XXXX.

10.8.2. REPORTING TRAFFIC CRASHES

In the event of a traffic crash, the following should be done in addition to any applicable requirements of Section 10.7.

- A. Stop immediately and investigate.
- B. Check for injuries and get help immediately if needed.
- C. Do not discuss who is at fault.
- D. Get name, address, and insurance information of all other parties involved.
- E. Call Wheels, Inc. at 1-800-937-XXXX and provide them with a full report of the accident even if there is no damage to the state vehicle. You are not required to provide a written report.

- F. If the vehicle is not drivable, MAP will arrange for towing to a body shop or dealership. The Lansing VTS garage should be used whenever possible.
- G. Get police report if possible and mail or fax to both agencies listed below:

Wheels, Inc.  
Collision Management  
666 Garland Place, P.O. Box 5154  
Des Plaines, IL 60016  
FAX: 847-699-XXXX

Crawford  
26877 Northwestern Hwy., Suite 201  
Southfield, MI 48086-5154  
FAX: 248-357-XXXX

### 10.8.3. INSURANCE COVERAGE - AIRCRAFT

- A. State-owned or leased aircraft are covered by liability insurance. For policy information and details on coverage, contact the State Building Authority at 1-517-373-XXXX.
- B. Limits of Liability
  - (1) For details on the limits of coverage for department aircraft, contact the telephone number above.
  - (2) If a department aircraft is involved in an accident, regardless of seriousness, the Special Operations Division shall be notified immediately.
  - (3) The Special Operations Division shall notify the Budget and Financial Services Division in writing of all particulars. The Budget and Financial Services Division shall notify the State Building Authority and coordinate the flow of accident reports to that office.

## 10.9 VEHICLE MAINTENANCE, REPAIR, AND EQUIPMENT

### 10.9.1. INITIAL BREAK-IN

Per new vehicle owner's manuals, department vehicles no longer require a break-in period.

### 10.9.2. PREVENTATIVE MAINTENANCE

- A. The commander of the work site to which a vehicle is assigned shall ensure compliance with the service requirements outlined in this Order and the MAP Guide.
- B. Tires
 

Patrol tires should be ordered using the most recent Nokian Tire Acquisition Procedure. Contact MAP at 1-800-937-XXXX for tire replacement or repair authorization on all other vehicles.

  - (1) Tires shall be removed at or before the time the tread wear indicators become visible. These indicators are molded into the bottom of the tread grooves and will appear as 1/2 inch wide bands when the tread depth is worn to 2/32 inch.
  - (2) The same model tire shall be mounted to all four wheel positions and the spare tire. Tires shall not be mixed.
  - (3) Improper front-end alignment and/or wheel balancing may cause unusual tire wear. Realignment and/or wheel balancing shall be conducted as required.

- (4) Tire pressure shall be maintained at the manufacturer recommended air pressure which can be found on the door sticker located on the lower portion of the "B" pillar.
- (5) Tires, including spares, used on patrol cars and other vehicles in high-speed applications, which become damaged due to road hazards, shall not be repaired. Instead, the damaged tire shall be replaced with a new tire.

### C. Car Washes

Members may use any of the following car wash options:

- (1) For members in the Lansing area, the Department of Technology, Management, and Budget car wash facility located at the Secondary Complex, 6951 Crowner Drive, Lansing is open from 7:30 a.m. to 4:30 p.m.

Although the facility includes vacuums and fuel pumps, there are no detailing services offered.

- (2) Automatic car washes located at gas stations if they accept the Wright Express WEX card for payment.
- (3) Drivers are not allowed to pay for a car wash and request reimbursement from VTS.
- (4) When obtaining a car wash on a fee-for-service basis, members shall follow these guidelines:
  - a. Basic Car Wash
    - i. No tire-shine, vacuuming, or cleaning the inside of the vehicle.
    - ii. Car wash service should be obtained as needed, but barring extenuating circumstances, shall not exceed once a week.
  - b. Car Wash/Cleaning
    - i. Car wash, including vacuuming of inside, inside window cleaning, tires and interior vinyl cleaning.
    - ii. Barring extenuating circumstances, this service shall be performed no more than once a month.
  - c. Detailing
    - i. Car wash, cleaning, and shampooing upholstery and carpet.
    - ii. This service shall be performed no more than a once a year unless accidents, illness, or some other reason justifies more frequent detailing.
- (5) For more information and details, see the Vehicle and Travel Services Car Wash Policy.

D. Motorcycle Cleaning

- (1) Motor officers shall be given two hours of operational support time each pay period to thoroughly clean their assigned motorcycle. Motorcycles shall otherwise be cleaned and wiped down daily.
- (2) Motor officers shall take care to avoid spraying water or cleaning solutions on their motorcycle's electrical equipment, especially the emergency equipment on the handlebars.

E. Spotlights

Spotlights shall be checked for general operability. It is extremely important that spotlights are mechanically operated on a weekly basis to prevent unnecessary repairs. Checking the bulb alone is not sufficient. Difficulty in turning or aiming a spotlight shall be repaired immediately.

F. Emergency Equipment

All patrol vehicle emergency equipment, which includes emergency lighting, audible siren and public address system, is to be checked prior to the use of any patrol vehicle or motorcycle.

10.9.3. MAINTENANCE OF MOTORCYCLES

- A. Motor officers shall be responsible for seeking repairs and scheduled maintenance for their assigned motorcycle in accordance with the MAP Guide.
- B. Repairs and service must first be approved by a supervisor. If the estimate for repairs or service exceeds \$75.00, the repair facility must also obtain authorization from MAP.
- C. Transporting disabled motorcycles shall only be performed by a wrecker service capable of doing so or the Motor Unit's specially designed trailer. Motorcycles shall not be transported by any other means.
- D. Equipment, fluids, and other supplies necessary to properly maintain the motorcycles shall be stored at each work site to which motorcycles are assigned.
- E. Motor officers shall immediately wipe up fuel, engine oil, and other petroleum product spills in order to avoid damage to their uniform or their motorcycle's painted surfaces.
- F. Motor officers shall use the minimum grade of fuel allowed by their motorcycle's manufacturer.

10.9.4. VEHICLE PREVENTATIVE MAINTENANCE FORM RETENTION

Because of MAP, there is no longer a requirement to maintain a preventative maintenance file on each vehicle. Because of occasional billing or entry errors, the Fleet Unit recommends keeping receipts on file until they appear in the fleet management system (Fleetview).

10.9.5. VEHICLE REPAIRS

- A. Any dealership can be used for warranty repairs.

- B. The repair vendor is required to obtain preapproval for all repairs and maintenance services over \$75.00, not included in the maintenance schedule. A MAP Pack with billing instructions for repair vendors is provided with each vehicle and should be presented when service is requested.

#### 10.9.6. VEHICLE REPLACEMENT POLICY

- A. VTS and the Budget and Financial Services Division schedule vehicle replacements. VTS shall not be directly contacted by district, division, work site, or unit commanders.

- (1) The Budget and Financial Services Division shall contact the district or division commander when an approved replacement vehicle is scheduled.
- (2) The Field Services Bureau shall contact the district or division commander when an approved patrol vehicle replacement is scheduled.
- (3) VTS, the Budget and Financial Services Division, or the Department of Technology, Management and Budget, Radio Installation Unit, shall advise the work site when the replacement vehicle is ready for pickup.

- B. Mileage

Vehicles shall be replaced when VTS has determined the mileage criteria have been met.

- C. Vehicle Condition

- (1) Whenever significant mechanical or body repairs are required, the decision to replace the vehicle rather than repair it shall be made by VTS or MAP before repair authorization is granted.
- (2) Special concerns regarding vehicle condition shall be dealt with using the repair authorization process outlined in the MAP Guide or by bringing the vehicle to the VTS garage in Lansing for inspection.

#### 10.9.7. VTS VEHICLE SUPPLIES

- A. The VTS Parts Department shall only stock certain patrol vehicle supplies and equipment. Should a patrol vehicle require replacement equipment or parts, the work site/unit shall contact the parts department at 517-322-XXXX. The parts department will be able to identify the correct parts number upon contact.
- B. Supplies, such as spark plugs and air or fuel filters, shall be purchased from local vendors at the time services are performed.

#### 10.9.8. FUEL

- A. Fuel Cards

- (1) Fuel cards have been issued to each vehicle.
- (2) Fuel purchases require entry of the last six digits of the fueler's employee identification number and the vehicle's odometer reading.
- (3) All credit card charges must be itemized on the credit card receipt. Use of the fuel card is strictly limited to fuel, car washes, fluids (oil to top off only), windshield wipers, and light bulbs.

- (4) Fuel cards are not to be used to charge other repairs, maintenance (including oil changes), or personal items. Purchases of miscellaneous items not itemized in this Order will be the responsibility of the work unit.
- B. All drivers are required to economize by obtaining fuel at State-operated facilities. If a State facility is not available, drivers should use the fuel credit card at self-serve sites designated through the fuel card program.
- (1) Drivers shall purchase unleaded regular gasoline only.
  - (2) Drivers shall not purchase super unleaded or premium fuel.
  - (3) Drivers shall not purchase fuel at full-service pumps.
- C. Members unable to comply with this policy shall purchase fuel using their own funds and request reimbursement through the Time and Expense Reimbursement System.
- D. Members shall use alternative fuels such as ethanol, methanol, and compressed natural gas (CNG) in vehicles designed to flex or use dedicated fuels.
- Members shall ensure that they know how to fuel CNG vehicles by viewing the video instructions or by following the laminated instruction card in the glove box of the vehicle before doing so.
- E. Lost, Damaged, or Stolen Fuel Card
- (1) Members shall call MAP at 1-800-937-XXXX to report a card lost, damaged, or stolen.
  - (2) Members shall be prepared to provide their vehicle's assigned Wheels number (not the same as the license plate number), address where the replacement card is to be delivered, and the method of delivery (regular mail, express mail, etc.).
  - (3) As with all credit cards, once a card is reported lost, damaged, or stolen, it is cancelled in the fuel card system and will not be honored.

#### 10.9.9. CAR NUMBER CHANGES

Vehicle numbers and assigned location shall not be changed without the approval of the Budget and Financial Services Division. This policy ensures that billing, inventory, and unit cost reporting can be controlled.

NOTE: The Wheels vehicle number is located on the bottom left hand side of the fuel card along with the last six digits of the vehicle identification number.

#### 10.9.10. OTHER REQUIREMENTS

- A. VTS requires written approval to add equipment or modify a state owned/leased vehicle. Form DTMB-0068 must be submitted to the Fleet Unit for approval and submission to VTS. In most cases, funding will have to be provided to cover the equipment.
- B. VTS shall not be billed for traveling expenses. Storage, tolls, and parking charges are direct traveling expenses and should be submitted for employee expense reimbursement via the MiTime and Expense application. See Official Order No. 47 for more details.

#### 10.9.11. AUTOMOTIVE GLASS REPAIR

Members shall telephone MAP Glass Service at 877-891-XXXX to report vehicle glass damage and arrange for repair.

#### 10.9.12. VEHICLE EQUIPMENT

##### A. Patrol Vehicles

- (1) Quarterly inspections of patrol vehicles shall be conducted at a time and by a department member designated by the post or unit commander. The vehicle inspection shall be documented on the Work Site Fleet Patrol Vehicle Inspection Slip, UD-024.
- (2) Patrol vehicles shall be equipped with the following:
  - a. Litter bag
  - b. Flex cuffs (2)
  - c. 100' Tape measure
  - d. Flare box, filled with flares
  - e. First aid kit, fully supplied
  - f. 4-Way lug wrench
  - g. Paper blankets (2)
  - h. Fire extinguisher, fully charged
  - i. Battery booster (jumper) cables
  - j. Safety goggles
  - k. Emergency response guidebook
  - l. Shovel
  - m. Wrecking bar
  - n. County and state maps
  - o. Front and rear license plates
  - p. Leather work gloves
  - q. Rescue disk

##### B. Motorcycles

- (1) Motor officers shall ensure that their motorcycle contains the following equipment:
  - a. First aid blankets

- b. Flares
- c. First aid kit
- d. Forms packet

(2) Motor officers shall ensure consistency in weight when loading the saddlebags. Equipment and gear shall be loaded in a manner which ensures both saddlebags are equally weighted. Failing to properly have equal amounts of weight in each saddlebag will adversely affect the handling characteristics of the motorcycle and could lead to serious injury.

C. CVED Patrol Vehicles

(1) Quarterly inspections of patrol vehicles shall be conducted at a time and by a CVED officer designated by the CVED unit commander. The CVED officer shall document the inspection on the Motor Vehicle Inspection Slip, MC-024, as a guide, ensuring that all required equipment is present.

(2) CVED vehicles shall be equipped with the following:

- a. Litter bag
- b. Flex cuffs (2)
- c. 100' Tape measure
- d. Flare box, filled with flares
- a. First aid kit, fully supplied
- b. 4-Way lug wrench
- g. Paper blankets (2)
- h. Fire extinguisher, fully charged
- i. Battery booster (jumper) cables
- j. Safety goggles
- k. Emergency response guidebook
- l. Front and rear license plates
- m. Leather work gloves
- n. County and state maps
- o. Set of portable scales
- p. Blocks
- q. Height measuring stick
- r. Creeper

- s. Wheel chocks
- t. Rescue disk

D. Fire Investigator Vehicles

Fire investigator vehicles shall be equipped with the following:

- (1) First aid kit, fully supplied
- (2) Fire extinguisher, fully charged
- (3) Battery booster (jumper) cables
- (4) Emergency Response Guidebook
- (5) Leather work gloves

E. Unmarked Field Services Bureau Vehicles

(1) District detective vehicles shall be equipped with the following:

- a. First aid kit, fully supplied
- b. Fire extinguisher, fully charged
- c. [Emergency Response Guidebook](#)

F. Special Operations Division Vehicles

Equipment assigned to Special Operations Division vehicles shall be designated by division policy.

G. Department Vehicles Not Covered Above

All other department vehicles shall be equipped with the following:

- (1) First aid kit, fully supplied
- (2) Fire extinguisher, fully charged
- (3) Battery booster (jumper) cables
- (4) Ice scraper

H. NOTE: The above items are the minimum requirements. Work site/unit policy may dictate additional equipment in assigned vehicles.

## **10.10 CALIBRATION OF PATROL VEHICLE SPEEDOMETERS**

### **10.10.1. SPEEDOMETER CALIBRATION REQUIREMENTS**

For purposes of this section, "patrol vehicle" means a fully marked or semi-marked patrol car.

A. VTS shall calibrate new patrol vehicle speedometers on a dynamometer prior to field assignment.

- B. A Speedometer Calibration Chart, UD-044, shall be completed for each patrol vehicle. The initial calibration shall be recorded by the VTS dynamometer operator and the UD-044 shall be placed in the Preventative Maintenance Package. For court purposes, the chart shall be kept on file at the work site for two years after the patrol vehicle has been returned to VTS.
- C. Each patrol vehicle shall have a current Speedometer Calibration Sticker, UD-049, affixed inside the patrol vehicle and positioned so the sticker can be easily seen by the driver.
- D. After the initial calibration, patrol vehicle speedometers shall be re-calibrated only if the patrol vehicle has undergone any of the following: transmission repair, major body repair, or a tire or wheel size change.

Re-calibration of patrol vehicle speedometers is the responsibility of the commander at the location where the patrol vehicles are assigned; e.g., post commander for patrol vehicles assigned to a post, district commander for patrol vehicles assigned to a district, etc.

- E. If a speedometer malfunction is suspected or any of the above mentioned changes are made to the patrol vehicle, the speedometer shall be re-calibrated.
- F. Patrol vehicle speedometers that are + or - three miles per hour or more from any one of the three calibrated speeds shall be repaired or replaced.
- G. Non-patrol vehicles used for covert speed enforcement may have speedometers calibrated at the request of the work site commander using the guidelines in this Order. For safety and liability reasons, non-patrol vehicles are not to be used for traffic enforcement involving high speeds unless the vehicle has been produced by the manufacturer with a full service police package. Full service police package vehicles have a "Manufacturer Certified Speedometer" and the speedometer is clearly marked "Certified."
- H. Speedometer calibration or re-calibration shall only be accomplished using the methods described in Section 10.10.2 of this Order.

#### 10.10.2. ACCEPTABLE METHODS AND PROCEDURES FOR RE-CALIBRATING SPEEDOMETERS

- A. LIDAR Method (preferred)
  - (1) Patrol vehicle speedometers may be re-calibrated with the use of a certified LIDAR speed measuring device.
  - (2) Patrol vehicles shall be driven past a LIDAR speed measurement device twice at the speeds of 25, 55, and 70 miles per hour.
  - (3) If the re-calibrated speed under any given category is not the same for the first two tests, the test shall be run a third time. When two speeds correlate, that is defined as the re-calibrated speed and shall be recorded on the UD-044 and UD-049.
- B. Time-Distance Method
  - (1) Measure the Speedometer Test Zone
    - a. When choosing a zone, a paved area shall be selected that does not include an intersection and has a minimal amount of cross-traffic from driveways, etc. Adequate distance shall be allowed for acceleration and deceleration. The

speed limit in the area shall be not less than 55 miles per hour.

- b. The zone length shall be 660 feet. The road shall be marked where the measurement begins and ends. When using a 100-foot tape, the road shall be marked at each 100-foot segment to allow verification that the correct number of 100-foot segments has been measured.
- c. Highway cones shall be placed on either side of the road at the beginning and ending marks. The cones provide a better reference than just a line on the pavement for starting and stopping the stopwatch.
- d. The zone shall be re-measured before the speedometer calibration test begins.

(2) Verify the Accuracy of the Stopwatch

Before beginning, and again upon completion of speedometer re-calibration testing, the stopwatch shall be compared to the National Bureau of Standards to ensure accuracy by completing the following steps:

- a. Ensure that the stopwatch reading is 000000.
- b. Telephone the Coordinated Universal Time 1-303-499-XXXX. A clock-like sound will be heard indicating the beat of each second. Once every minute, a voice will announce what the correct time will be at the very next tone. This tone is heard about two seconds after the announcement.
- c. At the tone, activate the stopwatch, record the exact time, and then hang up the phone.
- d. Allow the stopwatch to run for at least 15 minutes.
- e. At the end of that time interval, phone the Coordinated Universal Time again. At the next time tone, stop the stopwatch and again record the correct time.
- f. The elapsed time on the stopwatch shall agree to within + or - 0.08 seconds (8/100's of a second) to the total elapsed time registered by the Coordinated Universal Time.
- g. If the stopwatch does not agree within that tolerance, but is close, a second attempt shall be made to verify the stopwatch with the Coordinated Universal Time. If the stopwatch was significantly out of time:
  - i. Change the battery and/or check the battery contacts.
  - ii. If the stopwatch still will not verify, another stopwatch from within the district shall be used.
  - iii. In either of the above situations, the patrol vehicle speedometers shall be re-tested.

## **10.11 USE OF DEPARTMENT AIRCRAFT**

### **10.11.1. USE OF AIRCRAFT**

- A. Department aircraft shall be utilized for official duties and functions, pilot training and currency requirements, maintenance test flights, and transporting state passengers in conjunction with the Office of Aeronautics. Exceptions to this policy require approval by the Director or the Director's designee.
- B. Department aircraft shall only be operated by designated department pilots or other qualified aviators as deemed appropriate by the Field Support and Aviation Section Commander.
- C. The aerial perspective gives an observer a safe view, unobstructed and free of visual barriers, for advantageous angles of observation. The speed and capability of aviation to bring sophisticated detection, recording and communications equipment to the scene, as well as transportation of personnel and equipment to areas inaccessible by ground units are additional aviation capabilities. Early aviation deployment enhances a successful resolution.
- D. Situations for Deployment of Helicopters:
  - (1) Regularly scheduled air patrols as determined by the Field Support and Aviation Commander in cooperation and support of the Field Services Bureau.
  - (2) Searching for missing persons, fugitives, or vehicles.
  - (3) Support of specialist teams in joint operations including insertion of teams.
  - (4) Aerial photography including pre-mission photography for high risk operations.
  - (5) Detection of indoor or outdoor grow operations.
  - (6) Suspect surveillance.
  - (7) Detection and location of evidence, including disturbed earth for buried bodies.
  - (8) Command and control for civil disturbance, including live video transmission to a command center and aerial transportation of scene commanders.
  - (9) Disaster and damage assessment.
  - (10) Traffic control.
  - (11) Security for governmental officials or people at risk.

### **10.11.2. REQUESTS FOR AVIATION SUPPORT**

- A. Members shall obtain authorization from the appropriate bureau commander for administrative flights, and the division or district commander or designee for all other flights before contacting the Field Support and Aviation Section with requests for support.
- B. For operational efficiency, the department and the Department of Transportation, Office of Aeronautics, have agreed to provide aviation support to each other by coordinated scheduling for passenger transport, and potential sharing of designated aircraft between

the two departments.

- C. The department and the Michigan National Guard have developed a memo of understanding providing for mutual support and assistance in the investigation of criminal activity. The United States Coast Guard, Drug Enforcement and Civil Air Patrol are also members of this team, designated the Michigan Aviation Cooperative (M.A.C.). The Michigan Army National Guard provides the M.A.C. Coordinator, whose office is located at the State Police Field Support and Aviation Section. Requests for M.A.C. flight assistance shall follow the guidelines established in this Order.
- D. Normal Business Hours
  - (1) Requests shall be forwarded to Field Support and Aviation Section.
    - a. Aviation personnel shall evaluate requests upon:
      - i. Needs of the mission
      - ii. Capabilities of personnel and aircraft
      - iii. Safety
      - iv. Other appropriate factors
    - b. If insufficient Aviation personnel or aircraft are available to meet the requirements of the law enforcement mission, Aviation shall forward the request to the M.A.C. Coordinator in accordance with the memo of understanding establishing and governing the M.A.C.
    - c. The M.A.C. element involved will notify Aviation whether they accept or deny the mission. The Office of Aeronautics will advise the Field Support and Aviation Section if they can accommodate the administrative passenger transport request.
  - (2) Field Support and Aviation Section shall notify the requester whether the flight or mission has been approved or denied.
- E. After Normal Business Hours
  - (1) Requests shall be forwarded to Operations. The Operations officer shall forward the request to the Aviation on-call pilot.
    - a. The on-call pilot shall evaluate requests in accordance with established criteria and accept or deny the mission.
    - b. If the mission is denied, the on-call pilot shall, when appropriate, advise Operations to forward the request to the M.A.C. Coordinator in accordance with the memo of understanding.
  - (2) The M.A.C. Coordinator will notify operations whether they accept or deny the mission.

Operations shall forward the basic mission profile of approved missions to the Field Support and Aviation Section Commander.
  - (3) Operations shall notify the requester if the mission has been approved or denied.

F. Narcotics Investigation

- (1) Requests for flights related to narcotics investigations from any law enforcement agency shall be coordinated through a multi-jurisdictional drug team before authorization of a mission.
- (2) Multi-jurisdictional drug team commanders making flight requests shall anticipate if the mission may extend into or through an area serviced by another multi-jurisdictional drug team. When so anticipated, the requesting commander shall notify the appropriate team commanders to ensure the use of such support will not conflict with ongoing investigations in their respective areas.

G. Domestic Cannabis Eradication and Suppression Program (DCE/SP) Flights

- (1) Requests for flights in support of the DCE/SP program shall be made to the DCE/SP Program Coordinator (normally, the M.A.C. coordinator).
- (2) The DCE/SP Program Coordinator shall forward all approved flight requests in accordance with DCE/SP Program policy.

10.11.3. LIMITATIONS OF USE

The following limitations on the use of the department aircraft shall be observed:

- A. Except as provided in Section 10.12.4, only persons connected with the department, or official duties and functions, shall be flown on department aircraft unless authorized by the Director, a deputy director, or their authorized representative.
- B. Department aircraft shall not be flown out of state without the authorization of the Director or a deputy director.
- C. Except for state administrative passenger flights, requests for aviation services for non-law enforcement elected or appointed officials from the federal, state, or local government shall only be authorized by the Director or a deputy director.
- D. Prisoners
  - (1) Normally, extradition of prisoners shall only be made if flight costs are to be reimbursed by the responsible county prosecutor. Costs of commercial travel and/or commercial extradition services shall be considered before deciding to use a department aircraft. Only those prisoners wanted on State Police incidents shall normally be extradited by department aircraft.
  - (2) Intra-State Relay of Prisoners
    - a. Intra-state relay of prisoners by department aircraft normally is restricted to felony prisoners. However, exceptions based on time, distance, danger and cost may be authorized by the Director or a deputy director. In all instances where prisoner relays by department aircraft are authorized, the prisoner shall be accompanied by at least two officers in addition to the pilot.
    - b. Department aircraft shall not be used for in-state relay of prisoners for other departments.

- E. In general, administrative flights shall not be authorized for distances less than one hundred road miles, one way. Exceptions shall be authorized by the Director or a deputy director.

#### 10.11.4. CIVILIAN RIDE-ALONGS IN DEPARTMENT AIRCRAFT

- A. Each request for a civilian ride-along, including members of the media, must be approved by the Director or a deputy director.
  - (1) When a member of the media requests a ride-along, the request shall be coordinated with the Public Affairs Section.
  - (2) Requests for a ride-along from a legislator or legislative staff shall be coordinated with the Legislative and Legal Resources Section.
- B. Flights shall not be authorized for the sole purpose of a ride-along. Participants will fly on regularly scheduled flights and will not detract from the mission being conducted.
- C. All civilian ride-along participants shall meet the following requirements unless an exemption is authorized by the Director or a deputy director:
  - (1) They shall be a United States citizen at the time of their request.
  - (2) They shall submit to a criminal history check and driving record check. (This requirement may be waived for active or retired law enforcement or relatives of law enforcement).
  - (3) They shall meet all appropriate appearance and demeanor requirements.
  - (4) They shall not carry a weapon (unless a certified officer).
  - (5) They shall complete a Waiver of Liability, PD-038.
- D. Pilots will brief all participants on aircraft safety procedures prior to flight and answer any questions possible after the flight.

#### 10.11.5. EMERGENCY DETAILS

In cases of search for criminals, lost or missing persons, or other special details where one or more department aircraft are assigned, the pilots are responsible to the department officer in charge of that particular detail.

#### 10.11.6. RESPONSIBILITIES OF PILOT

- A. The responsibilities of the pilot of a department aircraft shall be performed in accordance with Federal Aviation Regulations, 14 CFR Part 91 and are, in part, as follows:
  - (1) To be readily available for duty during their working day and to keep Operations informed of their location and status when off duty.
  - (2) To ensure that the aircraft is properly maintained and to report any mechanical difficulties with the aircraft or equipment to the aircraft maintenance supervisor.
  - (3) Maintain proper logs of flight as required by the department and the Federal Aviation Administration.

- (4) To take reasonable measures to ascertain that every flight may be made in complete safety, including a pre-flight check of the aircraft and latest weather reports and conditions, and preflight planning and review of all aspects of the mission.

The pilot shall determine, according to his or her judgment, experience, and training, whether or not a flight can be made in safety, taking into consideration weather, maintenance, and crew capability and rest issues. In all matters concerning flight and ground operation of aircraft, the pilot is the final authority as set forth in 14 CFR Part 91.

- (5) To notify Operations, the Regional Communication Center (RCC), or the nearest post upon departure of a flight and the destination of the flight and to also notify Operations, RCC, or the nearest post upon arrival at any destination.

#### 10.11.7. NOTIFICATIONS

- A. The pilot shall call Operations before making each flight or relay information through the nearest post or RCC to ensure that the Operations is informed of flight departures and arrivals. This applies to all flights, regardless of distance or destination.
- B. A post or RCC receiving flight arrival or departure information from a department aircraft shall immediately forward this information to Operations.
- C. Upon receiving arrival or departure information from a pilot, post, or regional dispatch, Operations personnel shall record the information on the Operations Log.

#### 10.11.8. FLIGHT MANIFEST

A flight manifest shall be prepared by the pilot or aviation scheduler on each flight of a department aircraft. A copy of the manifest shall be maintained by the Aviation Unit. The manifest shall list the names of all persons on board the aircraft, the destination, and estimated time en route. Local posts shall forward manifest information to Operations if requested to do so by the pilot.

#### 10.11.9. UNMANNED AERIAL SYSTEMS (UAS)

The UAS is a small, remote-piloted aircraft that must be piloted by a certified pilot in cooperation with an observer. The UAS is generally equipped with video recording equipment capable of taking both moving and still images and forward looking infrared imaging systems capable of detecting heat differences. Weapons and dispersal payloads shall not be used.

- A. All Unmanned Aerial Systems (UAS) mission requests shall be authorized by a district or division commander or designee, and then forwarded to the commander of the Special Operations Division or designee for approval. Generally, the UAS will be used for the following missions:
  - (1) Search and rescue operations
  - (2) Crime scene photography
  - (3) Accident reconstruction
  - (4) Hazardous material scenes
  - (5) Major disaster scenes

- (6) Fire scenes
- (7) Tactical situations involving Emergency Support Team or Canine Unit
- (8) Search warrants
- (9) Aviation assists
- (10) Other missions may be approved by the Special Operations Division commander or designee if those missions are necessary to preserve the health, safety, and welfare of people or property within the state of Michigan.

B. In-Flight Accidents

- (1) All accidents and incidents involving fatalities, injuries, property damage and fly-aways shall be reported to the Field Support and Aviation Section commander immediately.
- (2) FAA regulations require the FAA to be notified within 24 hours.
- (3) An AICS report shall be completed detailing the incident.

C. Data Retention

- (1) The storage device containing the original digitally recorded media (e.g., memory card) shall be kept in the Recorded Media Storage Locker located at the Field Support and Aviation Section. The Recorded Media Storage Locker shall be kept locked and only the Field Support and Aviation Section commander and his or her designee(s) shall have access. A copy of all digitally recorded media of a mission flight shall be turned over to requesting agency or MSP work site as soon as practical.
  - a. All original digitally recorded media of a mission flight shall be retained for a minimum of three years.
  - b. All original digitally recorded media of a training flight shall be retained for a minimum of 60 days.
- (2) After the applicable time period has expired, the original digitally recorded media shall be erased and the storage device reused, unless a lawsuit against the department or department member has been initiated or the Field Support and Aviation Section commander determines the media should be retained longer.

If a lawsuit has been initiated, no original digitally recorded media shall be erased and no storage device shall be reused without the written approval of the Office of the Director.

D. Documentation of Flight Time

All UAS training and mission flights shall be documented by completing an AICS original incident report within five days of the flight. At a minimum, the original incident report shall include the date, time, location, Pilot in Charge's name, observer's name, flight time, and whether the flight is a training or mission flight. If the flight is a mission, the mission type and requesting agency or MSP work site shall be documented in the original incident report.

**10.12 REVISION RESPONSIBILITY**

Responsibility for continuous review and revision of this Order lies with the Field Services Bureau, Specialized Services Bureau (Commercial Vehicle Enforcement Division), State Services Bureau (Training Division), and Administrative Services Bureau, in cooperation with the Office of the Director (Special Operations Division).

DIRECTOR