

## Traffic Crash Reporting System Application – LAW ENFORCEMENT

<b>Return To:</b>					
Criminal Justice Information Center Traffic Crash Reporting Section P.O. Box 30634 Lansing, MI 48909-0634			Telephone: (517) 241-1699 Fax: (517) 241-1644		
Statistical reports with location information will be available to all approved agencies electronically via the TCRS web site. In addition to statistical reports, approved agencies may also view the imaged UD-10 form as submitted					
<b>I. Agency Information</b>					
Agency Name		ORI	Area Code and Telephone Number	Area Code and Fax Number	
Street Address		City	State	Zip Code	
<b>II. User Information</b>					
Authorized to View UD-10 Images	Full Legal Name (First, Middle, Last)		Title/Position	Telephone Number	E-mail Address
<input type="checkbox"/> Unsanitized <input type="checkbox"/> Sanitized				( )	
<input type="checkbox"/> Unsanitized <input type="checkbox"/> Sanitized				( )	
<input type="checkbox"/> Unsanitized <input type="checkbox"/> Sanitized				( )	
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<input type="checkbox"/> Unsanitized <input type="checkbox"/> Sanitized				( )	
Access to the Traffic Crash Reporting System will be suspended if it is determined the above business or its employees have violated or may have violated any federal or Michigan law or a Michigan State Police policy or guideline applicable to the security or privacy of information.					
<b>I hereby certify that the person(s) listed above is a member of a law enforcement agency and will adhere to all guidelines pursuant to Act 300 of 1949, Section 257 of the Michigan Vehicle Code and the TCRS Web Site User Acceptance Policy. I agree to notify your office immediately when a user(s) no longer requires access to the TCRS Web site.</b>					
Agency Head Signature			Title	Date	
<b>AUTHORITY:</b> 1949 PA 300 <b>COMPLIANCE:</b> Voluntary, but refusal will result in denial of service					

## **TCRS Web Site USER ACCEPTANCE POLICY**

### **GENERAL INFORMATION**

1. Only police agencies, state/local government agencies, or those organizations expressly authorized by the Michigan State Police shall be granted access to the TCRS Web site for the purpose of traffic safety research and/or traffic safety planning.
2. Any conclusions, statistical inferences, charts, graphs, interpretations, opinions, and/or trends created using data obtained from the TCRS Web site are the responsibility of the agency, organization, user or person(s) conducting said referenced analysis. Furthermore, these conclusions, statistical inferences, charts, graphs, interpretations, opinions, and/or trends created using data obtained from the TCRS web site **DO NOT** reflect an official position or opinion of/by the Michigan Department of State Police, Michigan Department of Transportation, or Michigan Department of State or any other state agency.
3. Traffic crash data or data received from the TCRS Web site is subject to change daily due to ongoing and continuous data processing.
4. Secure user ID/passwords for the TCRS Web site are intended for the use of the authorized individual only. Sharing of secure ID/passwords is prohibited and will result in the termination of an agency's or organization's access to the TCRS Web site.

### **AGENCY RESPONSIBILITIES**

1. Signature by an authorized official acknowledges the terms and conditions identified in this User Acceptance Policy.
2. All users must comply with federal and state law, rules, procedures, and policies adopted by the Michigan State Police regarding the use and dissemination of traffic crash information.
3. Authorized users and organizations must ensure compliance with all TCRS policies and guidelines.
4. Users and organizations agree to allow the Michigan State Police to conduct audits to assure compliance with this User Acceptance Policy.
5. Users shall not disclose the name or identity of a person whose information was obtained from a crash report, as stated in the Michigan Driver Privacy Protection Act. If a subject is deceased, the executor or heir of the deceased may authorize, in writing, the disclosure of the personal information. Sharing personal information obtained from the TCRS Web site is illegal and subject to criminal prosecution.
6. The UD-10 form cannot be used in court action(s).
7. It is the responsibility of each agency or organization to contact the MSP-CJIC at (517) 241-1699 to report the removal of a TCRS Web site user (e.g. retirement, new job, termination).
8. In the event of a breach of secure information, the agency is required to contact the MSP-CJIC Director at (517) 241-1600 within 48 hours of said breach. For the purposes of this Agreement a breach is defined as:
  - a. Unencrypted personal identifying information is acquired by an unauthorized person.
  - b. The user reasonably believes that an unauthorized person has acquired personal identifying information.
9. The agency or organization is required to contact any persons affected by said breach via (1) written notice, (2) e-mail notice, or (3) web site posting and public media release within 5 days of said breach.
10. The agency or organization requesting TCRS Web site access will take prudent and responsible action to protect the security of the data and your agency from criminal and civil liability.