

## MICHIGAN TRAFFIC CRASH ANALYSIS TOOL APPLICATION: NON-LAW ENFORCEMENT

**Return To:**

Criminal Justice Information Center  
 Traffic Crash Reporting Unit  
 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 Michigan Traffic Crash Analysis Tool (Mi-CAT) website. In addition to statistical reports, approved agencies may also view a sanitized image of the UD-010 form that was submitted by the law enforcement agencies.

I. Agency Information						
Agency Name			Telephone Number - -		Fax Number - -	
Street Address			City		State	Zip Code
II. User Information						
Policy Acceptance	Last Name	First Name	Middle Initial	Title/Position	Telephone Number	Email Address
<b>I HAVE READ AND AGREE TO THE USER ACCEPTANCE POLICY</b>	<input type="checkbox"/>				- -	
	<input type="checkbox"/>				- -	
	<input type="checkbox"/>				- -	
	<input type="checkbox"/>				- -	
	<input type="checkbox"/>				- -	
Access to the Michigan Traffic Crash Analysis Tool 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 (MSP) policy or guideline applicable to the security or privacy of information.						
<b>I hereby certify that the person(s) listed will adhere to all guidelines pursuant to the Mi-CAT website User Acceptance Policy. I agree to notify your office immediately when a user(s) no longer requires access to the Mi-CAT website.</b>						
Agency Head Signature				Title		Date

## **Mi-CAT Website**

### **USER ACCEPTANCE POLICY**

#### **GENERAL INFORMATION**

1. Only police agencies, state/local government agencies, or those organizations expressly authorized by the MSP shall be granted access to the Mi-CAT website 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 Mi-CAT website 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 Mi-CAT website **do not** reflect an official position or opinion of/by the Michigan Department of State Police, Michigan Department of Transportation, Michigan Department of State, or any other state agency.
3. Traffic crash data or data received from the Mi-CAT website is subject to change daily due to ongoing and continuous data processing.
4. Secure user ID/passwords for the Mi-CAT website 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 Mi-CAT website.

#### **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 MSP regarding the use and dissemination of traffic crash information.
3. Authorized users and organizations must ensure compliance with all Mi-CAT policies and guidelines.
4. Users and organizations agree to allow the MSP 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 Mi-CAT website is illegal and subject to criminal prosecution.
6. Traffic crash reports cannot be distributed or duplicated in any form or fashion including but not limited to, hard copy, electronic, web copy or website redirect for the expressed purpose of 're-sale' or 're-distribution' to other entities either free of charge or fee based.
7. The UD-010 Traffic Crash Report form cannot be used in court action(s).
8. It is the responsibility of each agency or organization to contact the MSP, Criminal Justice Information Center (CJIC) at 517-241-1699 to report the removal of a Mi-CAT website user (e.g., retirement, new job, termination).
9. In the event of a breach of secure information, the agency is required to contact the MSP, CJIC Director at 517-241-0600 within 48 hours of breach. For the purposes of this Agreement a breach is defined as:
  - a. Unencrypted Personal Identifying Information (PII) is acquired by an unauthorized person.
  - b. The user reasonably believes that an unauthorized person has acquired PII.
10. The agency or organization is required to contact any persons affected by breach via (1) written notice, (2) email notice, or (3) website posting and public media release within five days of breach.
11. The agency or organization requesting Mi-CAT website access will take prudent and responsible action to protect the security of the data and your agency from criminal and civil liability.