



SUBJECT: Investigation of Non-Traffic Accidents: Aircraft, Animal, Hunting, and Watercraft

TO: Members of the Department

This Order establishes department policy and member responsibilities for the following:

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35.1 INVESTIGATION OF AIRCRAFT ACCIDENTS AND ENFORCEMENT OF AERONAUTICS CODE**35.1.1 AIRCRAFT ACCIDENTS****A. Report to Operations**

- (1) Immediately upon receipt of a report of an aircraft accident, the member receiving the report shall render all possible aid and ensure that, through proper channels, the Intelligence Operations Division (Operations Section) is notified.
- (2) Upon receipt of a report of an aircraft accident, the post shall notify the Federal Aviation Administration (FAA), Flight Standards District Office, which is responsible for investigating the accident.
 - a. FAA Contacts: In southeastern Michigan, including the counties of Genesee, Ingham, Lenawee, Monroe, Sanilac, Washtenaw, Hillsdale, Jackson, Livingston, Oakland, Shiawassee, Wayne, Huron, Lapeer, Macomb, St. Clair, and Tuscola; call [East Michigan Flight Standards District Office \(EMIFSDO\)](#), 734-487-XXXX, during normal hours. During non-business hours and weekends, call the [Federal Aviation Administration, Regional Operations Center \(ROC\)](#), 817-222-XXXX.
 - b. In the remainder of the state, call [Grand Rapids Flight Standards District Office \(GRRFSDO\)](#), 616-954-XXXX, during normal working hours. During non-business hours and weekends, call the Federal Aviation Administration, Regional Operations Center (ROC), 817-222-XXXX.
- (3) The post shall advise the Operations Section of the time of notification and which FSDO or Flight Service Station was notified.

B. Notification to Owner and Guarding Aircraft

- (1) The owner of the aircraft involved in the accident, if not in the plane or a witness to the accident, shall be notified so proper disposition of the aircraft may be made at the earliest possible time. The aircraft shall not be moved, however, until authorized by the FAA or [National Transportation Safety Board \(NTSB\)](#).
- (2) When military aircraft are involved in an accident resulting in death or injury to the extent that the personnel of such aircraft are incapacitated, a guard shall be posted until military authorities take charge or until military authorities decide that a guard is not necessary.
- (3) When the accident involves a civilian aircraft resulting in death or injury, an enforcement member from the investigating post shall be assigned to guard the scene until properly relieved following notification of the FAA.

C. Airline Accidents

When a passenger-carrying airliner is involved in an accident that results in the death or serious injury of persons, the enforcement member receiving the report of the crash shall immediately notify the post and district commanders.

- (1) The post commander shall take command of the situation or the department resources at the scene in support of the incident commander.

- (2) The post commander or designee shall keep the district commander informed on such matters as the seriousness of the accident, the need for additional equipment or personnel, and the general conditions that exist.
- (3) The district commander shall assess the situation to determine if the district commander should personally take command.

D. Investigation/Conduct at the Scene

- (1) Upon arrival at the scene of an aircraft accident, the investigating enforcement member shall take command of the situation until relieved by a superior authority. When other agencies are at the scene and in command, all reasonable assistance shall be rendered to such agencies by members of this department.
- (2) The scene shall be made secure from spectators in order to preserve all evidence and to ensure the safety of all persons, especially considering the potential danger of fire or explosion.
- (3) Injured persons shall be immediately cared for and arrangements made for their transportation to a hospital or other place where they may receive proper medical treatment.
- (4) The medical examiner shall be notified of fatal accidents, and the investigating enforcement members shall cooperate with the medical examiner and hospital authorities in notifying relatives of the injured or deceased. When notification of relatives outside the district area is necessary, the information may be given to the Operations Section for such notification or referral to the proper authorities.
- (5) If the investigating enforcement member has probable cause to believe that the accident was the result of reckless operation of the aircraft, operating under the influence, or another violation of the State Aeronautics Code, enforcement action shall be taken in accordance [MCL 259.1-259.208](#), as amended.

35.2 INVESTIGATION OF ANIMAL BITES

35.2.1. REPORTING REQUIREMENTS

- A. According to the [Michigan Department of Health and Human Services \(MDHHS\) Administrative Rule 325.180](#), persons with knowledge of an animal bite, where rabies is suspected, are required to report the bite to the local health department where the bite occurred within 24 hours. This includes members of the law enforcement, animal control, and veterinary/medical communities.

This rule does not require that law enforcement complete an incident report of an animal bite, even in cases where rabies is suspected.

- B. When a call about an animal bite is received at a work site, the member taking the call shall first advise the victim to seek medical attention and then attempt to determine the nature of the incident.
- (1) Incidents involving aggressive animals at large shall be investigated and reported using a 5500 (Health and Safety) file class.
 - (2) Criminal incidents involving animals, such as when a dog is ordered to attack an animal or human by its owner, shall be investigated and reported using the appropriate file class.

- (3) It is the responsibility of medical/veterinary personnel to assess the victim and suspect animal for rabies and report the incident of suspected rabies to the MDHHS.

35.2.2. POST COMMANDER RESPONSIBILITIES

- A. Post commanders shall ensure that their local department of community health, county or city animal control resources, and emergency medical providers understand the department's obligations in animal bite cases.

Post commanders shall make clear that MDHHS rules do not require an incident report for minor cases involving an animal bite, such as when a family dog has nipped a friend or relative, and that post personnel should become involved only in extreme and/or criminal cases such as when an animal has attacked another animal or human and the attack results in severe injury or death.

- B. If available resources allow, post commanders may direct their enforcement member to take the report of an animal bite upon the request of the victim or the animal's owner. In such cases a 99009 (General Non-Criminal) file class shall be used.

35.2.3. HANDLING SUSPECTED INFECTIOUS ANIMALS

- A. Because of the serious risk of infection involved with exposure to rabies-infected blood and/or saliva, members shall not kill quarantined animals suspected of having rabies, nor shall they decapitate the animal in preparation for its brain analysis. Such actions are the responsibility of veterinary, animal control, or other community health personnel.
- B. Members may immediately destroy an animal suspected of having rabies for safety reasons.
 - (1) If an animal suspected of having rabies is destroyed, members shall not handle its carcass unless absolutely necessary. They shall wear the goggles and latex gloves supplied in their first aid kit when doing so. The exposed gloves and/or goggles are considered a biohazard and shall be disposed of appropriately.
 - (2) Members shall request their local animal control or health department to retrieve and dispose of the animal's carcass as soon as possible.

35.3 INVESTIGATING AND REPORTING HUNTING ACCIDENTS

35.3.1. DEFINITION

For purposes of this section, a hunting accident is defined as an incident where a person is injured by a hunting weapon outside of the home while engaged in the activity of hunting, including while traveling to and from the hunting field.

35.3.2. REPORTING REQUIREMENTS

- A. The following information on hunting accidents shall be reported to the Operations Section by LEIN:
 - (1) The name, age, and address of the victim.
 - (2) Whether an injury or death occurred (and where the victim is hospitalized, if applicable).
 - (3) The type of injury, its cause, and whether or not it was self-inflicted, if known.

- (4) If not self-inflicted, the name, age, and address of the shooter, if known.
- (5) The date of the accident.
- (6) The location of the accident (i.e., city, village, township, section number, and county).
- (7) Whether relatives have been notified.
- (8) The State Police incident number or the name of the enforcement agency handling the case.

B. Promptness of Reporting

Hunting accidents shall be reported to the Operations Section as soon as possible. If all the required information is not immediately available, a preliminary report of readily available information shall be made without delay, followed by supplementary reports as additional information is obtained.

C. Other Police Agencies

Local law enforcement officers within their respective jurisdictions have the same authority to investigate hunting accidents as do members of this department. To ensure accurate and complete reporting of all hunting accidents, members of the department shall contact local police agencies and gain their cooperation in obtaining and reporting the necessary information.

35.3.3. HUNTING INCIDENT REPORT FORM (PR-9102)

- A.** The Hunting Incident Report form, PR-9102, in conjunction with an electronic incident report and other incident report forms needed to report statistical information, shall be prepared for all hunting accidents investigated by this department.

(1) Distribution of Reports

- a. One copy shall be forwarded to the Michigan Department of Natural Resources, Law Enforcement Division, P.O. Box 30031, Lansing, MI 48909.
- b. One copy shall be filed in the post's master file.
- c. One copy shall be filed with the work copy of the incident report if the complaint is open.

- B.** When assistance is given to another department investigating the accident, only an electronic incident report shall be prepared and submitted indicating the pertinent information and the assistance given.

35.4 INVESTIGATION AND REPORTING OF WATER ACCIDENTS AND STOLEN WATERCRAFT

35.4.1. REPORTING BOATING ACCIDENTS

- A.** A person who is thrown or falls out of a boat, jumps out because of a fire or collision, or drowns from a sinking boat, shall be reported on an Official Boating Accident Report form (PR-9257). In addition, the approved incident reporting system and other reports as needed shall be completed. If a person is swimming from a boat but is struck by another boat, it shall be reported as a boating accident, listing only the striking vessel on the report.

(1) Distribution of Reports

- a. One shall be forwarded to the Michigan Department of Natural Resources, Law Enforcement Division, Recreational Safety Section, P.O. Box 30031, Lansing, MI 48909-7531.
- b. One copy shall be filed in the post's master file.
- c. One copy shall be filed with the work copy of the incident report if the complaint is open.

B. The following types of accidents shall not be included in department statistics:

- a. Drowning, near drowning, or injury when a vessel is not directly involved.
- b. A person who voluntarily enters the water from a boat to go swimming and accidentally drowns.
- c. Suicides, bathtub drownings, or bodies recovered from the water (unless they are identified and the circumstances of the drowning are determined to be boating related).

C. All fatal boating accident cases investigated by this department, or in which assistance was given to another agency, or are investigated by other agencies and come to our attention, shall be reported to the Operations Section as soon as practical, using the LEIN "Accident Report: Fatal Boating/Water" form and providing all information known.

35.4.2. INCIDENT REPORT

Under the following circumstances, the approved incident reporting system shall be used instead of the PR-9257:

A. Unfounded

The approved incident reporting system shall be used to report all unfounded boating accident reports.

B. Assists

The approved incident reporting system shall be used when members of this department have assisted another agency in investigating a boating accident and that agency is submitting the appropriate form PR-9257.

C. Incomplete Information

The approved incident reporting system shall be used as the original report on all boating accidents when the PR-9257 cannot be prepared due to lack of information. Form PR-9257 shall be submitted as a supplementary report when sufficient information has been obtained or when the investigation is completed.

D. Supplementary Investigations

The approved incident reporting system shall be used to report supplementary investigations when the accident was originally reported on the PR-9257.

35.4.3. MARINE SERVICES TEAM

Members should consider contacting the Marine Services Team for consultation or services in conducting water/boating accident investigations for specialized support in such areas as underwater recovery of evidence and bodies and photography or videotaping of underwater evidence.

35.4.4. ENFORCEMENT

- A. When investigation of a boating accident reveals a violation of the Marine Safety Act, [MCL 324.80101 et seq.](#), or criminal negligence of any kind, enforcement action shall be initiated.
- B. Registration Violation for Watercraft
 - (1) The Marine Safety Act contains a provision for carrying the certificate of number (registration issued by the Secretary of State) by the operator of certain vessels. [MCL 324.80124](#) requires that the certificate of number shall be pocket size and legible. When the vessel is in use, the operator shall present the certificate of number for inspection on demand of a law enforcement or conservation officer.
 - (2) All citations issued for this offense shall be forwarded for adjudication to the appropriate court not later than two days after the date of the citation, except for Sundays and legal holidays.
 - (3) If a nonresident does not have a certificate of number, the vessel identification numbers shall be file checked through LEIN and NCIC. If the vessel is not reported stolen, no enforcement action shall be taken against the nonresident for this violation. States differ as to the requirement that the certificate of number be carried by the operator.

35.4.5. RELEASE OF INFORMATION FROM THE OFFICIAL BOATING ACCIDENT REPORT

A. Information to be Released to Interested Persons

Requests from attorneys, insurance company representatives, or other persons having interest in the details of any particular boating accident, should be directed to the Records Resource Section.

B. Manner of Releasing Information to Interested Persons

- (1) Information relative to a particular boating accident investigated by this department may be released orally.
- (2) Copies of the PR-9257 may be released only to those persons involved in the accident at field level, for a fee of \$10.00. Requests for reports from persons not involved in the accident should be immediately forwarded to the Records Resource Section.
- (3) Copies of reports other than the PR-9257 shall only be released by the Records Resource Section consistent with the Freedom of Information Act.
- (4) When furnishing photocopies of reports, the information contained on both sides of the report may be reproduced.

35.4.6. STOLEN WATERCRAFT

[MCL 324.80317](#) requires a law enforcement agency that receives a report of a stolen watercraft to immediately notify the local sheriff department of the county in which the watercraft was stolen, the Department of State Police, Department of Natural Resources, and the Secretary of State of the watercraft theft.

- A. When investigating a report of a stolen watercraft, the approved incident reporting system shall be submitted and the stolen watercraft entered into the LEIN/NCIC systems. In addition, the post receiving the watercraft theft report shall immediately notify the sheriff of the county in which the watercraft was stolen.
- B. [MCL 324.80317](#) requires when a stolen watercraft is recovered, the department taking the initial report shall be notified of the recovery and they, in turn, must notify the sheriff, Department of State Police, Department of Natural Resources, and the Secretary of State of the recovery.

35.5 REVISION RESPONSIBILITY

Responsibility for continuous review and revision of this Order lies with the Field Operations Bureau (Special Operations Division), in cooperation with the Office of Professional Development.

DIRECTOR