

UD-10 Traffic Crash Report

Most Common Errors

Produced and distributed by

**Michigan Department of State Police
Criminal Justice Information Center
Traffic Crash Reporting Unit
106 W. Allegan
Lansing, Michigan 48933**

PLEASE MAKE COPIES, AND DISTRIBUTE AS NEEDED

Revised: August 2008

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Please forward all questions to:

**Traffic Crash Reporting Unit
(517) 322-1658**

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 **DO NOT USE FELT TIP PENS** 

1. CRASH DATE & TIME

➤ RECORDING THE CRASH DATE:

The complete crash date must be written **on all pages.**

If the date of the crash is unknown, record the date the crash was discovered by the complainant or the date it is being reported.

Do not record 9's for unknown crash date.

➤ RECORDING THE CRASH TIME:

Using military time, **fill in all four boxes** in the time of crash section.

If the time of the crash is unknown, record the time the crash was discovered by the complainant or the time it is being reported to you.

➤ CORRECTING A CRASH DATE:

If your UD-10 Crash report was submitted to Lansing with an incorrect crash date entered, you must do a “replace” report.

2. UNIT INFORMATION

Unit #1 must always be entered on the **front of Page #1 on an original report.**

➤ A Unit is a **(MV)** Motor Vehicle; **(P)** Pedestrian; **(B)** Bicyclist; Engineer (Train).

Do Not record the Driver License Number of a **Pedestrian, Bicyclist, or Train Engineer.** Please remember to enter a “**P**,” “**B**” or “**E**” in the position box.

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3. CORRECT, REPLACE or DELETE REPORTS

➤ TO CORRECT A REPORT (The following information is required)

1. Department Name
2. Agency ORI
3. Crash Date
4. Number of Units
5. Special Checks (Corrected Copy)
6. County and City/Twp codes
7. Unit Number (Record in Unit #1 location on front of page)
8. Unit Type
9. The preprinted Serial Override Number (of the original traffic crash report being corrected)

➤ TO REPLACE A REPORT (The following information is required)

1. "Replace" bubble
2. Serial Override Number (Serial number of original report)
3. Rewrite entire report

➤ TO DELETE A REPORT (The following information is required)

1. Agency ORI
2. Crash Date (**previously submitted**)
3. Department Name
4. Special Checks (**Delete Bubble**)
5. Unit Number (**Record in Unit #1 location on front page**)
6. The preprinted Serial Override Number (**of previously submitted traffic crash report being deleted**)
7. County and City/Twp Codes
8. Original Incident Number
9. Reason in narrative

➤ **Bubble only one: Corrected Copy, Replace, or Delete.** **Never bubble more than one selection per report.**

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4. BUBBLED INFORMATION

Bubbles must be **filled in completely** as shown below. Placing lines, dots, or circles inside a bubble, causes the scanner to read the bubble incorrectly. **Do not use felt tip or rollerball pens.**

(Correctly Filled  Bubble)

5. ADDITIONAL FORMS

The shaded areas on the UD-10 not indicators of required information. The following minimum information is required on all additional forms:

1. Department name
2. ORI
3. Date of crash
4. Number of units
5. Sequence (Page) number (2 of 2)
6. Incident number
7. County and City/Twp Codes
8. Unit number
9. Serial override number

***Note: On subsequent pages DO NOT white out or cross off the preprinted serial number.**

6. SERIAL OVERRIDE NUMBER

1. The Serial Override Number must be entered on all additional forms.
2. The pre-printed Serial Number should never be crossed-out or altered in any way.
3. Regard the Serial Override Number as an additional complaint or incident number.

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7. NON-TRAFFIC CRASH REPORTS

Submit only the following types of Non-Traffic (Private Property) crash reports to Lansing:

1. Snowmobile
2. ORV
3. Fatals

The Non-Traffic bubble **must** be filled in. Area must be a "19."

If a Non-Traffic crash involves a fatal on a snowmobile, you **must** fill in the Fatal & Snowmobile bubbles, in addition to the Non-Traffic bubble.

8. DAMAGED or DEFACED FORMS

DO NOT:

1. Staple reports
2. "X" out information or areas that do not apply - **Leave Blank**
3. Write in large letters, over areas that do not apply, i.e., **H&R**.
4. Submit torn or scotch taped reports

➤ **If reports are damaged or defaced, they must be re-written prior to being submitted to Lansing.**

9. VEHICLE OWNER

If the driver of the vehicle is the owner:

- In the witness, owner, uninjured passenger section of the report, fill in the "Owner" bubble. Then enter the word "Driver" or the registered owner's name, address, and phone number, in that section.

If the driver of the vehicle is not the owner:

- In the witness, owner, uninjured passenger section of the report, fill in the "Owner" bubble. Then enter the registered owners name, address, and phone number, in that section.

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10. SINGLE MOTOR VEHICLE CRASH

Definition: *A single or multiple unit crash which involves only “one motor vehicle.”*

- Includes those cases in which a motor vehicle was:
 1. The only traffic unit
 2. The only motor vehicle involved in a collision with a bicyclist, pedestrian, railroad train, animal, or any other non-motorized object.

11. PARKED MOTOR VEHICLES

1. Legally Parked Motor Vehicles.

- All occupants in a legally parked motor vehicle are considered passengers. (Including the person sitting in the driver position.)
- Code the person sitting behind the wheel as a passenger in Position “1.”
- List injured occupants only, unless reporting a fatal, then all occupants injured and uninjured must be listed.
- The occupant behind the wheel of a Legally Parked Motor Vehicle, including Police Officers in patrol units on a traffic stop, crash scene, etc., **must be listed in the Driver’s Section of the UD-10, even though they are referred to as a passenger.**
- Record **23** in the Action Prior box indicating “Parked”.

2. Motor Vehicles Parked Illegally are considered a “Motor Vehicle in Transport.”

- Must be considered as stopped vehicles for action prior and sequence of events.
- Investigate as any other in transport motor vehicle crash.
- List injured passengers only, unless reporting a fatal, then all occupants, injured or uninjured, must be listed.

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- **Record the Operators License number** of the occupant behind the wheel of an illegally Parked/Stopped Motor Vehicle.

Do not list driver information for an unoccupied Motor Vehicle, legally or illegally parked.

12. CRASH LOCATION

1. Enter the local name and/or identifying number of a street or highway on which the crash occurred.
2. Record **Distance & Direction** from the point where the projected center lines of the intersecting roadways cross, **(located within the county of the crash)**, to the point of impact of the unit(s).
 - **Do not use an intersecting street in an adjacent county, even if it is closer to the crash.**
 - **Do not use Freeway mile markers, “Private” roadways, addresses, businesses, or factory gate numbers as reference points.**
3. Complete Direction bubble(s). More than one direction bubble may be used (SE, NW, etc.)
4. When locating crashes at or near a railroad crossing, the seven (7) digit National Inventory (NI) number can be used.
5. Private Property Crashes can use any description in this section.
6. Crashes on ramps should be documented by ramp # as primary roadway and intersecting road as the freeway or intersecting road.

13. DEER NOT CONSIDERED A UNIT

A deer is not a unit per UD-10 Instruction Manual (pg. 16) and cannot be entered as one. If a car hits a deer it is a One-Unit (Single Motor Vehicle) crash.

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14. STRAY MARKS

Stray marks in any bubbled area cause the scanner to read information-placing that data on the system.

It is inappropriate to have any stray marks outside the designated restriction line. Never write or mark in an area labeled "Do Not Write or Mark in This Area."

Also, do not write in the box at the top of the UD-10 marked "Do Not Use."

15. TRUCK & BUS INFORMATION

UNIT NUMBER:

If a Truck or Bus is designated as Unit #1, the driver information **must be entered on the front** of the original form.

The corresponding Truck or Bus **Unit Number must also be entered** in the Truck/Bus Information box on the back of the report form.

ONE UNIT PER FORM:

Only one Truck or Bus may be reported per form. When more than one Truck or Bus is involved, additional forms must be used to record each unit on its individual form.

VEHICLE TYPE:

If you determine a vehicle to be a truck or bus, mark the Truck/Bus bubble in the Vehicle Type section and also complete the Truck/Bus section of the UD-10.

Note: If it is a commercial vehicle, the "Truck/Bus" bubble **must** be coded otherwise the CDL information on the reverse side of the UD-10 will not be picked up for the vehicle.

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16. ORI NUMBER

Please be sure that the ORI number written on the UD-10 is correct.

The breakdown for the ORI is as follows:

STATE

COUNTY

JURISDICTION

PRECINCT