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# MILLERSVILLE UNIVERSITY

## POLICE

### **DIRECTIVE: Procedures and Policy on Releasing Reports on Vehicle Accidents.**

#### **1. Purpose:**

The purpose of this directive is to establish guidelines for the Millersville University Police Department which will enable the department to release vehicle accident reports in pursuit with Title 75 of the Commonwealth of Pennsylvania section 3751 subsection (b). The Millersville University Police Department may refuse to furnish the complete copy of the investigation of the vehicle accident whenever there are criminal charges pending against any persons involved in the vehicle accident unless Pennsylvania Rules of Criminal Procedure require the production of the documents.

#### **2. Definitions:**

**Millersville University Police Department**- all personnel employed by the Millersville University Police Department.

**Vehicle accident report**- any and all documents for non-reportable, reportable vehicle and hit and run accidents.

**Who can request the report/documentation**- if he/she was involved in the incident, his/her attorney or insurer, and to the Federal Government, branches of the military service, Commonwealth agencies, and to officials of political subdivisions and to agencies of other states and nations and their political subdivisions.

**NOTE:** Work requirements of the investigating and reviewing officers may delay the completion of reports. Generally, non-reportable accidents will be prepared in forty-eight (48) hours or less, reportable accidents may take up to five (5) days to complete.

#### **3. FEES TO BE CHARGED:**

The fee for a copy of a non-reportable vehicle accident report/documentation is five (\$5) dollars and the fee for a reportable vehicle accident report/documentation is fifteen (\$15) dollars.