

JUSTICE AND PUBLIC SAFETY CABINET
Department of State Police
(Amendment)

502 KAR 15:010. Traffic collision reports.

RELATES TO: KRS 189.635

STATUTORY AUTHORITY: KRS 15A.160, 189.635

NECESSITY, FUNCTION, AND CONFORMITY: KRS 15A.160 authorizes the secretary of the Justice and Public Safety Cabinet to promulgate administrative regulations for the administration of all laws and functions which are vested in the cabinet, except laws and functions vested in the Department of Public Advocacy. KRS 189.635 requires the Department of Kentucky State Police to establish a reporting system for vehicle collisions, including reporting procedures, collision report dissemination fee schedule and forms. This administrative regulation establishes the reporting system dissemination procedures, forms, and fee schedule.

Section 1. Definitions.

- (1) "Cabinet" is defined by KRS 16.010(2).
- (2) "Department" is defined by KRS 16.010(8).
- (3) "Person" is defined by KRS 446.010(33).

Section 2. The "Uniform Police Traffic Collision Report" form provided by the department shall be the official vehicle accident report form for all law enforcement agencies in Kentucky.

Section 3. Interpretation and classification of traffic accidents in connection with completion of a Kentucky uniform police traffic collision report form shall follow instructions in the most recent version of the "Kentucky Uniform Police Traffic Accident Report Manual" provided by the Justice and Public Safety Cabinet on the electronic collision reporting portal and instructions not in conflict with the Kentucky manual contained in the most recent version of the "Manual on Classification of Motor Vehicle Traffic Collision," published by the National Safety Council.

Section 4. A law enforcement agency whose officers make a traffic collision report shall be the originating agency with respect to the report and shall retain a copy of the report. Responsibility for providing copies of traffic collision reports to the parties authorized by KRS 189.635 shall remain with the originating agency.

Section 5. A law enforcement agency whose officers create a traffic collision report shall utilize the electronic submission application as provided by the department.

Section 6. Fees for Vehicle Collision Reports. Vehicle Collision Reports may be obtained by authorized parties pursuant to KRS 189.635 upon payment of the following fees:

- (1) Paper copies: five (5) dollars; and
- (2) Reports obtained via the Kentucky State Police Web site: ten (10) dollars.

Section 7. News-gathering organization. An organization requesting a vehicle collision report pursuant to KRS 189.635(8) shall complete and sign KSP Form 029, News-gathering organization certification and submit the form according to the procedures described on the department Web site.

Section 8. Incorporation by Reference.

- (1) The following material is incorporated by reference:
 - (a) KSP Form 74, "Kentucky Uniform Police Traffic Collision Report", 2008 edition;
 - (b) "Kentucky Uniform Police Traffic Collision Report Manual", 2008 edition;

- (c) "Manual on Classification of Motor Vehicle Traffic Accidents"; and
 - (d) KSP Form 029, "News gathering organization certification", 2017 edition.
- (2) This material may be inspected, copied, or obtained, subject to applicable copyright law, at the Department of State Police, Criminal Identification and Records Branch, 1266 Louisville Road, Frankfort, Kentucky 40601, Monday through Friday, 8 a.m. to 4:30 p.m.

COL. PHILLIP J. BURNETT, JR., Commissioner

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CONTACT PERSON: Amy Barker, Assistant General Counsel, 125 Holmes Street, Frankfort, Kentucky 40601, phone (502) 564-8207, fax (502) 564-6686, email Justice.RegContact@ky.gov.