JUSTICE AND PUBLIC SAFETY CABINET
Department of State Police
(Amended at ARRS Committee)

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 uniform reporting procedures, collision report dissemination, and fee schedule. This administrative regulation establishes the reporting system, dissemination procedures, 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).
(4) "Traffic collision report" means the report for a traffic collision or vehicle accident within the Commonwealth that is required in KRS 186.635.

Section 2. Collision Reporting.
(1) A law enforcement officer shall make a traffic collision report as required in KRS 189.635(3) using the E-CRASH collision reporting system in the Kentucky Open Portal Solution (KYOPS) client application. The E-CRASH collision reporting system shall be the reporting system for the reports by a law enforcement officer required by KRS 189.635(1)-(3). For access to the reporting system, a law enforcement agency may contact the Kentucky State Police, Criminal Identification and Records Branch, 1266 Louisville Road, Frankfort, Kentucky 40601, (502) 227-8700.
(2) If a traffic collision is not investigated by a law enforcement officer, a party involved in the collision may submit the report required by KRS 189.635(4) by using the online civilian collision reporting tool located on the department Web site at https://kentuckystatepolice.org/civilian-collision-reports.us.

Section 3. A law enforcement agency whose officers make a traffic collision report shall be the originating agency with respect to the report. Responsibility for providing to the parties authorized by KRS 189.635 shall remain with the originating agency.

Section 4. Fees for Vehicle Collision Reports. Vehicle Collision Reports may be obtained by authorized parties pursuant to KRS 189.635(5) and (8) 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 5. News-gathering organization. An organization requesting a traffic collision report pursuant to KRS 189.635(8) shall complete and sign KSP 029, News-gathering organization certification and submit the form with the request for records by:
(1) Email to ksp.openrecords@ky.gov;
(2) Fax to 502-573-1636; or
(3) Mail or hand delivery to Kentucky State Police, Legal Services Branch, Attn: Records Custodian, 919 Versailles Road, Frankfort, Kentucky 40601.

Section 6. Incorporation by Reference.

(1) KSP 029, "News gathering organization certification", 9/2021 edition.

Section NaN.

(2) This material may be inspected, copied, or obtained, subject to applicable copyright law, at the Kentucky State Police, Legal Services Branch, 919 Versailles Road, Frankfort, Kentucky 40601, Monday through Friday, 8 a.m. to 4:30 p.m. This material may be obtained from the Department of Kentucky State Police Web site at https://kentuckystatepolice.org/open-records-requests/.

(1 Ky.R. 1034; eff. 6-11-1975; 30 Ky.R. 2228; 2457; eff. 7-2-2004; 35 Ky.R. 377; 816; eff. 10-31-2008; 48 Ky.R. 1300, 2594; eff. 7-5-2022.)

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