**502 KAR 15:010. Accident 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 accidents, including reporting procedures, fee schedule and forms. This administrative regulation establishes the reporting system and fee schedule.

Section 1. The "Uniform Police Traffic Collision Report" form published by the Department of Kentucky State Police shall be the official vehicle accident report form for all law enforcement agencies in Kentucky.

Section 2. Interpretation and classification of traffic accidents in connection with completion of a Kentucky uniform police traffic accident report form shall follow instructions in the "Kentucky Uniform Police Traffic Accident Report Manual" published by the Justice and Public Safety Cabinet and instructions not in conflict with the Kentucky manual contained in the "Manual on Classification of Motor Vehicle Traffic Collision," published by the National Safety Council.

Section 3. A law enforcement agency whose officers make a traffic accident 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 accident reports to the parties authorized by KRS 189.635 shall remain with the originating agency.

Section 4. A law enforcement agency receiving a vehicle accident report pursuant to KRS 189.635 shall forward the original copy of the report to the "CRASH Section, Criminal Identification and Records Branch" Department of Kentucky State Police, Justice and Public Safety Cabinet, Frankfort, Kentucky 40601, in envelopes provided by the cabinet within ten (10) days of receiving the report. The report shall be mailed flat and shall not be folded.

Section 5. Fees for Vehicle Accident Reports. Vehicle Accident 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 6. Incorporation by Reference.

(1) The following material is incorporated by reference:

(a) "Kentucky Uniform Police Traffic Collision Report, Form KSP 74, Revised 1/2000";

(b) "Kentucky Uniform Police Traffic Collision Report Manual, July 2000";

(c) "Manual on Classification of Motor Vehicle Traffic Accidents, 6th edition"; and

(d) "Vehicle accident report envelope, 1st edition".

(2) This material may be inspected, copied, or obtained, subject to applicable copyright law, at the Department of State Police, Headquarters, 919 Versailles Road, Frankfort, Kentucky 40601, Monday through Friday, 8 a.m. to 4:30 p.m.

(1 Ky.R. 1034; eff. 6-11-75; 30 Ky.R. 2228; 2457; eff. 7-2-2004; 35 Ky.R. 377; 816; eff. 10-31-08; Certified to be amended; filing deadline 8-26-2021.)