

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

**502 KAR 15:010. Traffic collision ~~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 collisions~~accidents~~, including uniform reporting procedures, collision report dissemination, and 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).
- (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>. ~~The "Uniform Police Traffic Collision Report" form provided~~ <sup>[published]</sup> ~~by the department~~ <sup>[Department of Kentucky State Police]</sup> ~~shall be the official vehicle accident report form for all law enforcement agencies in Kentucky.~~

~~Section 3. [Section 2.] Interpretation and classification of traffic accidents in connection with completion of a Kentucky uniform police traffic collision~~ <sup>[accident]</sup> ~~report form shall follow instructions in the most recent version of the "Kentucky Uniform Police Traffic Accident Report Manual" provided~~ <sup>[published]</sup> ~~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.~~ <sup>[Section 3.]</sup> A law enforcement agency whose officers make a traffic collision~~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 collision~~ <sup>[accident]</sup> ~~reports~~ to the parties authorized by KRS 189.635 shall remain with the originating agency.

~~Section 4. Section 5. [Section 4.] A law enforcement agency whose officers create a traffic collision report shall utilize the electronic submission application as provided by the department [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 6.~~ [Section 5.] Fees for Vehicle Collision[Accident] Reports. Vehicle Collision[Accident] 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. Section 7. News-gathering organization. An organization requesting a traffic vehicle collision report pursuant to KRS 189.635(8) shall complete and sign KSP Form 029, News-gathering organization certification and submit the form with the request for records by:~~

- ~~(1) Email to [ksp.openrecords@ky.gov](mailto: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. according to the procedures described on the department Web site.~~

~~Section 6. Section 8. [Section 6.] Incorporation by Reference.~~

(1) ~~[The following material is incorporated by reference:]~~  
Section NaN. ~~[(a) KSP Form 74, "Kentucky Uniform Police Traffic Collision Report Form 74, 2008 edition [Revised 1/2000"] /;~~

~~[(b) "Kentucky Uniform Police Traffic Collision Report Manual", 2008 edition [July 2000"] /;~~

~~[(c) "Manual on Classification of Motor Vehicle Traffic Accidents" [6th edition] /; and]~~

~~[(d) KSP Form 029, "News gathering organization certification", 9/2021 2017 edition ["Vehicle accident report envelope, 1st edition"].~~

(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~~[Department of State Police, Criminal Identification and Records Branch] [Headquarters], 1266 Louisville Road~~[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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