



KANSAS CITY, MO. POLICE DEPARTMENT

DATE OF ISSUE

EFFECTIVE DATE

NO.

**PROCEDURAL INSTRUCTION**

9-25-09

10-8-09

09-8

SUBJECT

**Police Vehicular Reporting**

AMENDS

REFERENCE

RESCINDS

Procedural Instruction 03-17

## I. PURPOSE

To provide procedures for the reporting of damage and accidents involving police vehicles.

## II. DEFINITIONS

- A. **Police Vehicle** - A police vehicle is any motor vehicle owned or operated by the Kansas City Missouri Police Department, including leased vehicles, specialty vehicles, and privately owned vehicles authorized for official use.
- B. **Police Vehicle Damage** – Police vehicle damage is damage caused to a police vehicle that is unreported, caused by malicious intent, is of a miscellaneous nature or caused by a police vehicular collision.
- C. **Vehicle Accident Package** – Reports and photographs associated with the vehicle incident. The Office of General Counsel assembles the package and forwards it through the vehicle operator’s chain of command for disposition.

## III. PROCEDURE

- A. Members will operate police vehicles in a safe and professional manner while in accordance with state law and city traffic ordinances.
- B. Members will notify a commander or supervisor when they observe a police vehicle operating in an unsafe manner or operating in violation of state law or city traffic ordinances.
- C. Members operating a police vehicle that is involved in a police vehicular will immediately notify a dispatcher and/or a supervisor.
- \*D. A Communications Unit Supervisor will notify the Office of General Counsel on all police vehiculars.
- \*E. Members operating a police vehicle that is involved in a collision involving a pedestrian, another vehicle, or a fixed object are responsible for completing a Police Vehicle Report, Form 154 P.D., whether or not there is actual damage to the police vehicle. Supervisors will ensure the operating member completes the report before their tour of duty ends or

as soon as possible in the event the member is injured. The report, even if unapproved, will be faxed to the Office of General Counsel.

#### **IV. REPORTING PROCEDURES**

- A. When notified that a member has been involved in a police vehicular, the dispatcher will dispatch the vehicle operator's immediate supervisor or an available supervisor to respond to the scene. The dispatcher will notify the on-duty traffic sergeant when a commander is involved in an incident of police vehicle damage.
- B. A supervisor will respond to all scenes of police vehicle damage, including scenes that occur outside the city limits but within the Kansas City metropolitan area.
- \*C. A member of the Accident Investigations Section (AIS) will respond, when available, to all police vehicular scenes.
- D. The responding supervisor will ensure that a Missouri Uniform Accident Report is completed when a police vehicular results in any of the following conditions:
  - 1. The death or injury to any person.
  - 2. Involvement of any citizen.
  - 3. Occurs outside city limits and a report is not available from another agency.
  - 4. A department member is operating a specialty vehicle authorized for official police use.
  - 5. Damage is caused to any property other than police department property. If only department property is involved, a Missouri Uniform Accident Report is not required.
- E. If a Missouri Uniform Accident Report is required, the responding supervisor will ensure the report is completed by either an AIS officer (if available) or by a member not involved in the vehicular. The officer completing the report will:
  - 1. Conduct a thorough investigation and take photographs of all vehicle damage and the vehicular scene.
  - 2. Officers will legibly write on the top of the Missouri Uniform Accident Report "Department Vehicle," the police vehicle number, the operator's radio number and the operator's serial number.
  - 3. If the vehicle involved is a private or specialty vehicle used for police business, officers will write legibly on the top of the Missouri

Uniform Accident Report, "Department Vehicle - Privately Owned/Specialty Vehicle". They will include the operator's radio number and serial number.

- F. The responding supervisor will ensure the reporting officer forwards copies of the following documents to the Office of General Counsel:
  - 1. Missouri Uniform Accident Report
  - 2. Uniform Traffic Tickets (if issued)
  - 3. Photographs
  - 4. Police Vehicle Report, Form 154 P.D.
- \*G. When involved in a police vehicular the supervisor will send all police vehicles to the Fleet Operations Unit for inspection and damage estimates.
- H. When a police vehicle sustains damage or is involved in a motor vehicle collision outside the city limits of Kansas City, Missouri the member will:
  - 1. Request the local law enforcement agency respond to the scene and complete a report.
  - 2. Notify the Communications Unit Supervisor who will notify the Office of General Counsel.
  - 3. Notify the Fleet Operation Unit within 24 hours if the vehicle is drivable.
  - 4. Notify the Fleet Operations Unit immediately, if the vehicle is not drivable and arrange for the vehicle's return.
  - 5. Complete a Police Vehicle Report, Form 154 P.D. within 24 hours of their return to Kansas City.
  - 6. Follow the reporting guidelines outlined in section IV of this procedural instruction
  - 7. A member of AIS will respond to the scene of a police vehicular that occurs outside the city limits and involves death or serious injury, if the outside agency does not have a trained accident investigator. AIS personnel will work in conjunction with the outside agency to conduct an investigation, complete appropriate reports, and diagram the scene.
- I. The Office of General Counsel will obtain and review all vehicular reports involving department equipment from outside law enforcement agencies.

## V. POLICE VEHICLE REPORT, FORM 154 P.D.

- A. When a police vehicle operator discovers vehicle damage or is involved in a police vehicular, they will notify their supervisor and complete a Form 154 P.D. prior to ending their tour of duty. The supervisor will mark the "Type of Damage" box using the following categories:
1. **Malicious Damage** is vehicle damage intentionally caused by the operator or other person.
  2. **Miscellaneous Damage** is vehicle damage that is not the result of a police vehicular or malicious damage. Hail and car wash damage is listed as miscellaneous.
  3. **Unreported Damage** is undocumented vehicle damage discovered by the operator. The cause or the source may be unknown.
  4. **Vehicle Accident** is a motor vehicle collision involving a police vehicle that results in death, injury, or property damage.
- B. Members will document the circumstances surrounding the vehicle damage or police vehicular using the Form 154 P.D. Supervisors will ensure the vehicle operator faxes copies of the Form 154 P.D. to the Fleet Operations Unit, Communications Support Unit, and the Office of General Counsel prior to the end of their shift.
- C. If the vehicle damage is determined to be malicious, the supervisor will initiate an investigation and ensure an original offense report is taken and the Form 154 P.D. is completed as a supplemental report.
- D. If the vehicle operator cannot immediately complete the Form 154 P.D. due to injuries the supervisor will:
1. Ensure a case report number is obtained and the injured member completes the Form 154 P.D. as soon as possible.
  2. Notify the Fleet Operations Unit, Communications Support Unit, and the Office of General Counsel of the delay.
  3. Complete the Form 154 P.D. if the police vehicle operator cannot complete the form within 24 hours due to serious injury.
- E. The vehicle operator's chain of command may initiate a Vehicle Accident Package. The immediate supervisor will mark the box on the Form 154 P.D. and designate "No Further Action", or "Initiate Vehicle Accident Package".

1. If all persons mark the “No Further Action” box, forward a copy of the endorsed Form 154 P.D. to the Fleet Operations Unit, Communications Support Unit, and the Office of General Counsel.
  2. If the Division Commander marks the box “Initiate Vehicle Accident Package”, they will forward a copy of the endorsed Form 154 P.D. to the Office of General Counsel who will assemble the Vehicular Accident Package.
- \*F. A Vehicular Accident Package will not be initiated if the vehicle is parked legally.
- G. Do not include a completed Form 154 P.D. with the Missouri Uniform Accident Report sent to the Records Unit.

## VI. VEHICLE ACCIDENT PACKAGE

- A. The Office of General Counsel is responsible for assembling the Vehicle Accident Package. The package consists of the following:
1. Missouri Uniform Traffic Accident Report (if taken)
  2. Police Vehicle Report, Form 154 P.D.
  3. Classification Sheet Vehicular Control, Form 325 P.D
  4. Damage Estimate from the Fleet Operations Unit
  5. Photographs
- B. Supervisors/commanders will review and make a recommendation specifically relating to the police vehicular documented in the Vehicle Accident Package. Police vehicular damage classifications are, preventable and non-preventable.
- \*1. **Preventable** – The member did not operate the vehicle in a safe and professional manner and in accordance with state law and city traffic ordinances.
  2. **Non-Preventable** – The member did operate the vehicle in a safe and professional manner and in accordance with state law and city traffic ordinances.
- C. The Bureau Commander will make the final determination on all vehicular classifications. If the Bureau Commander changes the vehicular classification, he/she will return the file through the chain of command to the immediate supervisor/commander for appropriate action.
- D. If disciplinary action is recommended, an Incident Report, Form 387 P.D., and a Demeanor Record, Form 386 P.D. will be attached to the Vehicle Accident Package by the Division Commander.

- E. Preventable vehicular history that falls within the previous four-year period, which had similar contributing circumstances, will be considered in determining disciplinary actions.
- F. Upon receipt of the completed and final Vehicle Accident Package, the Bureau Commander will forward copies to the:
  - 1. Office of General Counsel for documenting the final disposition in the Police Vehicular Database.
  - 2. Member's element for inclusion in the member's unit jacket and updating of the demeanor record.

## **VII. DAMAGE ESTIMATES**

- A. Supervisors will send all damaged police vehicles to the Fleet Operations Unit for a damage cost.
- B. The Watch II Desk Sergeant will notify Fleet Operations Unit personnel of any patrol vehicle damaged within the previous twenty-four hour period and schedule an appointment for a damage cost estimate. Scheduled appointments occur between 0700 and 1500 hours, Monday through Friday. The Watch II desk sergeant will notify the Communications Support Unit regarding damaged equipment or accessories within the previous twenty-four hour period. Department personnel responding to the Fleet Operations Unit for an estimate will ensure a copy of the Police Vehicle Report, Form 154 P.D., is available at the Fleet Operations Unit. Fleet Operation's Unit personnel will file the report by vehicle number.
- C. If the damaged vehicle is a take-home vehicle or assigned to a unit other than a patrol division, the operator's supervisor will ensure the vehicle is delivered to the Fleet Operations Body Shop, between 0700 and 1500 hours, Monday through Friday, for a damage estimate.
- D. The Fleet Operations Unit will forward all damage estimates prepared on police vehicles to the Office of General Counsel.
- E. If the vehicle is not drivable, Communications Support Unit personnel will respond to the Fleet Operations Unit and remove damaged equipment from the vehicle. The Communications Support Unit will prepare a damage estimate and forward the estimate to the Office of General Counsel.

## **VIII. DRIVER TRAINING AND EVALUATION PROGRAM**

- A. The Office of General Counsel will review police vehicular reports and identify trends and information relative to department members regarding causes and contributing factors. They will work with the Driver Training

Section to ensure the driver training is providing the necessary instruction to prevent police vehicle damage and collisions.

- B. Supervisors will reinforce and expand positive driving habits through observation, department policy, and review of contributing factors in police vehicular collisions.
- C. Remedial driving training is available through the Driver Training Section. Submit requests via an Interdepartment Communication, Form 191 P.D., or a Memorandum.

James D. Corwin  
Chief of Police

Adopted by the Board of Police Commissioners this \_\_\_\_\_ day of \_\_\_\_\_ 2009.

Mark C. Thompson  
President

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Post on all bulletin boards for two weeks  
Public View Master Index – Internet  
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