

	KANSAS CITY MISSOURI POLICE DEPARTMENT	DATE OF ISSUE	EFFECTIVE DATE	NO.
	PROCEDURAL INSTRUCTION	07-28-2020	07-28-2020	20-08
SUBJECT			AMENDS	
Police Vehicular Reporting				
REFERENCE		RESCINDS		
		Procedural Instruction 09-8; Department Memorandum 16-12		

I. INTRODUCTION

This directive provides guidelines and procedures for reporting damage and accidents involving police vehicles.

II. TERMINOLOGY

- 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. This does not include minor damage that does not affect the normal operation of the vehicle such as cracks and chips in the windshield due to road debris or hail damage.
- *C. **Vehicle Accident Packet** - Reports and photographs associated with the police vehicle damage incident.

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 being operated in an unsafe manner or in violation of state law or city traffic ordinances.
- C. Members operating a police vehicle that is involved in a police vehicular accident will immediately notify a dispatcher and/or a supervisor.
- *D. A Communications Unit Supervisor will notify the Office of General Counsel on all police vehicular accidents resulting in serious injury or death to a member or citizen.
- *E. Members operating a police vehicle that is involved in a collision involving a pedestrian, another vehicle, or causes damage to a fixed object are

responsible for completing a Police Vehicle Report, Form 154 P.D. (Form 154 P.D.), whether or not there is actual damage to the police vehicle.

- *1. Supervisors will ensure the operating member completes the report within two (2) working days.
- *2. The report, even if unapproved, will be emailed to the Office of General Counsel at **[REDACTED]**.

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/commander to respond to the scene.
- *B. A supervisor will respond to all scenes of police vehicular accidents, 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 to the scene of any police vehicular resulting in serious injury or death.
- D. The responding supervisor will ensure that a Missouri Uniform Crash 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 Department property. If only Department property is involved, a Missouri Uniform Crash Report is not required.
- *E. If a Missouri Uniform Crash 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 conduct a thorough investigation and take photographs of the vehicular scene, as well as all vehicles or property damaged.
- F. The responding supervisor will ensure the reporting officer forwards an electronic copy of the following documents to the Office of General Counsel:
 - 1. Missouri Uniform Crash Report

2. Mobile Tickets (if issued)
 3. Form 154 P.D.
 4. Photographs
- G. When involved in a police vehicular, the supervisor will send all police vehicles to the Fleet Operations Unit for inspection and/or a damage estimate.
- *H. When a police vehicle is involved in a motor vehicle accident outside the city limits of Kansas City, Missouri, the member will:
- *1. Notify their immediate supervisor.
 2. Request the local law enforcement agency respond to the scene and complete a report.
 3. Notify the Communications Unit Supervisor who will notify the Office of General Counsel when it involves serious injury to an employee or citizen.
 4. Notify the Fleet Operations Unit within 24-hours if the vehicle is drivable.
 5. Notify the Fleet Operations Unit immediately and arrange for the vehicle's return if the vehicle is not drivable.
 6. Follow the reporting guidelines outlined in Section IV of this procedural instruction.
- I. 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.
- J. 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. All incidents requiring the completion of a Form 154 P.D. will have an associated case report number.
- B. 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. documenting the circumstances surrounding the vehicle damage or police vehicular.

- C. 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 (e.g., car wash damage, etc.).
Note: This excludes: chipped/cracked windshields from road debris or natural peril and hail damage. This type of damage will not require a Form 154 P.D.
 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.
- D. Supervisors will ensure the vehicle operator emails copies of the Form 154 P.D., to the Fleet Operations Unit, Communications Support Unit, and the Office of General Counsel.
- E. If the vehicle damage is determined to be malicious, the supervisor will initiate an investigation ensuring an original offense report is taken and the Form 154 P.D. is completed as a supplemental report.
- F. 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.
 2. Notify the Fleet Operations Unit, Communications Support Unit, and the Office of General Counsel of the delay.
 - *3. Ensure the injured member completes the Form 154 P.D. within two (2) working days of the incident.
 - *4. Be responsible for completing the applicable report if the police vehicle operator cannot complete the Form 154 P.D. within two (2) working days due to serious injury. The Chain of Command may determine whether the involved member needs to provide additional information for completion of the form.
- *G. A Vehicle Accident Packet may be initiated when the accident involved a Department owned or leased vehicle or the accident potentially involved the use of a private vehicle for Department authorized business that was moving at the time it was involved in an accident. The immediate supervisor will mark one (1) of the boxes on the Form 154 P.D. indicating either “No Further Action” or “Initiate Vehicle Accident Packet.”

1. If all persons mark the “No Further Action” box, the division commander will 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 Packet,” they will forward a copy of the endorsed Form 154 P.D. to the Office of General Counsel who will assemble the Vehicle Accident Packet.
- *H. A Vehicle Accident Packet will not be initiated if the police vehicle was parked legally or if an animal is struck without any other third party property damage.

VI. VEHICLE ACCIDENT PACKET

- A. The Office of General Counsel is responsible for assembling the Vehicle Accident Packet. The packet consists of the following:
1. Missouri Uniform Crash 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 taken of any damage or vehicular scene
- *B. Supervisors/commanders will review and make a recommendation on the Classification Sheet Vehicular Control, Form 325 P.D., specifically relating to any investigation of the police vehicular referenced in the Vehicle Accident Packet. Police vehicular damage classifications are defined as the following:
1. **Non-Preventable** – The member did operate the vehicle in a safe and professional manner and was in accordance with state law and city traffic ordinances.
 2. **Preventable** – The member did not operate the vehicle in a safe and professional manner and was not in accordance with state law and city traffic ordinances or Department policy.
- 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 an updated copy of the member's Demeanor Record, Form 386 P.D., will be attached to the Vehicle Accident Packet by the division commander.
- E. Preventable vehicular history that falls within the previous four-year period with similar contributing circumstances will be considered in determining disciplinary actions.
- F. Upon receiving the final Vehicle Accident Packet, the bureau commander will forward copies to:
 1. The Office of General Counsel for documenting the final disposition in the Police Vehicular Database.
 2. The member's element for inclusion in the member's unit jacket and updating of the demeanor record.

VII. DAMAGE ESTIMATES

- A. The Fleet Operations Body Shop damage estimate appointments occur between 0700 and 1500 hours, Monday through Friday.
- B. The Watch II desk sergeant will notify Fleet Operations Body Shop personnel of any patrol vehicle damaged within the previous 24-hour period and schedule an appointment for a damage estimate.
- *C. The Watch II desk sergeant will notify the Communications Support Unit regarding damaged equipment or accessories (e.g., emergency lights, siren, radio, etc.) within the previous 24-hour period.
- *D. 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 scheduled for and delivered to the Fleet Operations Body Shop for a damage estimate.
- *E. Department personnel responding to the Fleet Operations Unit for an estimate will ensure a copy of the Form 154 P.D. is available to the Fleet Operations Unit.
- F. The Fleet Operations Unit will forward all financial estimates involving police vehicle damage to the Office of General Counsel.
- G. 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 and forward a damage estimate to the Office of General Counsel.

VIII. DRIVER TRAINING AND EVALUATION PROGRAM

- A. The Office of General Counsel will compile police vehicular data in an effort to assist commanders identify trends and information that may be relative to causes or contributing factors pertaining to police vehicular accidents. This information will be shared with the Driver Training Section who will apply findings to ensure the driver training provided is incorporating instruction toward facilitating the prevention of police vehicle damage and collisions.
- B. By reviewing contributing factors in police vehicular collisions, as well as conducting observations and implementing Department policies, supervisors will demonstrate, encourage, and reinforce positive driving habits.
- C. Requests for remedial driver training through the Driver Training Section will be submitted via Interdepartment Communication, Form 191 P.D., or a Memorandum.



Richard C. Smith
Chief of Police

Adopted by the Board of Police Commissioners this 13th day of July 2020.



W. Don Wagner
President

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