



General Order 63.3 - Traffic Accident Investigation

PURPOSE: Describe accident report forms and accident classification.

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63.3.1 ACCIDENT REPORT FORMS

- A. The accident report forms used by the Sedgwick County Sheriff's Office for traffic accident investigation shall be those forms designated by the Kansas Department of Transportation.
1. The Kansas motor vehicle accident report (K.M.V.A.R.) form shall be filled out whenever any of these conditions exist:
 - a. **(R)** Total property damage exceeds one thousand dollars (\$1000.00);
 - b. There is any personal injury;
 - c. The accident involves a hit and run; or
 - d. A departmental vehicle is involved.
 2. The motor vehicle insurance verification form shall be filled out for every accident.
- B. The Sedgwick County Sheriff's Office utilizes additional forms to ensure that all the data required to support criminal prosecutions is gathered and to provide exchange of driver's information as required by Kansas state law:
1. The Sedgwick County Sheriff's Office confidential traffic accident report form is to be used on every accident;
 2. The Sedgwick County Sheriff's Office accident witness report form may be used under the following circumstances;

- a. For independent witnesses, but can be used by passengers in the accident-involved vehicle; and
 - b. By owners of damaged private property.
- 3. The Sedgwick County Sheriff's Office motor vehicle accident exchange form is used:
 - a. To have the drivers involved in the accident fill out completely and then exchange;
 - b. For every accident where more than one (1) driver/property owner is involved.
- C. To minimize the amount of time required for both drivers and agency personnel to fill out paperwork, the three - (3) page Kansas motor vehicle accident report will not be filled out when:
 - 1. (**R**) The damage is under one thousand dollars (\$1000.00) total and there is no injury.
- D. Deputies' investigative reports will take the form of a written narrative or a dictaphone report.
 - 1. Written narratives for all classes of accidents will be written on the Kansas motor vehicle accident report "investigative report" form.
 - 2. Dictaphone reports will be used to augment written narratives when:
 - a. The accident results in a fatality or code red injuries or greater with a Revised Trauma Score (RTS) of 6 or less;
 - b. An arrest is made as a result of the accident investigation (except for driving while suspended); or
 - c. A supervisor authorizes a dictaphone report.
- E. All forms will be filled out in a legible manner as completely as possible, using the coding manual supplied by the Kansas Department of Transportation as a reference guide and as instructed by competent classroom training.

63.3.2 ACCIDENT CLASSIFICATION

- A. Accident reporting and related requirements are established by Kansas law:
 - 1. Chapter 8, Article 16 (Kansas state statutes).
- B. Kansas Department of Transportation is the designated authority for accident reporting by the State of Kansas.
 - 0. Kansas Department of Transportation mandates the forms to be used, as well as classifications.
- C. Classification and related procedures were established by the Kansas Department of Transportation in accordance with the Manual on Classification of Motor Vehicle Traffic

Accidents.