

P.O. 409 Sale of Crash Reports

Effective From:	01-03-2020	Effective To:	Current
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I. P.O. 409 - Sale of Crash Reports

1. SALE OF CRASH REPORTS

- i) Although crash reports are generally confidential, [LRS 32:398](#) creates an exception to allow the state police, any local police department, or any sheriff's office to sell copies of crash reports to any of the parties to the crash, parents or guardians of a minor who is a party to the crash, insurers of any of the parties or succession representatives, or a news-gathering organization that requests documents related to the crash.
- ii) State law also allows the sale to any person who requests a particular report. Such a person must identify the location of the crash, the name of any person involved in the crash, and the approximate date of the crash.
- iii) All persons shall be charged for each report requested according to the fee schedule outlined in LAC 55:I.Chapter 8 (*Louisiana Administrative Code*).
- iv) Only money orders, certified checks, company checks, or credit cards shall be accepted as payment for crash reports. The Troop Commander, or his designee, shall maintain the custody of money orders and checks pending deposit.
- v) The Troop Commander, or his designee, shall:
 - a) Manually tabulate the total of all checks and money orders
 - b) Print the "Daily Balance" report from Depcon
 - c) Compare and balance the manual count and Daily Balance Report amounts
 - d) Complete the deposit slip and make a copy for the Controller's Office
 - e) Place money orders/checks and original deposit slip in security deposit bag and seal same
 - f) Division of Administration policy requires that all funds received must be deposited no later than noon the next business day, regardless of the amount
 - g) Obtain a copy of the "customer receipt" after the deposit has been made
 - h) Fax a copy of the customer receipt, deposit slip, Daily Transaction Sheet (Fax cover) and the Daily Balance Report to the Office of Management and Finance. The person who prepares the deposit shall sign the Daily Transaction Sheet
 - i) The only acceptable designations on the "pay to" line are Louisiana State Police, LSP, DPS-LSP, and Office of State Police. DPS and/or any troop name (Troop A, Troop B, etc.) are not acceptable.
 - j) A maximum of three (3) crash reports per visit is permitted as to limit the burden on troop personnel. Troop Commanders may develop alternate procedures in regards to sales in excess of three (3) reports. Any Troop Commander may also direct the requestor to the Traffic Records Section to obtain more than three reports.
- vi) Crash reports shall be sold at the troops during regular business hours 0800-1600. Troop Commanders may extend the hours of crash report sales. Viewing specific crash reports will be allowed as a courtesy to the public in accordance with state law, but state law does not allow the screening of multiple reports for the purpose of solicitation.
- vii) Generally a crash report not in the system should not be sold by utilizing the troop's hard copy. However, Troop Commanders may make exceptions due to individual circumstances. If an exception is made, troop personnel shall forward a copy of the report that was not in the system to Traffic Records along with an explanation of the action taken.
- viii) State law requires the investigating officer to submit a crash report to Traffic Records within 48 hours after completing the investigation. In turn, Traffic Records must make the report available to the public within seven (7) working days. The 48 hours allowed for the completion of the report is included in the seven (7) day time limit. Therefore, it is

imperative that troops submit crash reports in an expedient manner to ensure compliance with state law.

- ix) All original stamped deposit slips, original customer receipts, etc., shall be retained by the troops for thirty (30) days.
- x) The Scientific Report of Analysis from the Crime Lab shall not be included as part of the sale of crash reports.