



## **General Order 63.3 - Traffic Accident Investigation**

**PURPOSE:** Describe accident report forms and accident classification.

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THIS ORDER CANCELS: 63.3 Approved 05/01/03, 01/22/07

ISSUED BY: Sheriff Jeffrey T. Easter

REVIEWED BY: Policy Review Committee

A handwritten signature in black ink, reading "Jeffrey T. Easter", is positioned below the text of the order.

### **INDEX AS:**

[63.3.1 Accident Report Forms](#)

[63.3.2 Accident Classification](#)

### **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. 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. 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.
  - 1. Written narratives for all classes of accidents will be written on the Kansas motor vehicle accident report "investigative report" form.

### **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.
  - 1. 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.