



KANSAS CITY MISSOURI POLICE DEPARTMENT

**PROCEDURAL INSTRUCTION**

DATE OF ISSUE

03/07/2024

EFFECTIVE DATE

03/07/2024

NO.

24-01

SUBJECT

\*Department Vehicular Reporting

AMENDS

REFERENCE

PI: Use of Department and Private Vehicles

RESCINDS

PI: 20-08

## I. INTRODUCTION

This directive provides guidelines and procedures for reporting damage and vehicular incident involving Kansas City Missouri Police Department (Department) vehicles.

## \*II. TERMINOLOGY

- A. **Department Vehicle** - Is any motor vehicle owned or operated by the Department, including leased, specialty, and privately-owned vehicles authorized for official use.
- B. **Department Vehicle Damage** - Is damage caused to a Department vehicle that is unreported, caused by malicious intent, is of a miscellaneous nature, or caused by a vehicular incident. 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. **Vehicular Incident Packet (VIP)** - Reports and photographs associated with the Department vehicle damage incident.

## III. PROCEDURE

- A. Members will operate Department vehicles in a safe and professional manner while in accordance with state law and city traffic ordinances.
- B. Members will notify a supervisor/commander when they observe a Department vehicle being operated in an unsafe manner or in violation of state law or city traffic ordinances.
- C. Members operating a Department vehicle that is involved in a vehicular incident will immediately notify a dispatcher and/or a supervisor.
- D. A Communications Unit Supervisor will notify the Office of General Counsel (OGC) on all members involved in vehicular incidents resulting in serious injury or death to a member or citizen.

- E. Members operating a Department vehicle that is involved in a vehicular incident 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 electronically forwarded to OGC at [ogc@kcpd.org](mailto:ogc@kcpd.org).

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

- A. When notified that a member has been involved in a vehicular incident, the dispatcher will notify 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 Department vehicular incidents, 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 member involved vehicular incident resulting in serious injury or death.
- D. The responding supervisor will ensure that a Missouri Uniform Crash Report is completed when a Department vehicular incident 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 member is operating a specialty vehicle authorized for official Department use; and/or
  - 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 incident. The officer completing the report will conduct a thorough investigation and take photographs of the vehicular incident 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 OGC:
  - 1. Missouri Uniform Crash Report;
  - 2. Mobile Tickets (if issued);
  - 3. Form 154 P.D.; and
  - 4. Photographs.
- G. When involved in a vehicular incident, the supervisor will send all Department vehicles to the Fleet Operations Unit (FOU) for inspection and/or a damage estimate.
- H. When a Department vehicle is involved in a vehicular incident 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 OGC when it involves serious injury to a Department member or citizen;
  - 4. Notify FOU within 24-hours if the vehicle is drivable;
  - 5. Notify FOU immediately and arrange for the vehicle's return if the vehicle is not drivable; and
  - 6. Follow the reporting guidelines outlined in Section IV of this current directive.
- I. A member of AIS will respond to the scene of a Department vehicular incident that occurs outside the city limits and involves death or serious injury if the outside agency does not have a trained accident investigator. The AIS officer will work in conjunction with the outside agency to conduct an investigation, complete appropriate reports, and diagram the scene.
- J. OGC will obtain and review all vehicular reports involving Department vehicles 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 (CRN).

- B. When a member discovers vehicle damage or is involved in a vehicular incident, they will notify their supervisor and complete a Form 154 P.D., documenting the circumstances.
- C. The supervisor will mark the "Type of Damage" box using the following categories:
1. **Malicious Damage** - is vehicle damage intentionally caused by the Department member or other person.
  2. **Miscellaneous Damage** - is vehicle damage that is not the result of a vehicular incident 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 Department member. The cause or source may be unknown.
  4. **Vehicular Incident**- Involves a Department vehicle that results in death, injury, or property damage.
- D. Supervisors will ensure the Department vehicle operator sends an electronic copy of the Form 154 P.D. to FOU, the Communications Support Unit, and OGC.
- E. If the Department vehicle damage is determined to be malicious, the supervisor will initiate an investigation ensuring an original incident report is taken and the Form 154 P.D. is completed as a supplemental report.
- F. If the Department vehicle operator cannot immediately complete the Form 154 P.D. due to injuries, the supervisor will:
1. Ensure a CRN is obtained;
  2. Notify FOU, the Communications Support Unit, and OGC 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 Department 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 Vehicular Incident Packet (VIP) may be initiated when the vehicular incident involved a Department owned or leased vehicle or the vehicular incident potentially involved the use of a private vehicle for Department authorized business that was moving at the time it was involved in a vehicular incident. The immediate supervisor will mark one (1) of the boxes on the Form 154 P.D. indicating either "No Further Action" or "Initiate Vehicle Incident Packet."
1. If the chain-of-command marks the "No Further Action" box, the division commander will forward a copy of the endorsed Form 154 P.D. to OGC.
  - \*2. If the sergeant/supervisor marks, "initiate incident packet," the sergeant/supervisor will request the Department member's driving history, complete a Classification Sheet Vehicular Control, Form 325 P.D. (Form 325 P.D.), make a recommendation of Preventable or Non-Preventable and forward the packet through the chain-of-command. The sergeant/supervisor will ensure that the following documents are attached to the Form 325 P.D.:
    - a. Missouri Uniform Crash Report (if taken);
    - b. Police Vehicle Report, Form 154 P.D.;
    - c. Damage estimate from FOU; and
    - d. Photographs taken of any damage or vehicular scene.
  3. If it is determined an RIR is necessary, the vehicular incident packet will be forwarded to the Discipline and Accountability Division. After a recommendation is given, a complete copy of the entire packet will be forwarded to OGC.
- \*H. A VIP will not be initiated if the Department vehicle was parked legally or if an animal is struck without any other third-party property damage.

## VI. VEHICULAR INCIDENT PACKET (VIP)

- A. Supervisors/commanders will review and make a recommendation on the Form 325 P.D., specifically relating to any investigation of the vehicular incident referenced in the VIP. Vehicular incident 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.
- B. The bureau commander will make the final determination on all vehicular incident classifications. If the bureau commander changes the vehicular incident classification, they will return the file through the chain-of-command to the immediate supervisor/commander for appropriate action.
  - C. If disciplinary action is recommended, an RIR, Form 388 and an updated copy of the member's Demeanor Record, Form 386 P.D. (Form 386 P.D.), will be attached to the VIP by the division commander.
  - D. Preventable vehicular history that falls within the previous four (4) year period with similar contributing circumstances will be considered in determining disciplinary actions.
  - E. Upon receiving the final VIP, the bureau commander will forward copies to:
    1. OGC 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 Form 386 P.D.

## **VII. DAMAGE ESTIMATES**

- A. Fleet Operations Body Shop damage estimate appointments occur between 0700 and 1500 hours, Monday - Friday.
- B. The Watch II desk sergeant will notify Fleet Operations Body Shop members 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 members responding to FOU for an estimate will ensure a copy of the Form 154 P.D. is provided.
- F. FOU will forward all damage estimates involving Department vehicles to OGC.

- G. If the vehicle is not drivable, Communications Support Unit members will respond to FOU and remove damaged equipment from the vehicle. The Communications Support Unit will prepare and forward a damage estimate to OGC.

**VIII. DRIVER TRAINING AND EVALUATION PROGRAM**

- A. OGC 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 incidents. This information will be shared with the Professional Training Section who will apply findings to ensure the driver training provided is incorporating instruction toward facilitating the prevention of Department vehicle damage and vehicular incident.
- B. By reviewing contributing factors in Department vehicular incidents, 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 Professional Training Section will be submitted via Interdepartment Communication, Form 191 P.D., or a Memorandum.



Stacey Graves  
Chief of Police

Adopted by the Board of Police Commissioners this 20<sup>th</sup> day of February, 2024.



Cathy J. Dean  
President

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