



# MEMORANDUM

Council Agenda  
Item No. XI. P  
4/26/2022

## The City of OKLAHOMA CITY

TO: Mayor and City Council

FROM: Craig Freeman, City Manager

Ordinance on final hearing, relating to the Police Department, amending Chapter 43 of the Oklahoma City Municipal Code, 2020, by amending Section 43-14.3, Motor Vehicle Collision Reports; Limitations on Inspection of Traffic Collision Reports; Class "a" Offense for Unlawful Use; Affidavit Required, to allow authorized non-sworn members of the Police Department to prepare and submit a collision report.

### **Purpose:**

The purpose of this amendment is to permit duly authorized employees of the Police Department who are not commissioned police officers, to prepare and submit a motor vehicle collision report. Having specially trained and designated non-commissioned employees perform this time-consuming administrative function will shift the burden away from patrol officers and allow them to remain on active patrol during their assigned shift.

### **Background:**

Pursuant to Oklahoma state law, an operator of a vehicle involved in a motor vehicle collision, and any law enforcement officer who investigates or who has notice of a motor vehicle collision, must prepare a report of such collision, and forward the report to the Oklahoma Department of Public Safety.

The Police Department plans to train non-sworn employees in accident investigation and task them with investigating motor vehicle collisions occurring within the City, and subsequently preparing and submitting the collision report. Using these non-sworn employees to perform the time-consuming tasks of accident investigation and report writing will free up patrol officers and allow them to remain on active patrol during their shift.

City code only refers to a sworn police officer preparing and submitting a collision report, so the ordinance amendment will expressly authorize non-sworn members of the Police Department to also perform this task.

### **Review:**

Police Department

**Recommendation:** Ordinance be adopted.