

CHILD PASSENGER SAFETY FITTING STATION

<i>Effective Date:</i> April 15, 2013	<i>Directive Number:</i> 10-2-33	
<i>Special Instructions:</i>		
<i>Distribution: All Sworn & Civilian Personnel</i>	<i>Last Re-Evaluation Date:</i>	<i>Total Pages:</i> 2

I. PURPOSE

To provide education and training to any person requesting such training concerning the proper installation of a child safety seat into a vehicle. This procedure is intended to involve the interested person(s) in the actual installation of the child safety seat and proper placement of the child into the seat. This training will be provided by NHTSA Certified Child Passenger Safety Technicians and may involve assistance by non-trained personnel.

II. SCOPE

These procedures apply to all Cheswold Police Officers who hold a current NHTSA Standardized Child Passenger Safety Technician or Technician Instruction certification. It is understood that all safety seat inspections will be performed in the presence of at least one currently certified technician or instructor. This education is offered to interested persons in an attempt to decrease the number of children injured or killed in motor vehicle crashes and to reduce the percentage of safety seat misuse in Delaware.

III. DEFINITIONS

- A. CPS:** Child Passenger Safety.
- B. NHTSA Standardized Child Passenger Safety Program:** National Highway Traffic Safety Administration standardized a four day (32 hour) training program designed to provide the basic information needed to recognize improper installation of a child safety seat and provide training to an individual concerning the proper installation needed to allow the child to travel as safely as possible.
- C. Child Passenger Safety Technician:** A person who has successfully completed the NHTSA Standardized Passenger Safety Program.
- D. Child Passenger Safety Technician / Instructor:** A person who has successfully completed the NHTSA Standardized Passenger Safety Program and has been recommended for a completed an additional 32 hours of instructor training.
- E. CSS:** Child Safety Seat.

F. TAC: Traffic Accident Control.

IV. PERMANENT FITTING STATION PROCEDURES

- A. The child safety seat fitting station is a location where people may schedule an appointment to have their CSS inspected for proper installation to include misuse identification, have the CSS checked for possible recalls and to have the CSS properly installed by a certified CPS Technician and/or instructor.
- B. The location of the safety seat fitting station will be at the Cheswold Police Headquarters. All equipment and supplies will be secured at the same location.
- C. Appointments for CSS inspections will be made by calling the Traffic Accident Control Section at (302) 322-9800. Appointments will be logged into the Child Safety Seat Inspection Log, which will be kept in the TAC Officer.
- D. Currently certified CPS Technicians will be available by appointment. Hours will vary weekly.
- E. Once the parent/caregiver arrives at the fitting station, important information will be documented as outlined in the Child Safety Seat Inspection Form. This information will be kept on file by the TAC Officer.
- F. The CSS will be inspected by the technician while educating the parent/caregiver. The seat will then be properly installed into the vehicle. If the CSS is found to be in need of replacement, Cheswold Police will provide a new CSS free of charge. Informational pamphlets will be provided as part of the CSS inspection. When at all possible, the parent/caregiver will be involved in the proper installation of the CSS.
- G. The time allotted for CSS inspection will vary depending on the difficulty involved in providing proper installation and education. There will be no limit set on time; the technician will remain with the parent/caregiver as long as needed to provide the intended education and CSS installation.
- H. The documentation obtained from the inspection will be used to complete the Cheswold TAC Monthly Administration Report that will be filed with the Office of Highway Safety by the fifteenth (15th) day of each month.

ORDER EXECUTED and ISSUED this 15th day of APRIL, 2013

Christopher Workman
Chief of Police