

	ANDOVER POLICE DEPARTMENT GENERAL ORDER		Number: P3112
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			Distribution: All
Title: CHILD RESTRAINT INSPECTIONS		Section: Programs	
Issued: 4/24/2012	Effective: 5/2/2012	Revised: 5/29/2015	
Rescinds: All Previous		Amends:	
CALEA References:			
Review: Annual	Authority: Chief Michael A. Keller <i>MJK</i>		

I. Purpose

The purpose of this general order is to establish criteria required for members of the Andover Police Department to conduct a certified Child Passenger Safety (CPS) inspections/events; entailing certification requirements, re-certification and the inspection process.

II. Policy

It is the policy of the Andover Police Department to help ensure the safety of children traveling in motor vehicles on our roadways. This can be accomplished through means of enforcement, education and by providing the means for citizens to obtain child safety seat inspections, with the goal that every child leaves our care safer than when they arrived.

III. Definitions

- A. **Certified Child Passenger Safety (CPS) Technician:** Any member of the Andover Police Department having completed and passed the CPS certification course, as provided by the NHTSA, Safe Kids organization and National CPS Board.
- B. **Child Restraint System (CRS):** Any rear-facing carrier, forward-facing, convertible, and booster seat intended for the safe and secure transport within a vehicle of a child under 14 years of age.
- C. **CPS Technician Inspection:** A scheduled meeting between a CPS Technician and a parent/caregiver to discuss "best practices" when installing CRS(s) inside a vehicle and to inspect the parent/caregiver's installation of the Child Restraint System.
- D. **Check-up Event:** A scheduled and allotted time-frame at a designated location providing opportunity for multiple CPS Technician Inspections.

IV. Regulations

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V. Procedures

A. CPS Technician Certification

1. Members of the Andover Police Department requesting a CPS Technician certification shall submit a letter of interest to the Special Services Commander through their chain of command.
2. Department members selected must complete a department approved CPS Technician course, as provided by the National Highway Transportation Safety Administration (NHTSA), Safe Kids organization and National Child Passenger Safety Board.
3. Upon successful completion of the certification course, the member will earn the title of a certified CPS Technician.

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B. CPS Re-certification

1. Upon completion of the initial CPS certification, the CPS Technician will have two years from the date of certification to re-certify through the requirements set forth by Safe Kids, NHTSA and the National CPS Board.
2. The CPS Technician is responsible for maintaining their certification. The CPS Technician must notify their supervisor at least six months prior to the expiration of the certification.

C. CPS Inspection

1. All department members should encourage and assist parent/caregivers, when appropriate, with scheduling an appointment for a CPS Technician Inspection.
2. When a parent/caregiver calls the Andover Police Department requesting a CPS inspection the Communications Officer will obtain their name and phone number and inform the parent/caregiver that a CPS Technician will call them to make arrangements for an appointment. The Communications Officer will inform the parent/caregiver that all efforts will be made to accommodate their time and schedule. The Communications Officer will send an email to all the CPS Technicians with the parent/caregiver's information for a CPS Technician to make an appointment.
3. CPS Technician will bring to the inspection:
 - a. Andover Police Department approved CPS checklist form.
 - b. Current child restraint manufacturers' recall list.
 - c. Devices for measuring a child's height/weight, when applicable.
4. Technician should request to review the CRS manual and vehicle operator's manual.
5. Free child restraint systems may be available at the Andover Police Department but should only be given and installed by a CPS Technician when the existing CRS is beyond the manufactured expiration date, or when the child has outgrown the existing CRS, or a safe install of existing CRS cannot be obtained within the parent/caregiver's vehicle and the parent/caregiver shall provide proof of need by presenting any one of the following items:

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- a. KanCare Card;
 - b. WIC Card;
 - c. Vision Card; or
 - d. Kansas Farm Worker Health Program
6. The CPS Technician shall recommend and request to the parent/caregiver to destroy and dispose of any expired CRS that may be encountered during inspection/events.
 7. The CPS Technician shall inform Communications when they are conducting a CRS inspection and request the inspection be documented (date, time and location) in CAD for statistical and tracking purposes.

D. Check-up Events:

1. Check-up events shall have an allotted time of no less than two hours.
2. Check-up events shall follow Safe Kids, NHTSA and the National CPS Board guidelines.
3. A non-CPS Technician member of the Andover Police Department may participate in the check-up event; however, a CPS Technician must supervise and sign-off the CPS checklist form.
4. Check-up events will be advertised using all available media including print, television, internet, etc.

E. Management

1. The Chief of Police will designate a CPS Technician as the coordinator of the CPS Technician Inspection Program.
2. The coordinator will submit quarterly reports on the activities associated with the CPS Technician Inspection Program to the Special Services Commander and then forwarded to the Office of the Chief of Police.
3. The coordinator will be responsible for advertising Check-up Events to the public.
4. The coordinator is responsible for maintaining documentation, equipment and supplies for the efficient operation and certification of the CPS Technician Inspection Program.
5. CPS Technicians shall submit all required reports to the coordinator.