



# Hamden Police Department Child Safety Seat Checklist



**Use one form per child and per seat to document  
the way the child and seat arrives**

Parent   
  Grandparent   
  Other   

Participant's Last Name       Participant's First Name

Child's First Name      
 Age (yrs)  (mos)      
 Weight (lbs)      
 Height (in.)

Child present    yes     no      
 Expectant parent?    yes     no

Address       (Area Code) Telephone Number

Town/City       State       Zip code

Make of vehicle       Year of Vehicle

Model of vehicle       Type of vehicle (4 door , 2 door, SUV, SW, Minivan, P/U)

Airbag Locations    airbags active?    Yes     No

I understand and agree that the service provided by the Hamden Police Department, it's child passenger safety technicians or CPS technicians assisting said department, is for the sole purpose of aiding in the reduction of injuries suffered by children resulting from the improper installation or use of child safety seats; that this service does not completely evaluate the quality, safety and condition of the child safety seat, it's components or the vehicle which it is installed; that the responsibility of ensuring the correct installation of a child safety seat is the sole responsibility of the parent/caregiver. WHEREFORE, in consideration of the service received, I hereby agree to indemnify and hold the Town of Hamden, the Hamden Police Department and their boards, commissions, employees, agents and servants harmless from all liability for property damage, physical harm, personal injury or death arising out of the services rendered, and I further agree to waive all rights and claims for damages, legal or equitable, arising out of or associated any intentional or negligent acts or omissions by me, or any police officer, employee, or agent of the Town of Hamden I connection with the installation or use of the car seat.

Signature and Date: \_\_\_\_\_

↑ **Above portion to be completed by parent/caregiver** ↑

**LOWER PORTION TO BE COMPLETED BY CPS TECHNICIAN ONLY**

**ORIGINAL**

|                            |                            |   |                        |
|----------------------------|----------------------------|---|------------------------|
| <b>CSS MANUFACTURER</b>    | <b>CSS MANUFACTURER</b>    | <b>Scribe Tech. #</b>                       | <b>Checker Tech. #</b> |
| <input type="text"/>       | <input type="text"/>       | <input type="text"/>                        | <input type="text"/>   |
| <b>CSS model name</b>      | <b>CSS model name</b>      | <b>Senior Checker/Instructor Name or ID</b> |                        |
| <input type="text"/>       | <input type="text"/>       | <input type="text"/>                        |                        |
| <b>CSS model number</b>    | <b>CSS model number</b>    | <b>Date of Event</b>                        |                        |
| <input type="text"/>       | <input type="text"/>       | <input type="text"/>                        |                        |
| <b>Date of manufacture</b> | <b>Date of manufacture</b> | <b>Location</b>                             |                        |
| <input type="text"/>       | <input type="text"/>       | <input type="text"/>                        |                        |

**REPLACE MENT**

**CHILD ARRIVES REAR-FACING**

- Infant w/base     Infant w/o base     Convertible
- Y    N    N/A**
- CSS in back seat (not in front of airbag)
  - Child within recommended age/wt./ht. range
  - Rear facing appropriate for child
  - CSS appropriate for rear-facing use
  - Appropriate recline angle
  - Harness straps at or below shoulders
  - Harness straps snug
  - Harness attached securely and threaded correctly
  - Harness retainer clip used if required
  - Harness retainer clip at armpit level
  - Harness retainer clip threaded correctly
  - Carrying handle in correct position
  - Safety belt routed correctly
  - Safety belt locking CSS tightly in vehicle
  - Locking clip used correctly
  - Converted CSS to forward-facing**
  - Recommended different/new CSS**

**VEHICLE SAFETY BELT**

- Y    N    N/A**
- Child's legs bend over vehicle seat w/o slouching
  - Child's back against vehicle seat back
  - Shoulder belt over center of shoulder
  - Lap belt over upper thighs
  - Recommended booster seat**
  - Recommended CSS with harness**

**CHILD ARRIVES FORWARD-FACING**

- 5 Pt. harness     T-shield     Tray Shield
- Combination CSS     Integrated
- Y    N    N/A**
- Child within recommended age/wt./ht. range
  - Forward facing appropriate for child
  - CSS appropriate for forward facing use
  - CSS adjusted to upright position
  - Harness straps in proper position
  - Harness attached/threaded correctly
  - Harness straps snug
  - Harness retainer clip present/used correctly
  - Harness retainer clip at armpit level
  - Harness retainer clip threaded correctly
  - Safety belt routed correctly
  - Safety belt locking CSS tightly in vehicle
  - Locking clip used correctly
  - Tether used correctly
  - Converted CSS to rear-facing**
  - Converted CSS to Belt positioning booster**
  - Recommended different CSS**

**BELT POSITIONING BOOSTER (no harness)**

- Backless     High Back
- Y    N    N/A**
- Child within recommended wt./ht. range
  - Safety belt routed correctly
  - Lap/Shoulder belt correctly positioned
  - Tether used correctly
  - Converted CSS to forward facing with harness**
  - Moved child to safety belt**

- |                             |   |   |       |
|-----------------------------|---|---|-------|
| CSS been checked before?    | Y | N | Unkn. |
| Original CSS history known? | Y | N | Unkn. |
| Registration card sent in?  | Y | N | Unkn. |
| CSS ever been in MVA?       | Y | N | Unkn. |
| CSS in back seat?           | Y | N | Unkn. |
| CSS labeled correctly?      | Y | N | Unkn. |
| CSS on recall list?         | Y | N | Unkn. |

If yes, explain in comments section.

**THIS SECTION MUST BE COMPLETED BY TECHNICIAN!**

- No misuse observed** \_\_\_\_\_
- All corrections made** \_\_\_\_\_
- Not all corrections made** \_\_\_\_\_
- Child arrived w/o CSS** \_\_\_\_\_
- CSS arrived uninstalled** \_\_\_\_\_
- CSS provided by Agency** \_\_\_\_\_
- Recommended new CSS-(none provided)** \_\_\_\_\_
- Discussed Projectiles** \_\_\_\_\_

Shade 'X' where you found CSS  
Shade 'M' where you moved CSS  
'D' represents the driver position

|                         |                         |                         |
|-------------------------|-------------------------|-------------------------|
| <b>D</b>                | <input type="radio"/> X | <input type="radio"/> X |
|                         | <input type="radio"/> M | <input type="radio"/> M |
| <input type="radio"/> X | <input type="radio"/> X | <input type="radio"/> X |
| <input type="radio"/> M | <input type="radio"/> M | <input type="radio"/> M |
| <input type="radio"/> X | <input type="radio"/> X | <input type="radio"/> X |
| <input type="radio"/> M | <input type="radio"/> M | <input type="radio"/> M |

EFFECTIVE: 8-28-2015

Materials used: Locking clip \_\_\_\_\_  
Slip guard \_\_\_\_\_

Noodle \_\_\_\_\_  
Other \_\_\_\_\_

D-Ring \_\_\_\_\_

COMMENTS:

LATCH USE: LOWER ANCHORS USED CORRECTLY    Yes    No    TETHER USED CORRECTLY    Yes    No