

**University of Maryland
Department of Public Safety
College Park, Maryland 20742-6011**

SPECIAL ORDER: **03-0029 (Revised)**

SUBJECT: Child Safety Seat Installation Guidelines

EFFECTIVE DATE: **September 1, 2003**

ORDERED BY: Kenneth W. Krouse
 Chief of Police

.10 Responsibilities of Safety Seat Technicians

- A. All on-duty technicians are subject to calls for service if the on-call technician is unavailable.
- B. Each installation requires that a separate installation form be completed and signed off by the client prior to beginning the installation.
- C. Technicians must check the Child Safety Seat Calendar(located in Public Folders) for their assigned days and appointments.
- D. If you are not assigned to patrol and are on-call, please have available a change of clothing to accommodate installations if you feel your attire is not suitable.
- E. Technicians on limited or modified duty must notify the program coordinator of any changes in their duty status for scheduling purposes.
- F. Technicians should have Communications generate a case card for each client in which safety seats are installed.
- G. Technicians should notify Communications how many seats were installed for the case card.
- H. If a technician cannot make an appointment for which he or she is scheduled, and has not notified the program coordinator at least 48 hrs in advance of the appointment, it is the technician's responsibility to reschedule the appointment.

.20 Responsibilities of Communications Unit

- A. All requests for installations must be scheduled for appointment at least 24 hours in advance of the scheduled time and date of the installation.
- B. Communications will notify the technician by email at the time the appointment is made.
- C. Appointments are limited to four(4) per day.
- D. Appointments will be noted in the Child Safety Seat Calendar(found in Public Folders)
- E. No walk-ins will be allowed unless the child is present.
- F. A case card should be generated for each client, not each seat or vehicle. The number of seats installed and vehicle information is required on the case card.
- G. The on-call list of technicians should be utilized first for scheduling.

.30 Responsibilities of Program Coordinator

- A. The Program Coordinator is responsible for tracking the certification status of all technicians.
- B. The Program Coordinator is responsible for coordinating the certification/recertification requirements for all technicians.
- C. Files will be maintained for each technician and will include, but not be limited to:
 - 1. Copies of all certifications
 - 2. Copies of all installation forms

- 3. Copies of all training orders related to Child Safety Seat education.
- D. The Program Coordinator is responsible for disseminating any necessary updates/recalls to all technicians.
- E. The Program Coordinator will notify technicians of their scheduled on-call dates by meeting requests in email form.
- F. The on-call technician schedule will be completed no later than the 15th of the month for the upcoming month.

.40 Distribution & Access of Special Order

- A. This Special Order is being electronically distributed to all agency personnel with document receipts being similarly documented.
- B. Printed copies of this Special Order are retained in:
 - 1. Accreditation files;
 - 2. Master Special Order files; and
 - 3. The Duty Office Manual.
- C. An electronic copy of this Notice is accessible in the UMPD Shared/Manual or through the Manual application in the UMDPS Portal System.