



BROOKFIELD 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 Brookfield Police Department, its 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, its components or the vehicle in 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. Therefore, I release the Brookfield Police Department and any technicians associated with said department of any liability, present or future, in connection with the installation or use of this child safety seat.

Signature and Date:



Above portion to be completed by parent/caregiver



LOWER PORTION TO BE COMPLETED BY CPS TECHNICIAN ONLY

CSS MANUFACTURER

CSS model name

CSS model number

Date of manufacture

R
E
P
L
A
C
E
M
E
N
T

CSS MANUFACTURER

CSS model name

CSS model number

Date of manufacture

Scribe Tech. #

Checker Tech. #

Senior Checker/Instructor Name or ID

Date of Event

Location

O
R
I
G
I
N
A
L

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**

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**

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**

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

D	<input type="radio"/> X	<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

REVISED: 05/06/2011

Materials used: Locking clip _____
 Slip guard _____

Noodle _____
 Other _____

D-Ring _____

COMMENTS:

LATCH USED CORRECTLY: YES NO (Explain):