

# SCOTTS VALLEY FIRE PROTECTION DISTRICT



<b>STANDARD OPERATING PROCEDURES</b>	<b>ARTICLE: III</b>	<b>SOP: 3301</b>
	<b>SECTION: 3300 PUBLIC EDUCATION</b>	
	<b>SUBJECT: CHILD PASSENGER SAFETY (CPS) PROGRAM COORDINATOR</b>	
<b>DATE APPROVED:</b>	01/24/2008	
<b>APPROVED:</b>	<i>Michael P. Murray</i>	

**Purpose:** Child Passenger Safety (CPS) Program Coordinator

**Scope:** To be utilized by the Program Coordinator for the Child Passenger Safety (CPS) Program.

**Procedure:**

Under the direction of the Fire Chief, the Child Passenger Safety (CPS) Program Coordinator will:

1. Plan and coordinate child safety seat inspections to meet the demand for service from the general public, by appointment or other appropriate method;
2. Ensure that the Child Passenger Safety (CPS) Program procedures are followed by all agency personnel;
3. Ensure that only currently certified child passenger safety technicians conduct inspection sessions, unless program coordinator or other seasoned technician is present and directly supervising;
4. Provide guidance and oversight to department technicians to maintain current certification as required, and Child Passenger Safety (CPS)-related knowledge and hands-on skills;
5. Coordinate assignment of department technicians for check-up events and individual child safety seat inspections, as needed and staffing availability permits;
6. Maintain inspection records and tools and equipment necessary to carry out program activities;
7. Coordinate the ordering and distribution of child safety seats to low-income residents in agency jurisdiction, as need arises and as department or County funding permits.

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8. Coordinate dissemination of information on Child Passenger Safety (CPS) pamphlets, brochures, etc. and related educational information to relevant groups and businesses, as needed.
9. Work collaboratively with other organizations that are involved in child passenger safety, including but not limited to County of Santa Cruz Child Passenger Safety Program and Safe Kids Chapter of Santa Cruz County.
10. Periodically review agency child passenger safety program procedures to ensure that they reflect current best practices in the field.
11. Submit annual budget requests each year.