



**New Jersey Department of Children and Families Policy Manual**

Manual:	CP&P	Child Protection and Permanency	Effective Date:
Volume:	II	Intake, Investigation, and Response	
Chapter:	D	SPRU	1-28-2013
Subchapter:	2	SPRU Operations	
Issuance:	200	<b>Administrative Support to SPRU</b>	

**Contacting the Deputy Attorney General 1-28-2013**

If Deputy Attorney General (DAG) assistance is needed after hours, consult SCR for on-call contact information.

**DCF Office of Child Health Services Doctors 7-5-2011**

A physician from the DCF Office of Child Health Services is available to the State Central Registry on a 24-hour basis, on call to provide medical expertise to CP&P staff, when needed.

In emergent situations, where non-routine medical care is warranted after hours/before the start of the next work day (e.g., an emergency medical/surgical procedure is needed, or the administering of a psychotropic medication for a child under CP&P supervision is warranted), the SCR Screener consults the CP&P on-call physician, and proceeds as directed.

If consent is needed, the SCR Screener initiates efforts to contact the assigned Worker or Supervisor from the Local Office (i.e., day staff). If either cannot be reached, the Screener attempts to contact the Casework Supervisor or the Local Office Manager. In extreme or unusual circumstances, or at the direction of the Local Office Manager or designee, the matter is referred to SPRU.

The SPRU Worker consults the SPRU Supervisor. If the CP&P on-call physician is needed, the SPRU Supervisor or the IAIU After-Hours Supervisor initiates contact on behalf of SPRU. SPRU may be dispatched to obtain parental consent, when appropriate.

**Deputy Directors, Assistant Directors 2-6-2012**

The top of the respective county SPRU Chain of Command (see [CP&P-II-D-1-100](#), Chain of Command, Local SPRU Operations) contacts the designated, on-call Executive Staff member after hours to report critical incidents and child deaths or near

fatalities. See [CP&P-IX-D-1-100](#), Critical Incident Reporting, and [CP&P-VIII-A-1-100](#), Child Fatality and Near Fatality Reporting.

Designated Executive Staff may be contacted during non-business hours by SCR for special approvals, assistance, direction, and/or advocacy on an emergency, as-needed basis. Upon request, SCR assists the SPRU or IAIU Supervisor to contact or consult:

- 1) The CP&P Director's Office, for unusual Local Office-related situations; and
- 2) The Director of the Office of Legal Affairs for matters relevant to institutional abuse/neglect (IAIU).

In addition, Executive Staff may be contacted by SCR after hours to assist with inter-departmental and/or intra-departmental problems, issues, or concerns requiring immediate attention. Current home telephone numbers and cellular phone numbers necessary to contact Executive Staff members are posted at the SCR Center at all times.