



NEW JERSEY DEPARTMENT  
OF CHILDREN AND FAMILIES

## 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	10-9-2007
Subchapter:	2	SPRU Operations	
Issuance:	800	<b>The SPRU Response Kit</b>	

### **Purpose 7-5-2011**

SPRU Coordinators supply each member of the local SPRU Unit -- including SPRU Workers and SPRU Supervisors -- with a "SPRU Response Kit," a compilation of materials and information needed to perform SPRU duties in that unique county/catchment area.

The SPRU Kit takes into account Local Office protocols, inter-agency affiliation agreements, the demands of local management, the geographic characteristics of the area covered (rural vs. urban vs. suburban), and of the local county/individual communities of service. A Kit should contain copies of internal memos regarding Local Office operations, such as State car dispatch and usage, access and controls; how to obtain a key to the Local Office; the use of a camera in child protective service investigations; etc.

The Kit should also contain instructions unique to local SPRU operations, such as the back-up SPRU coverage system utilized in that county (see [III CP&P-II-D-1-200](#), Back-Up Coverage System); the local protocol, if any, for authorizing a second SPRU Worker (a SPRU Buddy) to assist on a case (see III S 400.7); under what additional circumstances the SPRU Supervisor is to be called in that county/operation (in addition to situations described in [CP&P-II-D-1-500](#), When a SPRU Worker is Required to Contact the SPRU Supervisor); protocol for accessing emergency SPRU homes; the names and telephone contact information for persons in the local chain of command after-hours; etc.

### **Contents of the SPRU Kit 1-28-2013**

The contents of a local SPRU Kit include:

- SCR telephone numbers, including the administrative (SPRU only) telephone number;
- a county map (may be supplied by the SPRU Coordinator, or purchased by the Worker with petty cash);

- listings of professional staff from each Local Office serving the county, including each staff member's home telephone and State-issued or personal cell phone number, and the identity of his or her immediate Supervisor:
  - Note: SPRU Supervisors also have access to staff home addresses (to be kept strictly confidential);
- after-hour by-pass telephone numbers for each of the county's Local Offices;
- a listing of SPRU Supervisors serving the county/catchment area, including their home telephone numbers and State-issued and personal cell phone numbers;
- a list of licensed, emergency resource family homes for the given Area, for use by SPRU, when available, indicating provider names, addresses, telephone/cell contact numbers, and the age and gender of children the provider has agreed to service;
- the Local Office/county protocol for obtaining health assessments for children entering out-of-home placement. (Only use the hospital emergency room as a last resort, when absolutely no other local service is available.) See [CP&P-V-A-1-1300](#) Pre-Placement and Re-Placement Assessment (Health);
- information regarding after-hours service access for emergencies/malfunctions regarding State cars;
- how and who to contact after-hours to reach law enforcement authorities, institutions and agencies, and social service resources within the county/catchment area, including, but not limited to:
  - a complete listing of telephone numbers of local police departments, and the names of the juvenile officers serving those departments;
  - the county's Central Dispatch operation;
  - the County Prosecutor, and the Child Advocacy Center (if available);
  - the Regional Diagnostic and Treatment Center assigned to/serving the respective Local Office, see [CP&P-II-C-2-600](#)
  - the county's Crisis Intervention Unit (FCIU), and staff contact numbers, if FCIU is in operation in that county;
  - Perform Care;
  - juvenile intake/county probation;
  - the county youth shelter and detention center;
  - Family Court judge (if available after-hours);

- the Deputy Attorney General, if available after-hours. See [CP&P-II-D-2-200](#), Administrative Support to SPRU
  - the County Board of Social Services (emergency after-hours number, if available);
  - local adult protective service program information, including an emergency after-hours number, when available;
  - any privately run youth/runaway shelters operating within the county/vicinity (e.g., Youth Haven in Paterson, BETA House in Camden);
  - a listing of local hospitals and medical centers;
  - the county's designated emergency mental health screening unit (located within a county hospital);
  - community mental health centers, and each one's respective catchment area of service (for service referral purposes);
  - local domestic violence programs, shelters, and hot lines;
  - family shelters and services/relief to the homeless;
  - local food banks; and
  - relevant helplines and hot lines available on a local or statewide basis (e.g., drug/alcohol abuse hot line, local suicide prevention hot lines, etc.);
- copies of relevant affiliation agreements/memorandum of understanding with local service providers, law enforcement, the county FCIU (if in operation), Perform Care, hospitals/medical centers and agencies, as relevant to SPRU operations;
  - a full complement of agency forms (see on-line Forms Manual), used to document intervention or to be given to clients, in both English and Spanish, when available. See full listing at [CP&P-II-D-2-1000](#), Electronic and Paper Forms Utilized by SPRU Staff.
  - blank Local Office stationery, LO business cards, carbon paper;
  - child abuse law information (Titles 9 and 30);
  - full body charts/drawings, for use in sexual abuse investigations or to illustrate/document a child's injuries;
  - DCF pamphlets and parent education materials (child rearing, discipline, child development, etc.).