



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:	IV	Out of Home Placement	
Chapter:	A	General Placement Considerations	4-29-2013
Subchapter:	6	Photographing/Fingerprinting	
Issuance:	100	Photographing/Fingerprinting Children in Out of Home Placement	

In accordance with an amendment to Title 30 at N.J.S.A. 30:4C-3.7, which became effective April 14, 2003, the Division is required to:

- Photograph each child entering out-of-home placement within 60 days of entering placement.
- Update each child's photograph every two years while the child continues in out-of-home placement.

Photographs are to be taken in accordance with DCF's Interim Policy on Processing of Photos of Resource Family Children and Investigations.

FINGERPRINTING A CHILD IN OUT-OF-HOME PLACEMENT 10-24-2005

Legal Authority - N.J.S.A. 30:4C-3.7:

- Provides the authority to fingerprint a child in out-of-home placement when the Division deems necessary.
- Mandates the time frame for fingerprinting a child.

Out-of-Home Placement - includes placement in a resource family home, group home, shelter, residential facility, and independent living placement.

Out-of-home placement may be authorized by court order; Dodd removal; Informed Consent, DYFS Form [10-3](#) (prior to May, 2005); Residential Placement Agreement, CP&P Form [25-59](#); and Independent Living Agreement, CP&P Form [10-8](#).

Confidentiality - A child's fingerprint card, [Form SBI-19](#), is only shared for the purpose of locating or identifying a missing child.

Responsibility	Action Required
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<p>Worker/Supervisor</p>	<p>Careful Decision Making - Assess, on a case-by-case basis, when it is beneficial to have a fingerprint record of the child. Only fingerprint a child when it is anticipated that there may be a future need to access the child's fingerprint record.</p> <p>Discuss the specific case circumstances, behavior of the child or involved adult, any child safety or welfare issues, and/or other compelling reason(s) which support the need to fingerprint the child.</p> <p>Compelling reasons may include, but are not limited to, flight risk of the child or of the parent/caregiver with a child in CP&P custody.</p> <p>Mandatory Level of Approval - Seek a final determination from the Local Office Manager prior to fingerprinting the child.</p> <p>Time Frame - Fingerprint the child no later than two months from the date of making the final determination.</p> <p>Case Recording Documentation - Record the criteria and compelling reason(s) for fingerprinting the child on the CP&P Form 26-52, Contact Sheet.</p>
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FINGERPRINTING PROCEDURE 11-19-2012

Responsibility	Action Required
<p>Worker/Supervisor</p>	<p>Careful Decision Making - Assess, on a case-by-case basis, when it is beneficial to have a fingerprint record of the child. Only fingerprint a child when it is anticipated that there may be a future need to access the child's fingerprint record.</p>

Use the SBI-19, State of New Jersey Manual Fingerprint Card - to take the fingerprints of the child. The SBI-19 is available from the Office of Facilities and Support Services, DCF LiveScan Liaison, CC #933.

Enter information on the fingerprint card per the form instructions.

Sign the fingerprint card.

Retain the fingerprint card in the child's case record for at least one year after the child is no longer in CP&P custody.