



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:	X	Forms	
Chapter:	A	Forms	8-22-2007
Subchapter:	1	Forms	
Issuance:	9.32	CP&P Form 9-32, Confidential Report of Substantiated Child Abuse/Neglect to Law Enforcement Agencies	

Click here to view or print CP&P Form [9-32](#), Confidential Report of Substantiated Child Abuse/Neglect to Law Enforcement Agencies.

WHEN TO USE IT

This form is used to advise local or State police about a specific incident of substantiated child abuse or neglect in accordance with the Comprehensive Child Abuse Prevention and Treatment Act (CCAPTA).

CP&P Form [9-32](#) functions as an incident summary report. CP&P Form [9-33](#), Cover Letter to Law Enforcement - Substantiated Incident of Child Abuse/Neglect, functions as its cover letter. Both forms are completed by the assigned Worker (CP&P) or Investigator (IAIU) in the NJ SPIRIT (NJS) application at the conclusion of the child protective services investigation, when making an investigation finding determination of "substantiated."

HOW TO USE IT

- Access it through the NJ Spirit Desktop > Investigation Window > Results Tab > Options Drop-down.
- Only complete this template outside of the NJ Spirit application as part of a contingency plan when the application is unavailable. However, in doing so, you are still required to create the form in NJ Spirit when the application becomes available.

JURISDICTION

When child abuse/neglect is substantiated, CP&P sends CP&P Form 9-32 to law enforcement agencies responsible for:

- The jurisdiction where the child victim resides; and, if different

- The jurisdiction in which the incident occurred; and, if different
- The jurisdiction in which the child victim may be at risk of harm.

CP&P forwards information to the Military Police when an incident is substantiated, having occurred on-grounds, within the military installation located within New Jersey. See [CP&P-II-C-5-600](#), “CPS Intervention on Military Installations.”

TIPS FOR COMPLETING THE FORM

- Enter the name of the law enforcement agency (local or State police) to whom the report is being sent.
- The investigation must be fully approved (electronically) before the form can be launched from NJS.
- Consult the DAG before sending the letter if the investigation finding is being contested or the case is in litigation.
- Complete the form for each substantiated incident, whether or not a "perpetrator" is confirmed.
- Print CP&P Forms 9-32 and 9-33, attach to each other, obtain approvals, and send to the respective police department or the State Police.

DISTRIBUTION

Attach CP&P Form 9-32 to CP&P Form [9-33](#). Distribute together as follows:

Original	-	Police Chief or State Police Captain
Copy	-	Child’s case record
Copy	-	Local Office/IAIU Law Enforcement Liaison
Copy	-	Facility record (for IA incident)
Copy	-	IAIU Administrative Unit (for IA incident)
Electronic Copy	-	NJ SPIRIT Electronic Case Record