



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	10-5-2009
Subchapter:	1	Forms	
Issuance:	9.33	CP&P Form 9-33, Cover Letter to Law Enforcement – Substantiated Incident of Child Abuse/Neglect	

Click here to view or print CP&P Form [9-33](#), Cover Letter to Law Enforcement - Substantiated Incident of Child Abuse/Neglect.

WHEN TO USE IT

Note: This form is located in NJ SPIRIT, to be accessed and completed in NJ SPIRIT. This form is in PDF SAMPLE format in the on-line Forms Manual to show what the form looks like. NJ SPIRIT is the system of record.

CP&P Form [9-33](#) is a cover letter for CP&P Form [9-32](#), Confidential Report of Substantiated Child Abuse/Neglect to Law Enforcement Agencies (individual incident reports sent from CP&P/IAIU to the police to implement CCAPTA reporting requirements).

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." CP&P Form [9-33](#) is signed by the Local Office Manager (CP&P) or the Regional Supervisor (IAIU).

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.

TIPS FOR COMPLETING THE FORM

Different mailing address headings and salutations apply when completing CP&P Form [9-33](#):

- When sending the letter to the Local Police, address the cover letter to the Chief; delete "State Police" address information.
- When sending the letter to the State Police, address the cover letter to the Troop Captain; delete "Local Police" address information.

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