



NEW JERSEY DEPARTMENT
OF CHILDREN AND FAMILIES

New Jersey Department of Children and Families Policy Manual

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Purpose

This issuance establishes policies and procedures pertaining to CP&P utilization of assistance from the Department of Human Services Police (HSP).

Policy

A) When to Access HSP

Human Services Police (HSP) officers are available for, and CP&P workers are encouraged to seek their assistance with, the following:

- Accompaniment of CP&P workers in the field, including accompaniment to high crime areas or potentially dangerous situations, or accompaniment when making emergency removals (Dodd Removals) or serving related papers.
- Accompaniment of CP&P workers at potentially contentious or otherwise dangerous meetings at Local Offices, court houses or other state facilities.
- Assistance locating missing children or families.
- Assistance obtaining criminal history or police background information from a local police department in a timely manner.
- Guidance and investigative expertise for workers undertaking challenging investigations.
- Identity verification services, including address verification; name checks; motor vehicle checks.
- Outstanding warrant checks.

- Transportation assistance, particularly when transporting children with behavior problems or when moving groups of children or others, both in-state and out-of-state.

Procedures

A) Requesting HSP Assistance

For Emergency Assistance:

Workers should call 911 and request assistance from local or state police.

For Same Day Assistance (Less than Two Hours Notice):

- As soon as the Worker determines that there is a need for police services he or she will contact Police Operations at (609) 633-1936.
- Police Operations will dispatch the appropriate personnel. Police Operations, at a minimum, will provide the Officers with the Worker's name, contact information, type of service and any other details that are pertinent to the completion of the service.
- Upon being assigned to complete a service for CP&P, HSP personnel will be required to immediately contact the CP&P personnel who made the request. The purpose of the contact is to introduce the CP&P personnel to the assigned officers and to discuss the specific tasks that are necessary to complete the assignment.

For Same Day Assistance (More than Two Hours Notice):

- As soon as the Worker determines that there is a need for police services he or she will complete the [Request for Police Service Form](#) and forward the completed form to the correct location e-mail. (See below.)
- If additional information is required to complete the task it is the responsibility of the police supervisor to contact the CP&P Worker to obtain that information. When the case is ready for assignment the police supervisor will complete the bottom portion of the [Request for Police Service Form](#) and provide the assigned personnel a copy of the form. The supervisor will also provide a copy of the form to the Assistant Station Commander for their records.
- Upon being assigned to complete a service for CP&P, HSP personnel will be required to immediately contact the CP&P personnel who made the request. The purpose of the contact is to

introduce the CP&P personnel to the assigned officers and to discuss the specific tasks that are necessary to complete the assignment.

For Scheduled Assistance (Not Same Day):

- As soon as the Worker determines that there is a need for police services he or she will complete the [Request for Police Service Form](#). The Worker will complete the form in its entirety and provide detailed information concerning the service in the narrative section of the form (i.e. date, time, location, type of request and details about the situation that warrants a police officer to be present). The Worker and his or her Supervisor will sign the completed form. He or she will then e-mail/fax the completed form to the correct location (see below)
- The Assistant Station Commander, upon receipt of the [Request for Police Service Form](#), will maintain a copy of the form. The Assistant Station Commander will assign the appropriate Shift Supervisor in relation to the date of the service requested.
- The HSP Shift Supervisor, upon receipt of the [Request for Police Service Form](#), will review the form. If additional information is required to complete the task it is the responsibility of the HSP Shift Supervisor to contact the CP&P Worker to obtain the information. When the case is ready for assignment the Shift Supervisor will assign the appropriate personnel, complete the bottom portion of the [Request for Police Service Form](#) and provide the assigned personnel a copy of the form.
- Upon being assigned to complete a service for CP&P, HSP personnel will be required to immediately contact the CP&P personnel who made the request. The purpose of the contact is to introduce the CP&P personnel to the assigned Officers and to discuss the specific tasks that are necessary to complete the assignment.

B) HSP Location and Contact Information

Northern Region

(Bergen, Essex, Hudson, Morris, Passaic, Sussex, Warren, and Union Counties)

Greystone Station
59 Koch Road
Morris Plains, New Jersey 07950

Phone: 609-633-1936

E-mail: hsp.north@dhs.state.nj.us
Fax: PENDING

Southern Region

(Atlantic, Burlington, Camden, Cape May, Cumberland, Gloucester, and Salem Counties)

Ancora Station
301 Spring Garden Road
Hammonton, New Jersey 08037

Phone: 609-633-1936
E-mail: hsp.south@dhs.state.nj.us
Fax: PENDING

Central Region

(Hunterdon, Mercer, Middlesex, Monmouth, Ocean, and Somerset Counties)

Trenton Station
1610 Stuyvesant Avenue
Trenton, New Jersey 08628

Phone: 609-633-1936
E-mail: hsp.central@dhs.state.nj.us
Fax: PENDING

Forms and Attachments

- [Request for Police Service Form](#)

Related Information