

# Big Bend Community Based Care Policy & Procedure

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**Series:** 100: Intake

**Policy Name:** Diligent Search

**Policy Number:** 105

**Origination Date:** 3/21/2005

**Revised:** Board Meeting of 12/13/2018

**Regulation:** 65C-30.003, F.A.C.  
CFOP 175-22

**Referenced Document:**

100-105 x 1, Diligent Search Request Form

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## Policy

It is the policy of Big Bend Community Based Care, Inc. (BBCBC), to ensure that due diligence is applied in searching for missing parents.

## Procedure

- A. Diligent searches are to be requested on a parent whose location is unknown and has a child involved in a dependency court case. A request should only be made for the purposes of initial notification to a parent of a dependency petition or a Termination of Parental Rights (TPR) petition.
- B. The Child Protective Investigator (CPI) or Dependency Case Manager (DCM) will initiate a diligent search request when they fill out the Diligent Search Request form using the information obtained from all known relatives of the child, as well as, the relatives of the parent whose location is unknown.
  1. The information should be filled out as accurately and completely as possible.
  2. If the information is unknown, this should be indicated.
  3. If a request is not filled out correctly, it will be returned to the case manager for completion.
  4. The request should be submitted no less than six (6) weeks prior to the date it is due in Court to ensure adequate time to complete the necessary search activities.
- C. The CPI or DCM should submit the completed Diligent Search Request form to the applicable BBCBC staff member.

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- D. The CPI or DCM should submit any additional information known at the time of making the request. If new information is obtained after submitting a request, it is the responsibility of the CPI or DCM to notify the Diligent Search Specialist of the new information.
- E. A diligent search will consist of the following searches (at a minimum):
1. 4-1-1;
  2. Local telephone book (if available);
  3. Child Support Enforcement/Department of Revenue (DOR);
  4. Economic Assistance/Economic Self Sufficiency (ESS);
  5. Department of Motor Vehicles (DMV);
  6. Child Abuse History;
  7. Department of Corrections;
  8. Federal Bureau of Prisons;
  9. County Probation;
  10. State Probation;
  11. Local jail;
  12. Local law enforcement agencies;
  13. Arrest logs;
  14. Mug shots;
  15. Vinelink;
  16. Utility providers;
  17. United States Postal Service;
  18. Local Clerk of Court;
  19. Local hospitals;
  20. Federal Armed Services;

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21. Facebook;
  22. Twitter;
  23. Accurint;
  24. Relative Contacts (if available); and
  25. Vital statistics (if available).
- F.** If a parent is located, the Children's Legal Services (CLS) attorney/paralegal will be notified for an attempt of service to be completed.
1. If the parent is served; the CPI or DCM will be notified and documentation will be placed in the case file and filed with the Court.
  2. If the parent is not served; continuing diligent search efforts will be made.
- G.** If a parent is unable to be located, an Affidavit of Diligent Search will be provided to the CLS attorney.
1. A diligent search will take a minimum of four (4) to six (6) weeks from the date of request.
  2. Extraordinary circumstances such as out-of-state and out-of-county searches; or cases where multiple service attempts are necessary may increase the time frame for completion.