

Big Bend Community Based Care Policy & Procedure

Series:	600: Legal Issues	
Policy Name:	Guardian Ad Litem	
Policy Number:	605	
Origination Date:	03/09/2009	Revised: Board Meeting of 12/13/2018
Regulation:	39.820—39.8298, F.S. CFOP 60-52	

Policy

It is the policy of Big Bend Community Based Care, Inc. (BBCBC), to work in partnership with the Guardians Ad Litem (GAL) to maintain effective and efficient communication with the court system.

Procedure

A. General Information.

1. BBCBC and the CMOs recognize the importance of the GAL in the effective and efficient operation of court proceedings and the welfare of children in care.
2. All parties will maintain effective communication with the GAL Office.
3. The DCM will be responsible for inviting GALs to all staffings and/or meetings.
4. The DCM will return all GAL telephone calls and email within twenty-four (24) working hours from receipt of message.

B. Procedures Relating to Employees.

1. Staff employed by BBCBC or its CMOs have a potential conflict of interest if they volunteer for the GAL program. BBCBC employees and its CMO employees will not serve as GALs for any client within the twelve county area served by BBCBC.
2. If an employee requests to be a GAL outside of Circuit 2 and Circuit 14 the following procedures will be followed:
 - a. The employee will first notify his/her supervisor in writing.
 - b. The supervisor will review the written request and investigate to ensure there is not a conflict of interest.
 - c. The supervisor will forward the written request and any documentation to the BBCBC Human Resource (HR) Specialist.
 - d. The HR Specialist will review the written request, any documents, and discuss options with BBCBC's Chief Executive Officer (CEO).
 - e. Ultimately, the BBCBC CEO will make the final decision regarding any BBCBC employee serving as a GAL.