



CIRCUIT COURT OF JACKSON COUNTY, MISSOURI
FAMILY COURT DIVISION
625 EAST 26TH STREET
KANSAS CITY, MISSOURI 64108-2719

POLICY & PROCEDURE

Issued by: Director of Office of the Guardian ad Litem – Family Court

Topic: **Policy No. 1030-15 – Clients’ Items of Intrinsic Value**

Effective Date: July 1, 2013

New: Revised: 7/07/2015 Rescinds: Reviewed: June 1, 2018

POLICY:

It is the policy of the Office of the Guardian ad Litem (OGAL) to maintain and secure client’s items of intrinsic value.

DEFINITIONS:

Such items include, but are not limited to, birth certificates, photographs, personal cards and letters from family members and friends, diplomas and certificates.

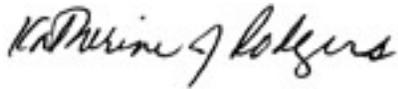
PROCEDURES:

1. Items shall be kept in a separate file for each client, identified by Case Number, Birthdate and name.
2. The files shall be kept in a secure and segregated area without access by the general public.
 - a. Open files shall be maintained by the file clerk.
 - b. Open files shall be kept in the file room or on specially designated shelves within the Office of the Guardian ad Litem.
 - c. Closed files shall be maintained by the file clerk.
 - d. Closed files shall be kept in a secure area without access to the general public, i.e. the warehouse.
 - e. Items of intrinsic value will be kept indefinitely.

Policy No. 1030-15 – Clients’ Items of Intrinsic Value

REVISIONS: The proponent for this policy is the Director of the Office of Guardian ad Litem. If you have recommended changes or want to report errors, send your suggestions to the Director of Guardian ad Litem, Family Justice Center, 625 East 26th Street, Kansas City, MO 64108.

REVIEW DATE: July 1, 2019



June 1, 2018

Kathy J. Rodgers
Director of Office of the Guardian ad Litem-Family Court

Date

APPLICABLE STANDARDS:

Juvenile Officer Performance Standards 1.13 A, B

CC: Deputy Court Administrator – Family Court Division