



POLICY A: AGENCY DISTRIBUTION OF RESPONSIBILITIES

Wyoming Guardians *Ad Litem* Program Empowering youth & families through legal advocacy

SECTION ONE: PURPOSE, AUTHORITY, & SCOPE

- A. This policy was created pursuant to Wyoming Statute § 14-12-101(c) and the Wyoming Guardians *Ad Litem* (GAL) Rules and Regulations, Chapter 1, § 2(b). The purpose of this policy is to define the separation of responsibilities between the Office of the State Public Defender (OSPD) and the GAL Program in order to prevent potential and actual conflicts of interest, and appearances thereof. Case supervision, fiscal supervision, fiscal operations, and information technology (IT) operations will remain separate and apart from the OSPD as described within.
- B. This policy supersedes the OSPD Policy on GAL Program fiscal matters, effective date December 19, 2011.

SECTION TWO: AGENCY AND DIVISION RESPONSIBILITIES

- A. The GAL Program Administrator or their designee will be the sole responsible party for providing case supervision, consultation, and information to the GAL Program attorneys on GAL Program proceedings.
 - I. Case information and direction will not be shared with the State Public Defender (SPD), unless necessary for the resolution of personnel issues, formal complaints, contract terminations, or budgetary concerns.
- B. The SPD will be responsible for all budgetary oversight and approvals of the biennial budgets, from the GAL Program Administrator's recommendations.
 - I. The GAL Program Administrator is responsible for staying within an approved biennial budget, providing regular updates to the SPD regarding budget balances, and seeking approval before changing the approved budget.
- C. The SPD will be responsible for all contract and personnel issues.
 - I. The GAL Program Administrator will submit all recommendations to the SPD on contract and personnel issues, but final decision-making authority lies with the SPD.
 - a. This includes, but is not limited to: hiring, firing, contract approvals, and contract terminations or amendments.

resolution of personnel issues, formal complaints, contract terminations, or budgetary concerns. All other fiscal, IT, and human resources staff will not have access to the confidential information.

- I. No OSPD attorney shall have access to confidential client and case information within the GAL Program.