



DEPARTMENTAL
GENERAL
ORDER

Rev.
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D-10

Index as:

Jury Duty

Ref: CALEA
Standard 22.2.1

JURY DUTY

The purpose of this order is to set forth procedures regarding leaves of absence for jury duty.

I. GENERAL INFORMATION

- A. Peace officers are **not** exempt from jury duty service in municipal or superior courts; however, pursuant to Section 219 of the California Code of Civil Procedure, peace officers may not serve on jury panels in criminal cases.
- B. Peace officers are exempt from jury service in federal courts, and members shall exercise their peace officer exemption when summoned for jury duty in federal courts.
- C. Members and employees shall be granted paid leaves of absence when summoned for jury duty in municipal or superior courts if the courts do not excuse them from service. Employees shall be granted paid leaves of absence when summoned for jury duty in federal court if the court does not excuse them from service.
- D. Personnel shall not absent themselves from duty unless actually engaged in jury duty in compliance with instructions from the jury commissioner. Proof of attendance may be required.
- E. Members and employees who attend jury duty on their regularly scheduled day off shall not receive pay from the Department.

II. PROCEDURES

- A. Immediately upon receiving a jury summons, a member or employee shall notify his/her commander and give him/her a copy of the summons.
- B. If a member is summoned to superior court, or if an employee is summoned to superior or federal court, he/she shall proceed to court on the scheduled date. If required to remain on telephone standby after the initial appearance, the individual shall inform his/her commander how long standby status will last and report for duty to his/her Departmental unit of assignment, while on telephone standby.
- C. If a member or employee is summoned to municipal court, he/she shall follow instructions on the summons regarding telephone standby and shall report for duty to his/her Departmental unit of assignment while awaiting possible telephone notification from the jury commissioner that jury duty will be required.
- D. Whenever a member or employee is called to service (as opposed to standing by), upon returning to duty in the Department, the individual shall immediately submit two copies of the Leave of Absence Record (TF-982) to the Personnel Section with a photocopy of the jury summons. In the narrative portion of the Leave of Absence Record, the individual shall state the judicial district in which he/she served and the number of days he/she served.

III. JURY FEES

Employees shall retain the full amount of all jury duty fees and allowances received from the court. Members shall turn over to the Accounting Section all fees received as payment for jury duty while on pay status from the Department.

IV. UNIT COMMANDERS OF PERSONNEL SUMMONED FOR JURY DUTY

- A. When notified that a member or employee has been summoned for jury duty, the unit commander may, if necessary, change the person's duty schedule and days off to correspond to court business hours for the duration of jury service and/or standby time.

- B. If given proper advance notice by the member or employee that he/she has been summoned for jury duty, the commander shall inform the person of any schedule changes that may be necessary at least one week before the changes take effect.

V. PERSONNEL SECTION

The Personnel Section shall enter each person's employee number on the Leave of Absence Record (TF-982), and file the original in the individual's personal history file along with a photocopy of the jury summons.

By order of

Richard L. Word
Chief of Police

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