

JURY DUTY

This order establishes policies regarding jury duty, including compensation, and outlines procedures for receiving and processing summons.

I. POLICY

- A. DUTIES OF MEMBERS.** Section 219 of the Code of Civil Procedures exempts sworn officers from jury duty; however, civilian personnel are not exempt from serving on juries.
- B. COMPENSATION.** Members of the Department will receive their normal pay while serving as jurors; however, jury fees received (excluding compensation for mileage) will be deducted from the member's pay.

II. PROCEDURES

- A. RECEIVING A SUMMONS.** If you are summoned to serve on jury duty, prepare a memorandum and include the city, county, court and the dates of service. Attach a copy of the summons to the memorandum and forward it to your commanding officer. If after arriving at court, it is determined that you will not be needed for jury duty, and it is your normal workday, you must report for work.
- B. COURT FEES.** Retain any court fees and forward the receipt to the Payroll Section, Room 513, Hall of Justice. The receipt must indicate the dates, the city, county and court where you served, and the amount of compensation received excluding mileage. This amount will automatically be deducted from your pay check.
- C. WATCH REPORTS.** Watch commanders shall indicate "JD" on watch reports for days members are in court.

References

DGO 11.01, Personnel Compensation