



# SACRAMENTO POLICE DEPARTMENT GENERAL ORDERS



## 240.05 JURY DUTY 04-13-17

### PURPOSE

The purpose of this order is to establish guidelines for employees summoned to jury duty.

### POLICY

It shall be the policy of the Sacramento Police Department that employees respond to jury duty summonses in a manner consistent with their needs and the law.

### PROCEDURE

#### A. SWORN PERSONNEL

1. Sworn personnel shall not participate in jury duty (peace officers are excluded from jury service in civil and criminal cases pursuant to section 219 of the Code of Civil Procedure.)
2. Upon receipt of a pre-summons questionnaire, officers shall indicate their peace officer status and return the questionnaire to the office of the Jury Commissioner.

#### B. OTHER EMPLOYEES

1. Upon receipt of a pre-summons questionnaire regarding jury duty, employees shall complete and return the questionnaire per its instructions.
2. Upon receipt of a summons for jury duty, employees shall
  - a. Provide a copy of the summons to their immediate supervisor.
  - b. Respond as summoned.
3. Employees shall
  - a. Request to be placed on telephone standby status by the Jury Commissioner until ordered to report for jury duty.
  - b. Be excused from their regular duties for required jury duty appearances that fall on regular assigned workdays.
  - c. Provide their supervisor with forms signed by court officials documenting paid time spent on jury duty.
  - d. Report for work if more than one hour remains of the scheduled shift either before or after performing duties as a juror.
4. If a swing shift or graveyard shift employee has served in excess of one-half of the scheduled shift in court or on jury duty, he/she shall notify his/her supervisor in advance of his/her start time so he/she can be excused from his/her shift. If the employee is on jury duty less than one-half the scheduled shift, he/she shall be required to work.
5. In lieu of the shift after service on jury duty, a graveyard shift employee may request to take off the shift prior to jury duty provided he/she uses vacation or other leave accruals to cover the shift if he/she serves less than one-half of the shift.
6. At the option of the employee who is assigned to serve on a jury for periods in excess of one week, such employee may have his/her schedule adjusted to a Monday-Friday, 8 a.m. to 5 p.m. schedule for the duration of the assignment.

#### C. TIMECARDS

1. Work hours spent on jury duty or to report for jury duty examination shall be indicated in the eCAPS system under job reporting code "JRY".
2. Excused hours shall be indicated in the eCAPS system as "REG".

#### D. TIME CARDS

1. Requests for excuse from jury duty for scheduled vacations may be made to the Jury Commissioner, whose policy is to grant such requests and to reschedule jury duty.



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2. Requests for changes of scheduled vacations based solely on conflicts with jury duty shall not be considered unless the jury commissioner refused to reschedule, the employee appealed to the presiding judge, and the employee was denied.