

JURY DUTY

10002.1 PURPOSE

This procedure establishes guidelines to account for jury duty time for shift and non-shift workers.

10002.2 POLICY

It is the policy of this Department that on duty members will be excused from work for the actual time involved in jury duty including travel time. Members who are on days off will be responsible for attending jury duty on their own time. Members who work shifts other than day shift, Monday through Friday, will be accommodated as set forth in this procedure.

10002.3 JURY DUTY

- A. The MOU provisions on jury duty apply specifically to “On duty” personnel and do not apply to a member’s off duty hours.
- B. When the member attends jury duty during a work day, they are expected to report for work, at their scheduled time or immediately after jury duty, and work for the time necessary to meet their normal scheduled hours for that work day. The member will also have the option of taking those additional hours off on leave if staffing allows.

10002.4 SHIFT AND NON-SHIFT EMPLOYEES

- A. Day Shift members: If a member is working an alternate shift such as a 4/10 or 4/12-3/12, they are expected to report to work at the regular time if they would have time to work a minimum of 30 minutes prior to travel time and report for jury duty. If there is insufficient time to report for work, they should report directly to jury duty. For example, a member who is scheduled to work at 0600 and is called for jury duty at the Central Orange County Court would report to work at 0600, leave for jury duty, then return to work if jury duty is finished before the end of their shift. Appropriate travel time depends on the location of the Court.
- B. Night Shift members: If a member is scheduled to work the night before the jury duty, they will be allowed to use leave time to take a portion of the night off, adjust their shift hours, or utilize a combination of both. For example, a member scheduled to work 1800 to 0600 may work from 1500-2400 and take three hours off on leave time. If a member is selected to serve on a jury, it would be difficult to work nights and serve on an extended jury at the same time. At the request of the member, the Department can temporarily change the member’s work schedule from the 4/12-3/12 or 10/4 to an 8 hour per day Monday through Friday schedule for the duration of the jury service. If, during that period, jury duty is suspended for a portion of the day, the member is expected to report for duty for the remaining hours of the 8 hour day. If jury duty ends in the middle of the week and the member has not worked sufficient hours during that week to fulfill the schedule requirements, they would need to report for duty for those hours or take leave time if staffing allows.

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- C. Non-Shift members: members who work a day shift during the week will be released from duty for the hours necessary to serve jury duty. Normally, a person on jury duty will serve from 6-8 hours per day plus travel time. If a member is scheduled for a 10 hour shift and serves 8 hours during that shift on jury duty, they must report for duty during the remainder of their shift.

10002.5 GENERAL GUIDELINES

- A. Notification: Members who are scheduled for jury duty must notify their supervisor as soon as possible of the date, time, and location for the jury duty. If a member is selected for a jury, they must notify their supervisor of the jury schedule as soon as possible to allow the supervisor to make alternate arrangements for shift coverage.
- B. Travel Time: Travel time will be considered in determining if a member is required to report to work for the remainder of the shift.
- C. Off Duty Time: Members who serve jury duty on off duty time, including days off and other than assigned duty hours, are not entitled to compensation from the City for that time.
- D. Out of County Jury Duty: Out of County jury duty will often result in increased travel times. Travel time will be included along with the jury service time in determining what time a member may be required to report to work.
- E. Use of Time: If a member is expected to work to fulfill the remainder of the hours for the day, they may elect to take the time off as vacation time.
- F. Jury Pay: A member cannot be paid by the City and paid for jury duty for the same hours. If a member receives pay for performing jury duty during their duty hours, they are expected to provide that pay to the fiscal section. The Member may keep the mileage reimbursement portion of the jury duty pay. Under no circumstances will a member be paid overtime for serving on a jury or for travel time.