

Standard Operating Guidelines

JURY DUTY

Guideline # 130.07

Date: 06/05R

PURPOSE

- A. To establish Fire Department policy and procedures concerning jury duty.
- B. To provide a means of keeping the Fire Department informed as to the status concerning any member who may be required to serve as a juror.

POLICY

- A. Members shall notify their direct supervisor and submit to same a copy of the notice requiring them to serve as a juror.
- B. Members shall be entitled to a leave of absence with pay while on jury duty. Members being employees of a government entity are not eligible to receive a fee. However if a fee is received it shall be turned over to the Board for reimbursement back to the County.
- C. The Deputy Fire Chief shall be informed through channels of Fire Department members who are required to serve as Jurors for scheduling purposes.

RESPONSIBILITY

- A. All members are responsible to make proper notification to the department if they receive notice to serve on jury duty.

PROCEDURE

- A. A Request for Leave of Absence shall be processed.
- B. The Officer-In-Charge shall coordinate and provide the necessary on-duty coverage.
- C. The involved member shall keep his or her supervisor informed as to any information

Approved:

District Chief

Date: