



# Tulsa Police Department

This policy statement and the procedures thereunder are intended for Police Department use only. The policies, procedures, and regulations are for internal Police Department administrative purposes and are not intended to create any higher legal standard of care or liability in an evidentiary sense than is created by law. Violations of internal Police Department policies, procedures, regulations, or rules form the basis for disciplinary action by the Police Department. Violations of law form the basis for civil and/or criminal sanctions to be determined in a proper judicial setting, not through the administrative procedures of the Police Department.

**Policy #** 319

**Effective Date** 08/15/2003

**Policy Name** Jury Leave

**Approved Date** 08/15/2003

**Approved by** *Wendell Franklin, Chief of Police*

**Previous Date** 07/13/1999

## PURPOSE OF CHANGE:

To update policy format.

## POLICY:

The Tulsa Police Department recognizes that all citizens have a civic duty to serve as jurors when they are summoned. Therefore, jury leave will be granted in accordance with this policy and *the City of Tulsa Personnel Policies and Procedures*, Section 312, *Court and Jury Leave*. Jury leave for nonsworn employees will be administered according to *the City of Tulsa Personnel Policies and Procedures*, Section 312, *Court and Jury Leave*.

**SUMMARY:** Procedures for officers who are summoned to serve as jurors.

**APPLIES TO:** All sworn personnel

**DEFINITIONS:** None

## PROCEDURES:

1. When officers receive a summons to appear for jury service, they will notify their supervisor and fill out a *Leave Report* for jury duty as soon as possible. Attach a copy of the summons to the *Leave Report*. The normal term of service is one week.
2. Supervisors may adjust the officer's days off during the scheduled jury leave if necessary.
3. If officers receive a subpoena to appear as a witness during the time they have been summoned for jury duty, they must present their subpoena to the Court Administrator to be excused from jury duty.
4. If officers are selected as jurors and the trial is expected to continue beyond the normal term of one week, officers will notify their supervisors and complete an additional *Leave Report* as soon as possible.
5. If officers are not selected as jurors and are excused by the court, they will return to work on their next scheduled duty day, canceling the remainder of their jury leave. Supervisors may again adjust officers' days off to reflect their return to work.
6. At the conclusion of jury duty, whether they were impaneled or excused, officers must request a signed statement from the court clerk showing the actual dates of court attendance. Officers will present this statement to their supervisor. Supervisors will place the statement in the officer's divisional file.
7. All officers serving on jury duty shall surrender to the City those court fees received for days during which they were on paid jury leave. If officers do not avail themselves of jury leave and instead use accrued vacation time or their regularly scheduled days off, they will be allowed to keep jury fees paid by the court for those days.

8. Officers may keep fees paid for mileage to and from jury service while on jury leave.

## **REGULATIONS:**

1. City vehicles will not be used for transportation to or from jury duty.
2. All jury fees except allowable mileage to and from jury duty will be surrendered to Police Personnel/Budget unless accrued vacation or regularly scheduled days off are used.

## **REFERENCES:**

*City of Tulsa Personnel Policy and Procedures, Section 312, Court and Jury Leave.*