



CLEVELAND DIVISION OF POLICE

GENERAL POLICE ORDER



EFFECTIVE DATE: NOVEMBER 30, 2020	CHAPTER: 2 - Legal	PAGE: 1 of 2	NUMBER: 2.03.04
SUBJECT: JURY DUTY			
CHIEF: <i>Calvin D. Williams, Chief</i>			

Substantive changes are italicized

PURPOSE: To establish guidelines for members of the Cleveland Division of Police who receive jury duty notification.

POLICY: *It is the policy of the Cleveland Division of Police* that its members shall perform their civic duty by serving jury duty when summoned.

PROCEDURES:

I. Upon Receipt of Notification for Jury Duty

A. Members shall:

1. Complete an informational Form-1.
2. Attach a copy of the notification and submit it to their Officer-in-Charge (OIC).
3. *Call the phone number on the notification to see if they are ordered to report for jury duty.*
4. *Report to their regular assignment if not needed.*

B. The Officer-in-Charge shall:

1. Forward the Form-1 through the chain of command to the Commander's Office.
2. Ensure the member is listed as "Jury Duty" on the Daily Duty Assignment.

II. Timekeeping/Documentation

A. Members shall be granted a tour of duty and will be compensated for jury duty.

B. Members shall:

1. Remit payment received for jury duty to the City.
2. Sign the voucher; unsigned vouchers will be returned.
3. Attach a jury duty validation letter to the signed voucher.
4. Submit the voucher and jury duty validation letter to the Court Unit OIC upon completion of jury duty service.

PAGE: 2 of 2	SUBJECT: JURY DUTY	NUMBER: 2.03.04
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III. The Court Unit shall:

- A. Record the vouchers in a logbook.
- B. Forward signed vouchers with attached validation letters to the Record Section in a timely manner.

IV. The Record Section shall:

- A. Indicate receipt by signing the Court Unit's logbook.
- B. Record and promptly forward vouchers to the City Treasurer.
- C. Submit a monthly report to the Budget Unit.

THIS ORDER SUPERSEDES ANY PREVIOUSLY ISSUED DIRECTIVE OR POLICY FOR THIS SUBJECT AND WILL REMAIN EFFECTIVE UNTIL RESCINDED OR SUPERSEDED.