



GENERAL POLICE ORDER CLEVELAND DIVISION OF POLICE



EFFECTIVE DATE: JUNE 01, 2008	REVISED DATE:	NO. PAGES: 1 of 1	NUMBER: 2.3.11
SUBJECT: JURY DUTY			
ASSOCIATED MANUAL:		RELATED ORDERS:	
CHIEF OF POLICE: <i>Michael McGrath, Chief</i>			

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

POLICY: Division members shall perform their civic duty by serving jury duty when summoned.

PROCEDURES:

- I. Upon receipt of notification for jury duty members shall complete an informational Form-1, attach a copy of the notification and submit it to their Officer in Charge (OIC). Members called for jury duty shall be determined to be on a tour of duty and will be compensated for the jury duty. Jury duty shall be indicated as such on the Daily Duty Assignment Form.
- II. Members performing jury duty as a tour of duty shall remit payment received for such duty to the City. Members shall sign the voucher (unsigned vouchers will be returned), attach a jury duty validation letter to the signed voucher, and submit it to the Court Unit OIC upon completion of jury duty service.
- III. The Court Unit shall record the vouchers in a Log Book and forward the signed vouchers with the attached validation letters to the Record File Section in a timely manner.
- IV. The Record File Section shall indicate receipt by signing the Court Unit's Log Book, record and promptly forward vouchers to the City Treasurer, and submit a monthly report to the Budget Unit.