

**SUBJECT:** Jury Duty**SECTION:** 103.01**REVISED:** MARCH 1, 2008**PAGE(S):** 1

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**PURPOSE**

- A. 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.
- B. To avoid confusion and unnecessary potential problems as a result from misunderstandings or lack of knowledge of fire department policy concerning jury duty.

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**PROCEDURE**

- A. Members receiving notice to serve jury duty shall notify the Fire Chief and submit to same a copy of said notice.
- B. An effort will be made by the Fire Chief to determine if it is absolutely necessary that said member serve at specified time.
- C. Once the date to serve is confirmed, the member shall submit a request for leave form to be processed.
- D. The Fire Chief shall coordinate with the unit commander to provide the necessary coverage. The involved member shall keep his direct supervisor and Fire Chief informed as to any information or changes which may affect fire department scheduling.