



MILWAUKEE POLICE DEPARTMENT

STANDARD OPERATING PROCEDURE

020 – JURY DUTY

GENERAL ORDER: 2014-26
ISSUED: May 9, 2014

EFFECTIVE: May 9, 2014

REVIEWED/APPROVED BY:

Captain Mark Stanmeyer

DATE: October 30, 2015

ACTION: Amends General Order 2006-11 (May 17, 2006)

WILEAG STANDARD(S): NONE

020.00 PURPOSE

In accordance with section 350-35(3) of the city ordinances and current labor contracts, department employees “shall be granted time off with pay for reporting for jury duty or for jury service upon presentation of satisfactory evidence relating to this duty or service.” Accordingly, this policy is meant to communicate the proper procedures to be followed whenever a member attends jury duty service while on duty.

020.05 MEMBER’S RESPONSIBILITY

The following procedures shall be followed for those members who attend jury duty service while on duty:

- A. Members shall promptly submit a *Department Memorandum* (form PM-9E) to their commanding officer, listing the date they are obliged to present themselves for such jury duty or jury service.
- B. Members shall obtain the city of Milwaukee form C-139R5 (*Application for Jury Duty Pay*) from the Payroll Section SharePoint site. After completion, members shall attach a copy of the legal summons to the report and forward it to the Payroll Section prior to reporting for jury duty or jury service.
- C. Members are to obtain the computer printout form from the Jury Management Office and immediately forward it to the Payroll Section. Upon receipt of the check for jury duty, the member shall cash the check and retain all monies. The Payroll Section will then prepare an adjustment to deduct the pay for jury service (minus transportation fee) from the member’s payroll check.
- D. Police members who have been summoned for jury duty, whether on or off duty, shall not carry a weapon.

020.10 CHANGING OF OFF-DUTY DAYS

- A. While on authorized jury duty, department members shall be considered to be working the day shift (8:00 a.m. to 4:00 p.m., regardless of whether the member is assigned to day shift and is normally scheduled to work different hours) and shall be permitted to change their off-duty days (regular off and vacation days), subject to approval from their commanding officer.

- B. If the member's off-duty days are changed, the member shall follow the procedures outlined in section 020.05.
- C. In the event the member's off-duty days are not changed, they shall be entitled to retain the jury duty payments they received for jury duty performed on their off-duty days.

020.15 OVERTIME COMPENSATION

Members shall not be eligible for overtime while on jury duty, even if such duty extends beyond eight hours in one day. Members shall also not be eligible for overtime for work performed outside their regularly scheduled eight-hour work shift that is the result of changes made pursuant to section 020.10.

020.20 HOURS OF WORK

On days when the member is normally scheduled to work, no greater amount of time off for jury duty shall be granted than is necessary.

- A. If members are called for jury duty on such day and report thereto without receiving a jury assignment for that day, or if they are engaged in jury duty for part of such day, they shall immediately notify their commanding officer of this fact by telephone and report back to work for the remainder of that workday (until 4:00 p.m.).
- B. If the employee is engaged in jury duty for part of a day that falls on a workday, then such requirement to report back to work shall not be applicable on days where the amount of time remaining in the member's regularly scheduled eight-hour shift for that day, together with travel time from the jury duty site to the member's duty assignment location, does not allow for a work period of reasonable length. In this circumstance, members shall still be required to notify their commanding officers in accordance with the requirement set forth above. In determining what constitutes a reasonable length of time to report back to work, the commanding officer shall base his/her decision on present department practices covering jury duty.
- C. A member released from jury duty prior to 12:00 noon on a workday, or after the morning session (8:30 a.m. – 12:30 p.m.), shall report back to work for the remainder of that workday (until 4:00 p.m.).



EDWARD A. FLYNN
CHIEF OF POLICE