



CITY OF AKRON, OHIO
POLICE DIVISION
KENNETH R. BALL II, CHIEF OF POLICE

NUMBER P-2019-058	EFFECTIVE DATE November 26, 2019	RESCINDS P-10-058 Issued 5-19-10
SUBJECT Jury Duty Procedure		ISSUING AUTHORITY Chief Kenneth R. Ball II

I. POLICY

The Akron Police Department recognizes that jury duty is a civic duty and will accommodate all employees who have been called to fulfill this important obligation. Employees also have an obligation to provide the department with timely notification of their notice to serve.

II. PROCEDURE

A. OFFICERS' RESPONSIBILITIES

1. Officers served with a jury duty summons must notify their commander at the beginning of their next working day.
2. Officers who are not required to report for jury duty on any given day during their week of service shall report to their regularly scheduled assignment.
3. Officers assigned to the Uniform and Services Subdivisions who are required to report for jury duty on a regularly scheduled work day shall immediately notify the Information Desk.
4. Officers assigned to the Investigative Subdivision who are required to report for jury duty on a regularly scheduled work day shall immediately notify the Detective Bureau desk.
5. Officers assigned to Safety Communications who are required to report for jury duty on a regularly scheduled work day shall immediately notify a supervisor in Safety Communications.
6. Officers released from jury duty before the completion of eight hours are to report to their subdivision commander for assignment for the remainder of that day.
7. Officers whose jury duty assignment continues to the next day or beyond shall continue to make the required notification.
8. Officers reporting for jury duty shall wear appropriate civilian attire.

B. COMPENSATION

1. To ensure there is no disruption of regular weekly pay as a result of jury duty service officers must:
 - a. Submit the statement obtained from the Jury Bailiff's Office reflecting the actual days of jury duty and the amount of fees to be issued. The statement must be received in the police payroll office by the Monday following the week served.
 - b. Endorse and submit the Clerk of Court issued check to the police payroll office. Checks **not** turned in within six weeks after being received will result in that amount being deducted from an officer's pay.
2. Officers who fulfill jury duty obligations on scheduled days off are entitled to keep jury duty fees from those days.
3. Officers are never permitted to receive court time, compensatory time, or overtime pay for jury duty.

By Order Of,



Kenneth R. Ball II
Chief of Police

Date November 26, 2019