

SPOKANE COUNTY FIRE DISTRICT 8

Standard Operating Procedures

10.07.12
JURY DUTY
AND
WITNESS DUTY



Adopted: 12/20/16
Reviewed: 05/08/18
Revised: 00/00/00

Approved:

A handwritten signature in black ink, which appears to be "Amy Fisher", written over a horizontal line.

Purpose: To outline the steps for appearing and limitations for members being called by the courts for jury duty or witness duty.

References: N/A

Procedure:

1. Jury Duty.

- a) The District provides all employees leave for the full period of jury duty service.
- b) Regular fulltime and all salaried exempt employees, receive paid jury duty leave each time they are called for jury service.
- c) Employees must provide the payment provided by the court for jury duty service, not including mileage or other employee expenses, to the District.
- d) Members must provide their manager with a copy of the jury duty summons as soon as possible after receiving it.
- e) Upon completion of jury duty, members are required to provide their manager with proof of jury service.

2. Witness Duty.

- a) The District provides all employees leave to testify in court for cases involving Spokane County Fire District 8.
- b) If a member needs to testify in court for any other reason, annual leave may be used, otherwise the leave will be unpaid.