

Jury Service

Contents

Policy Statement	2
Principles.....	2
Duty Recording	3
Responsibilities	4
Additional Information.....	5

Policy Statement

Summary West Yorkshire Police acts in accordance with Schedule 33 Section 321 of the Criminal Justice Act 2003 which states that police officers and police staff qualify to serve as jurors and are not disqualified by reason of their occupation.

The aims of this policy procedure are to explain:

- How it affects individuals;
 - What information individuals need to tell the court; and
 - What expenses individuals are entitled to claim.
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Scope This policy applies to all police officers and police staff.

Principles

- Information**
- Individuals will be summoned to serve by the Central Summonses Bureau, based in London, eight weeks before they are required to serve on a jury.
 - There is no longer a restriction, which states that officers/staff cannot serve on a jury within the same district area in which they work. Therefore, an Eastern area based officer can now sit on a jury at Leeds Crown Court, and a Western area based officer at Bradford Crown Court. However, the below conditions must be adhered to:
 - Individuals must tell the court official at once if they, know:
 - The defendant;
 - A witness;
 - The judge;
 - An advocate;
 - A court clerk; or
 - A court usher; or
 - Have any other connection with the trial.
 - This may, or may not, exempt them from the case. This will be subject to a judicial decision.
 - When people become a juror they must never discuss the case with anyone who is not a member of the jury (this also includes not discussing the case with other members of West Yorkshire Police). If individuals do, they will be in contempt of court and they may be sent to prison or have to pay a fine.
 - These rules continue to apply even after the trial is over.
 - It is an offence for anyone outside the jury to try and influence a jury member about a case. If anyone approaches a jury member about a case, the jury member must inform a court official at once.
 - To protect individual's personal integrity when attending as a juror, they

are advised not to disclose to other members of the jury that they are an employee of West Yorkshire Police.

- Individuals will continue to be paid as normal by West Yorkshire Police while they are performing jury service. Individuals will not be required to complete the form issued by the court for a daily allowance for loss of earnings.
 - A subsistence rate is paid by the court for up to five hours per day and at a higher rate for a full day. The current rates can be obtained from the People Directorate. Individuals may use this for refreshments.
 - Public transport costs will be paid by the court.
 - If individuals wish to claim mileage/parking costs or use a taxi, they must get permission from the court before doing so.
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Duty Recording

Information

- When an individual receives a summons, they should notify their line manager and their duties clerk immediately and complete a form Per 14.
- The duties clerk will make a record of the duty on CARM under the activity headings of 'Leave – Jury Service'.
- Jury service usually lasts for up to ten working days. If a trial is likely to last longer individuals will be asked at the court if this would be difficult for them. The judge will assess whether reasons for not being able to attend for longer are justifiable.
- Managers are encouraged to allow officers and staff whatever absence is required by the court wherever possible.
- During jury service an individual's working day pattern will remain unchanged except that:
 - Any shifts due on the day immediately preceding the commencement of the jury service; or
 - On a Saturday or Sunday in the middle of the jury service; or
 - On the day immediately following the jury service;
 will be reallocated against rest days that fall during the jury service period, where possible.
- Individuals will not gain or lose hours as a result of attending jury service.
- Performance of jury service must be recorded on the HR IT System. This will be recorded as Duty Elsewhere, with a note that it is for jury service.
- If an individual attends jury service but they are released early on a particular day by the Court they do not need to return to duty that day.
- If an individual is told in advance by the court that they are not required for a full day or jury service ends before the planned finish date individual's will revert to their usual working arrangements.
- A Discoverer Report has been created named WYP Jury Service. This report will provide information for managers regarding statistics for officers and staff who have been recorded on the HR System as on jury

service.

- It is essential that these absences are recorded for monitoring purposes.
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Responsibilities

Police Officers and Staff

- **Remember** - even though individuals are a member of the public, while serving as a juror, their conduct reflects on West Yorkshire Police.
 - They **must not** enter any areas of the court, other than those indicated by the court officials. This includes the police room at court.
 - They **must not** smoke in court buildings.
 - They **must not** under any circumstances use the police or court IT systems at the court(s).
 - They **must not**, under any circumstances, interrogate any IT systems (or other systems) for information relating to the case on which they are sitting. This is a contravention of the Data Protection Act and could result in disciplinary action. If there is any suspicion that systems have been interrogated, an audit will be made.
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Additional Information

Further Information

Further guidance in relation to this policy can be sought from:

- The Combined Courts (often referred to as Crown Court) have leaflet produced an informative guide about jury service, which can be accessed through the following link: [You and your jury service leaflet](#)
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