

**EAST COUNTY FIRE & RESCUE**  
Policies, Procedures, and Guidelines

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**SUBJECT: Jury Duty/Court Appearance**

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**APPROVED BY:**



Board Chair

**REVISED: 04-02-2019**

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**POLICY:**

**Jury Duty.**

Upon receipt of notification from the State or Federal courts of an obligation to serve on a jury or to act as a court witness, the employee shall notify his/her supervisor. The employee is required to provide copies of the subpoena or jury summons to the Fire Chief.

Employees appearing as a plaintiff, defendant or for non-subpoenaed court appearance shall not be compensated. Vacation or unpaid time shall be used for these instances. However, time spent when called to court to represent the District shall be compensated.