



# OFFICIAL ORDER

## MICHIGAN STATE POLICE

**Chapter:** Inspections, Internal Control, Legal and Administrative Proceedings  
**Subject:** 18-28 – Jury Duty  
**Effective:** April 19, 2022  
**Supersedes:** Official Order 47, Section 47.16, dated September 14, 2021  
**Distribution:** Department Members

---

**PURPOSE:** This Order establishes department policy regarding member attendance at jury duty.

### 18-28-1 MEMBER RESPONSIBILITIES

- A. Members required to report to court for jury duty shall promptly give a copy of the jury duty summons or notice to their supervisor.
- B. Members shall notify their supervisor of the jury duty schedule at least two hours before the start of any shift that may be affected.
- C. If administrative leave is used for jury duty, the affected member shall record the actual hours in SIGMA, using code JUR1.
- D. Except as otherwise required by this Order, members shall retain their court pay and submit a copy of the jury duty pay stub to their supervisor, together with a personal check made out to "State of Michigan" in the amount of their court pay. Members who do not reimburse the state for jury duty pay received shall be charged annual leave.

### 18-28-2 MEMBER DUTY STATUS

- A. Members required to appear for jury duty may, subject to restrictions in this Order, elect any of the following duty status options:
  - (1) Administrative Leave
    - a. Administrative leave may be taken for the scheduled work shift on which the majority of hours scheduled fall on the same calendar day the member is required to report to court.
    - b. When a member uses administrative leave for jury duty, their supervisor shall submit a copy of the jury duty summons, a copy of the jury duty pay stub, and the member's personal check in the amount of the jury duty pay to the Budget and Financial Services Division.
  - (2) Leave

Members may use accumulated annual leave or compensatory time to attend jury duty. When this option is selected, members may retain jury duty pay.

(3) Work Regularly Scheduled Shift

With supervisor approval, members may work their regularly scheduled shift on days they are required to report for jury duty. When this option is selected, members may retain jury duty pay.

- B. Members shall not be entitled to administrative leave or compensation by the department if the member is required to report to court for jury duty on a scheduled pass day.

**18-28-3 MEMBER WORK SCHEDULE**

- A. Supervisors shall attempt to schedule the member to a day shift during the period of jury service, if practical to do so.
- B. Members scheduled for a day shift who are released from jury duty by the court shall notify their supervisor of their availability and shall return to work for the remainder of their scheduled shift unless otherwise authorized by their supervisor. If a member is not required to report for court, the member shall report for their scheduled work shift.
- C. A member who is scheduled for a night shift and is required by the court to remain immediately available for jury duty shall be entitled to administrative leave.

**18-28-4 TRAVEL EXPENSES AND USE OF DEPARTMENT VEHICLES**

- A. Mileage reimbursement allowances paid to the member by the court may be retained by the member. The department shall not reimburse a member for travel expenses in connection with jury duty.
- B. Members shall not use a state-owned vehicle for travel connected with jury duty.

DIRECTOR

---

**Annual Review Responsibility:** Human Resources Division

**Accreditation Standards:** CALEA 22.1.2