Subject: Jury / Witness Fees		Policy Number: ADM: 12
Revision Number: 03	Effective Date: 11/17/2025	Original Issue Date: 12/22/1994

1) PURPOSE

a) The purpose of this policy is to specify disposition of fees collected when an employee serves on jury duty or as a witness in a professional capacity.

2) POLICY

a) It is the policy of the DPS that those employees who are on jury duty or serve as a witness in a professional capacity, shall report such time and may collect the appropriate fees.

3) APPLICABILITY

a) This policy applies to all employees of the Department of Public Safety.

4) REFERENCES

a) **NONE**

5) DEFINITIONS

a) **DPS** – Department of Public Safety
b) **Professional Capacity** – Acting on behalf of the DPS

6) OPERATIONAL PROCEDURES

a) DPS employees who are on jury duty, or serve as a witness in a professional capacity, will report such time and may collect the appropriate fees according to the following provisions:
   i) **Duty Time**
      (1) The employee may report jury duty time as (TRC: JURYD) any time spent on a jury or as a witness as required by law. That time allowable for jury duty; however, may not exceed the eight (8) hours per day standard. Any time exceeding eight (8) hours is non-compensable from the department's perspective, either by monetary payment or accrual of compensatory time. If the employee is a witness in a

professional capacity and he/she reports the time as duty time, the appropriate overtime compensation provisions shall apply.

(2) The employee may elect to report as annual leave or compensatory time (if earned) any time spent on jury duty or as a witness in a professional capacity as required by law.

ii) **Jury Fees**

If the employee reports jury or witness time as duty time, the employee will not retain any fees paid (other than mileage as per iii. below). If the employee reports jury or witness time as annual leave or compensatory time, the employee may retain the fees for personal disposition.

iii) **Mileage Fees**

If the employee uses his/her personal vehicle, mileage payment may be retained in accordance with the Mileage and Per Diem statutes and rules. If the employee uses a department vehicle, the employee will not retain any mileage fees paid. Should the employee elect to take annual or compensatory time, the department vehicle shall not be used.

iv) **Payments**

(1) If the employee reported witness time in their professional capacity as duty time and/or used a departmental conveyance for transportation, any relative fees collected must be forwarded to the Financial Management Bureau for departmental disposition.

(2) If the employee reports jury duty as duty time, any relative fees collected must be forwarded to the Financial Management Bureau for departmental disposition. A departmental conveyance cannot be used when reporting to or from jury duty.

7) ATTACHMENTS

a) **NONE**

8) APPROVAL

APPROVED BY: _____ **DATE:** 11/17/25

DPS Cabinet Secretary