

## TIMEKEEPING – JURY DUTY

### POLICY:

It is the policy of the Omaha Police Department (OPD) to comply with the city of Omaha Human Resources [“Jury Duty/Witness Litigation”](#) policy.

### PROCEDURE:

#### I. Supervisor’s Responsibilities

- A. “A” and “C” Shift employees who are summoned to jury duty shall be temporarily reallocated to an Alternate Jury Duty Assignment on “B” Shift for the duration of their jury duty period.
  - 1. It is the immediate supervisor’s responsibility to find an Alternate Jury Duty assignment on “B” Shift for their employee before the jury duty period begins.

- a. The assignment may be within the same bureau.

**NOTE:** The Lieutenant of the Customer Services Unit may have an alternate assignment available.

- B. “B” Shift employees may remain in their regular assignment for the duration of the jury duty period.

#### II. Employee Responsibilities

- A. A copy of the summons will be provided to the employee’s supervisor.
- B. The employee must obtain approval through their chain of command via email to be on an Alternate Jury Duty Assignment.
- C. An “A” or “C” Shift employee dismissed from jury duty for a full day, or any portion of a day, must report to their Alternate Jury Duty Assignment for the rest of their shift.
- D. A “B” Shift employee dismissed from jury duty for a full day, or any portion of the day, must report to their regular assignment for the full work day, or for any remaining portion of the work day.
- E. Jury Duty Service Pay
  - 1. If an employee’s scheduled status is “on-duty” while serving on jury duty, the employee must endorse their check and turn it over to the City Cashier’s Office.
  - 2. If the employee uses annual leave or their scheduled status is “not on-duty” while on jury duty, they may keep the jury duty service pay.

### REFERENCES:

#### I. Previous OPD Orders

- A. Previous General Orders: #76-94, 38-97, 48-06, and 93-23.
- B. Previous Information Orders: #179-22.

**II. City Policies**

- A. City HR "[Jury Duty/Witness Litigation](#)" policy.

**III. Other**

- A. PPM Monthly Updates: #12-2017 and 11-2022.