

| | | |
|---|------------------------------------|---------------------|
| DEPARTMENTAL REGULATION | | Number: 1530-002 |
| SUBJECT: Jury Service by Department Employees | DATE: June 23, 1983 | |
| | OPI: Office of the General Counsel | |

1. PURPOSE

This regulation establishes Department policy on requesting employees to be excused from jury service.

2. CANCELLATION

This regulation supersedes DR 1530-2, February 16, 1983.

3. POLICY

Any employee of this Department summoned for jury service in any court should appear in accordance with the terms of the summons. However, if the jury service will substantially interfere with the official activities of the Department, the court should be so informed and requested to excuse the employee. The advice and assistance of the General Counsel may be sought for this purpose.

4. REQUESTS TO THE GENERAL COUNSEL

If an agency seeks the assistance of the General Counsel to excuse an employee from jury service, a request must be made from the head of the agency and set out the following information:

- a. The name and title of the employee;
- b. The nature of the employee's duties;
- c. The name and address of the court;
- d. A copy of the summons, if available; and
- e. The specific reason(s) why jury service by the employee would substantially interfere with the official activities of the Department.