



Superior Court of California County of San Bernardino

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Court Executive Officer

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Dear Prospective Grand Juror:

On behalf of the San Bernardino County Superior Court, we want to thank you for your interest in serving on the fiscal year 2020-2021 San Bernardino County Civil Grand Jury.

Enclosed is the application material you recently requested. Further, below you will find additional information applicable to the application process and an overview of expectations and responsibilities in service on the Civil Grand Jury.

Applications will be screened by the San Bernardino County Superior Court Judges, and if successful, nominated to proceed. Those individuals whose applications and/or subsequent interviews reveal that they possess the knowledge, skills and abilities to perform the duties of a Civil Grand Juror will be considered further. Because the Court is fortunate to receive a large number of applications, many qualified individuals will not be nominated. A letter will be sent to all applicants not selected.

Penal Code Section 904 specifies that superior courts in counties with less than four million persons designate not more than 30 or fewer than 25 persons as prospective Civil Grand Jurors. Six nominees are nominated from each of the five County Supervisorial Districts. The persons nominated will constitute the Civil Grand Jury panel and will be summoned to appear in court, at a date and time designated. You must be present for the Civil Grand Jury selection process (usually the last week in June). The names of the persons who appear in response to the Summons are placed in the official jury wheel, and 19 names are then drawn. The 19 individuals so selected will constitute the Civil Grand Jury for the ensuing fiscal year commencing July 1, 2020. Additional names will be chosen as alternates should an empaneled grand juror not be able to continue service.

The Civil Grand Jury is essentially an investigative body. The Civil Grand Jury has three basic investigatory responsibilities: 1) To investigate and report on the functioning of local government including the county, special districts and cities; 2) To hear evidence and determine whether there is sufficient cause to indict individuals suspected of crimes; and 3) To investigate reports of willful or corrupt misconduct of public officials and to present an accusation where appropriate.

In San Bernardino County, criminal indictments are handled by a second separate, Criminal Grand Jury, whose members are randomly selected from the petit jury pool. Historically, the main focus of the San Bernardino County Civil Grand Jury has been the civil investigation of government; performing a "watchdog" function on behalf of county citizens. This investigatory

function requires Grand Jurors to interview government officials and employees, visit government facilities and agencies, draft investigative reports, and publish a final Civil Grand Jury Report containing findings of fact and recommendations.

Service on the San Bernardino County Civil Grand Jury can be a full time job for one full year. San Bernardino County, with its large population and vast geographical expanse, as well as numerous facilities, agencies and departments throughout the County, has become so complex that members of the Civil Grand Jury must be prepared to devote substantial time and energy to the needs and demands of this appointment.

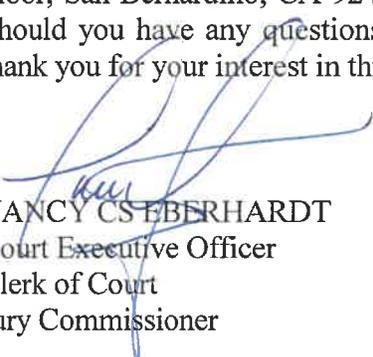
Three days per week are the minimum number of days worked. However, jurors will often work four and sometimes five days a week. **It is essential that all Grand Jurors be in attendance and only the most pressing emergency or a juror's illness should be reasons for absence. Vacation time off should be kept to a minimum.**

Recognizing the period of service and the rigorous schedule of the Civil Grand Jury, prospective Grand Jurors should be in **good to excellent health**. Ability to go on field trips is essential for gathering information for investigation purposes.

Grand Jurors are compensated for attendance at general sessions, committee meetings and assignments at the rate of \$60.00 per day. Mileage expense is compensated at the IRS allowable rate for each mile actually and necessarily traveled for purposes of said sessions or committee work. The Civil Grand Jury meets in the City of San Bernardino.

If you wish to apply for possible service for the fiscal year 2020-2021 San Bernardino County Civil Grand Jury, please complete the application form and statement of qualifications; a resume is strongly recommended.

You may submit the application online at the Grand Jury's website at <http://wp.sbcounty.gov/grandjury/> or you may download or request a copy and mail the completed forms and resume to the San Bernardino County Civil Grand Jury, 172 West Third Street, Second Floor, San Bernardino, CA 92415-0243. **Applications must be received by February 29, 2020.** Should you have any questions, please call the Grand Jury Assistant at (909) 387-9120. Again, thank you for your interest in this most important civic activity.



NANCY CSEBERHARDT
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Clerk of Court
Jury Commissioner

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