SUPERIOR COURT OF CALIFORNIA
COUNTY OF SAN DIEGO
CENTRAL COURTHOUSE
1100 UNION STREET
P.O. BOX 121531
SAN DIEGO, CA 92112-1531

OFFICE OF THE JURY COMMISSIONER

November 5, 2019

Dear Citizen:

The application period for the 2020/2021 San Diego County Grand Jury is now open. Attached are a Grand Jury Nominee Questionnaire, a demographic survey form, a calendar of dates, and an Addendum that describes the various committees and responsibilities of the Grand Jury and its members. You may view an informational video on the San Diego County Grand Jury and obtain more information at www.sandiegocounty.gov/grandjury.

Although the County Grand Jury is an Independent Agency, the Judicial Council, chaired by the Chief Justice of the California Supreme Court, is the constitutionally mandated body responsible for improving the administration of justice in California. The Judicial Council enacted a new Rule of Court effective January 1, 2007, rule 10.625, which requires the San Diego Superior Court to collect demographic data about those citizens who are applying to serve on the San Diego County Grand Jury. Please complete the enclosed survey form and return it to Office of the Jury Commissioner with your questionnaire.

When filling out the questionnaire, please make sure to include your County Supervisorial District (Districts 1– 5). If you are not sure in what district you reside, you may contact the Registrar of Voters at (858) 565-5800. This information is vital to the processing of your questionnaire.

If you are retired or are still currently working, please let us know what "job title" you would like this office to use. When the new Grand Jury is selected, job titles that we receive from the applicant will be provided to the Superior Court Public Information Officer for publication.

Please return the completed questionnaire no later than **January 10, 2020** to:

Office of the Jury Commissioner
P.O. Box 121531
San Diego, CA 92112-1531
Attn: Grand Jury

If you are not interested in applying for the 2020/2021 San Diego County Grand Jury, no response is necessary.

Sincerely,

Catherine McCoy

Catherine McCoy
Jury Services Manager

SUPERIOR COURT
County of San Diego, State of California

PROSPECTIVE COUNTY GRAND JURY NOMINEE QUESTIONNAIRE

Name: (Mr.) (Mrs.) (Ms.) _____
Last First Middle

Other names used _____

Residence Address: _____ City_____ Zip_____

Business Address: _____ City_____ Zip_____

Home Telephone: _____ Business/Mobile Telephone: _____

Date of Birth: _____ Place of Birth: _____

*Social Security # _____ County Supervisorial District: _____

California Drivers License #_____ (Mandatory for purposes of background check)

QUALIFICATIONS:

- Are you a citizen of the United States? Yes____ No___
- Are you eighteen years or older? Yes____ No___
- Are you going to be a continuous resident of San Diego County for one year prior to July 1, 2020? Yes____ No___
- Are you in possession of your natural faculties, of ordinary intelligence, of sound judgment, and of fair character? Yes____ No___
- Do you possess sufficient knowledge of the English language, i.e., do you speak, write, and understand English? Yes_____ No____
- Have you been discharged as a Grand Juror in any court of this State within the last year? Yes_____ No____
- Have you ever served as a Grand Juror in San Diego County? Yes_____ No____
  If so, what year (s)? _____
- Have you applied for the Grand Jury in the past? Yes_____ No____
  If so, what year? _____

- Have you ever been convicted of malfeasance in office, a felony or any other offense (including driving under the influence and reckless driving)? Yes_____ No____
- Are you currently serving as an elected public officer? Yes_____ No____
- Are you capable of and willing to conduct detailed investigations of city and county governmental issues and prepare reports on those issues? Yes _____ No____
- Are you related to any San Diego Superior Court Judge or any elected public official? If yes, please explain. Yes_____ No____
- Are you employed, or have you been employed within the last 3 years by any governmental agency within the County of San Diego? Yes_____ No____
  If so, which one: _____

OCCUPATION (S):

Are you retired? Yes_____ No_____

If yes, what was your occupation? _____

Employer(s) or Company Name (s): _____

Highest position (s) held and job title, if any _____

Are you currently working? Yes_____ No_____

If yes, what is your occupation? _____

Employer(s) or Company Name (s): _____

Highest position (s) held and job title, if any _____

EDUCATION: What is your highest level of education?

High School: _____ City & State: _____

College/University: _____ City & State: _____

Graduate Level: _____ City & State: _____

Degrees, if any: _____ Honors: _____

CLUBS AND ORGANIZATIONS: (list any fraternal, civic, professional, service or social organizations of which you have been a member).

Organization	Past or Present Office Held, If Any
_____	_____
_____	_____

GRAND JURY COMMITTEE INTERESTS: Please read the addendum. To assist in your selection of committee preferences, the addendum summarizes the duties of the present standing committees. Your background, special interests or expertise in any of these areas should influence your committee assignment preferences. Indicate your first, second, and third preferences for assignment to the listed Action Committees and your first and second choices for Internal Committee assignments. Your preferences are not binding but they will be of great value to the Foreperson when he or she makes the preliminary committee assignments.

Action Committee	Internal Committee
____ Administration/Audit	____ Complaints
____ Education	____ Editorial Issues
____ Environmental/Public Works	____Historian/Librarian
____ Health & Human Services	____ Legislative
____ Law and Justice	____ Social
	____ Continuity
	____ Public Relations/Diversity
	____ Computer Resources

Please indicate any other skill(s) you possess in a particular field(s): _____

_____

_____

Would you be willing to be the Jury Foreperson? Yes_____ No_____

Would you like to be a committee chair? Yes_____ No _____

Why? _____

WRITING ABILITY AND EXPERIENCE:

Do you have any ability and experience in writing, editing, and collating correspondence, minutes of meetings, reports, etc?

Yes _____ No _____

OTHER INTERESTS, EXPERIENCE, COMMENTS AND SUGGESTIONS:

_____

_____

_____

In a brief response, why would you like to be a member of the San Diego County Grand Jury?

_____

_____

_____

_____

_____

FAMILY:

Spouse's Name: _____

Spouse's Occupation: _____

Spouse's Employer: _____

NOTE:

All applications for nomination as a member of the San Diego County Grand Jury will be subject to some degree of investigation by an appropriate law enforcement agency relative to the statutory qualifications for service and any other information that may bear on the prospective Grand Juror's ability and suitability for service. This is to certify that the foregoing information is true and correct to the best of my knowledge and belief and is submitted in support of my application for selection as a member of the San Diego County Grand Jury.

Executed under penalty of perjury this _____ day of _____,

20___, at _____, California.

Signed: _____

PLEASE READ AND SIGN THE STATEMENT BELOW

I am aware that service on the San Diego County Grand Jury is for a twelve-month period beginning July 1 through June 30 of the following year and that such service will require my attendance at least four days a week. Reasonable vacations (up to 15 days) are permitted.

I am also aware that I may be requested to participate in an orientation program for approximately two weeks in the month of June. (While you are encouraged to attend, it must be understood there is not any provision under the law for compensation and your participation is strictly voluntary)

I am further aware that as compensation for my duties as a Grand Juror, I will be paid $25.00 for each day of service and roundtrip car mileage at the current rate. Parking is provided.

I hereby state that I am capable of carrying out my duties as a member of the Grand Jury and that I have no plans for extended vacation, travel, or business (more than 15 business days) which would prevent me from serving the required amount of time.

I recognize that I have a duty to uphold and defend the Constitution of the United States and of California, that my attendance and participation in good faith and in appropriate business attire, will be expected and may be required by the Foreperson of the Grand Jury.

I, therefore, request my name be placed on the eligible list as a candidate for the Grand Jury of San Diego County.

Dated: _____ Signed: _____

San Diego Superior Court
Grand Jury Demographic Survey

Date _____

Name _____

Please circle one:

Gender:

Male Female Other

Age:

1) 18-25 3) 35-44 5) 55-64 7) 75 and over

2) 26-34 4) 45-54 6) 65-74

Race or Ethnicity:

1) American Indian or Alaskan Native

2) Asian

3) Black or African American

4) Hispanic/Latino

5) Native Hawaiian or other Pacific Islander

6) White

7) Other race or ethnicity _____

8) Decline to Answer

ADDENDUM TO PROSPECTIVE GRAND JURY NOMINEE QUESTIONNAIRE

The Grand Jury cannot be effective if everything is handled by the Jury as a whole. Therefore, the accomplishments of the Grand Jury will depend to a great extent upon the work of its committees. Committees may investigate a great variety of subjects, but if they attempt too broad an area of investigation, their findings will probably be of little value.

COMMITTEES

There are two types of standing committees: (1) Action and (2) Internal. They are formed to assist the Grand Jury in carrying out its civil or watchdog functions. Each Foreperson of a Grand Jury determines these committees and he or she can change the committees or their responsibilities from time to time as required by the Jury's interests and by the business coming before the jury.

Action Committees have substantive roles in the conduct of inquiries including investigation of complaints. Area of focus may include administration, finance, education, environment, health, law enforcement and social services. Each Grand Jury is free to determine its own action committee requirements.

Internal Committees have functions, which support the Action Committees and the Jury as a whole. Their duties are normally of an administrative nature involving little contact with the public or county officers. Internal committees may include: Complaints, Continuity, Public Relations, Recruitment & Diversity, Editorial/Study Issues, Legislative, Historian/Librarian, and Social.

Action Committees

Administrative/Audit Committee – Studies the organization, efficiency of operation, procedures, and any other similar matter that affect county government, city governments, and or special districts. Investigates and reports on the accounts, financial records, audits, systems and operations of city and county departments and other agencies of special districts and certain non-profit corporations.

Education Committee – Examines the method or system of performing duties, projects and programs, curricula, books and records of school and community college districts and certain non-profit corporations.

Environmental/Public Works Committee – Addresses quality of life issues such as air and water quality, waste management, transportation and urban concerns including; planning and land use, conservation, management of natural resources, and parks and recreation.

Health and Human Services Committee – Examines county-related services within the following County departments: Health and Human Services; Social Services; Area Agency on Aging; Aging and Independence Services; Commission on Children; Youth and Families; Veterans Services; Housing Services; Alcohol and Drug rehabilitation; and Veterinarian. Also has limited jurisdiction to investigate county contracts and their impact on private residential and health care homes.

Law and Justice Committee - Examines the following County departments: Sheriff, including County detention facilities, District Attorney, Public Defender, Juvenile Justice, Medical Examiner, Animal Control, Probation, and Disaster Preparedness. Also has interagency jurisdiction over the City Attorney offices and police departments in the cities within the County.

Internal Committees

Complaints Committee -

1. Processes complaints.
2. Maintains complaint status log and ascertains progress and closure of complaints.
3. Presents complaints to the Grand Jury for acceptance or rejection.

Continuity Committee -

1. Reviews the previous Grand Jury's final reports.
2. Reviews required comments on findings and recommendations and monitors their implementation.
3. Recommends appropriate public dissemination of responses to recommendations.
4. Maintains liaison with Implementation Review Committee of the Past Grand Jurors Association.

Public Relations, Recruitment & Diversity Committee -

1. Studies and implements methods of obtaining a diverse cross-section of qualified citizens of San Diego County in representation of the community on the Grand Jury.
2. Reaches out to the diverse communities to generate interest and support for participation in the Grand Jury process.
3. Issues press releases coordinated with the Superior Court Public Affairs Officer. Press releases for Grand Jury reports are decided on a case by case basis.

Editorial/Study Issue Committee-

1. Acts as editor for all reports, making changes in drafts submitted by the committee chairs for ease of reading, uniformity of style and organization and coordination of the report as a whole.
2. Prepares a timetable for preparation and approval of final reports and monitors progress so that the goal of issuing the reports prior to termination of the Grand Jury's year of service is met.
3. Recommends the format of individual reports and the overall Final Report to the Grand Jury for vote.
4. Maintains a status calendar of all Study Issues and tracks progress of each bi-weekly.
5. Maintains the Procedures Manual

Historian/Librarian Committee -

1. Keeps all records and newspaper clippings pertinent to Grand Jury activities and investigations.
2. Prepares a scrapbook for orientation of subsequent Grand Jury.
3. Maintains Grand Jury reference library of relevant materials.
4. Assists jurors in general research including on-line and outside library services.

Legislative Committee-

1. Monitors state, county and city legislation that affect the operations of the Grand Jury.
2. Establishes liaison with Office of Intergovernmental Affairs (legislative representatives) for copies of any law, ordinance or regulation of interest to the Grand Jury.
3. Reviews Grand Jury actions related to pending legislation, in close coordination with the Foreperson and any Action Committee that may be concerned.
4. Distributes or posts general legislation material such as dockets, agendas, and minutes from County governments, not otherwise routed by the Foreperson or Grand Jury Coordinator.

Computer Resources Committee-

1. Assists Grand Jury member with all aspects of computer usage. This includes help with Microsoft Office, internet browsers and other requests.
2. Provides assistance to members in developing effective techniques for web searches and accessing and storing information on the Grand Jury server.
3. Provides support for the audio-visual equipment used by the Grand Jury for presentations and the digital voice recorders used for interviews.

Social Committee-

1. Creates an atmosphere of camaraderie and social enjoyment.

Foreperson

The Foreperson must recognize that his/her most important responsibility is to make sure that the Grand Jury as a whole and each of the committees' function effectively and efficiently. To this end, he/she should be in frequent consultation with the various committee chairs and should require frequent progress reports as to the work being handled by each committee.

To a large extent, the success of the Grand Jury is dependent upon the Foreperson's skills in organizing and conducting meetings because the Jury must **function as a body rather than as individuals.** Since jurors have diversified experience, interests, and philosophies, it is the Foreperson's responsibility to prevent or minimize contentious factions from forming between jurors. The Foreperson must devote every effort to maintain a friendly unity of spirit. The Foreperson should strive to preside with tact, restraint, consideration, common sense, firmness, and a sense of humor, always keeping open communication between himself/herself and the other jurors.

The following are typical duties of the Foreperson:

- Calls meetings of the Grand Jury; presides at such meetings.
- Prepares the agenda for each session.
- Appoints standing and special committees; makes changes in committee assignments when deemed advisable.
- Signs all communications of the Grand Jury; authorizes news releases; transmits all reports to the Court.
- Acts as the official spokesperson for the Grand Jury.
- Administers oaths and admonitions.
- Speaks to interested groups on functions of the Grand Jury.
- Acts as ex-officio member of all committees.
- Brings all correspondence to the Grand Jury's attention at business meetings.

2020/2021 GRAND JURY SELECTION SCHEDULE

(Tentative — all dates subject to change)

November 5, 2019	Grand Jury application period begins
January 10, 2020	Last day to accept applications from the public
February 21, 2020	Orientation and Pre-Interviews
February 28, 2020	Orientation and Pre-Interviews
March 6, 2020	Orientation and Pre-Interviews
March 13, 2020	Letter to judges requesting public and private nominations
April 17, 2020	Last day nominations accepted from judges
May 15, 2020	Nominations announced
June 5, 2020	Drawing of 2020/2021 San Diego County Grand Jury
June 15-19, 2020	Training of New Grand Jurors at the Hall of Justice
June 24, 2020	Grand Jurors sworn in