



County of Los Angeles Civil Grand Jury

Clara Shortridge Foltz Criminal Justice Center
210 West Temple Street · 11th Floor, Room 11-506 · Los Angeles CA 90012
Telephone (213) 628-7914 · FAX (213) 229-2595
<http://www.grandjury.co.la.ca.us>

Dear Citizen:

The Los Angeles County Superior Court is seeking qualified individuals who may be interested in applying for the Civil Grand Jury. Recruitment is year round and applications are accepted on a continuous basis. The term of service is one year, beginning July 1st and continuing through June 30th of the following year. The deadline to submit an application is in November of each year for the term beginning July 1st of the following year. Please see the enclosed Timetable for all pertinent dates.

To qualify, an applicant must be a citizen of the United States, at least 18 years of age, a resident of Los Angeles County for at least one year, of ordinary intelligence and good character, and have a working knowledge of English.

The responsibilities of the Civil Grand Jury include a careful and complete examination of the operations of various government agencies within Los Angeles County, including special districts, to ensure that these agencies are operating efficiently and managing taxpayer monies appropriately. The Civil Grand Jury is further charged with investigating individual complaints from citizens. Participation on the Civil Grand Jury requires a 30 to 40 hour-per-week commitment to fulfill this valuable public service.

Participation on the Civil Grand Jury is strictly *voluntary*. Your employer is not obligated to provide you with the time off or to pay your salary to participate as a member of the Civil Grand Jury.

Enclosed herewith is a Civil Grand Jury information packet. I hope you will take the time to read the information and familiarize yourself with the functions of the Civil Grand Jury. Should you decide to accept the challenge to make a difference in Los Angeles County government, please complete the Civil Grand Jury Nomination/Application Form and return it in the envelope provided.

I look forward to receiving your completed application form.

Very truly yours,

Darrell Mahood
Director, Juror Services Division

LOS ANGELES COUNTY CIVIL GRAND JURY FACT SHEET

(Please read carefully before completing the nomination form)

PRIMARY FUNCTIONS OF THE CIVIL GRAND JURY

The primary function of the Civil Grand Jury is to investigate county, city, and joint-power agencies. This is a significant civil function. The Civil Grand Jury acts in a “watch-dog” function by examining, carefully and completely, the operations of various government agencies within Los Angeles County. The Civil Grand Jury cannot investigate state or federal agencies as they lie outside their jurisdiction. Part of the investigation of governmental agencies includes the ability to audit operations, accounts, and records of officers and departments within the agency under investigation. The Civil Grand Jury is further charged with investigating individual complaints from citizens. By statute, the Civil Grand Jury is required to inquire regarding the conditions and management of all public prisons within the County of Los Angeles.

To carry out this function, the Civil Grand Jury is divided into committees, each of which concentrates on certain areas under investigation. These committees visit facilities, meet with officials, and develop recommendations for improving government operations. The Audit, Citizens Complaints, and Jail Committees are considered essential because of the Civil Grand Jury’s mandate to audit the county, examine complaints from individual citizens, and inspect the jails.

No later than the end of its term the Grand Jury is required by law to submit a final report of its findings and recommendation to the Presiding Judge of the Superior Court. Agencies to which these findings/recommendations are directed are required to respond within 90 days.

CIVIL GRAND JURY – FULL TIME FOR ONE YEAR

Twenty-three citizens of Los Angeles County are sworn each July to serve as Civil Grand Jurors for 12 months. Membership on this body is a full-time commitment, 5 days a week and approximately 30 – 40 hours each week. Los Angeles County, with its large population, its numerous facilities, and problems, is so big and so complex that the members of the Civil Grand Jury must be prepared to devote their time and energies almost totally to the needs and demands of the Civil Grand Jury.

It is essential that all Civil Grand Jurors be in attendance at every grand jury session. All jurors are required to be in attendance for productive discussion of issues and decision-making to take place. Therefore, only the most pressing emergency or illness is considered legitimate reasons for being absent.

A particular juror’s hours may vary depending on his/her committee assignment that needs to be completed on the Final Report. Some members of the grand jury may not be required to report during the later part of their grand jury’s term.

Anyone who is nominated to serve on the Civil Grand Jury must be fully cognizant of the time involved. Each prospective civil grand juror should sincerely and thoughtfully weigh any and all family, personal, and business obligations before accepting nomination to the Civil Grand Jury.

WHO IS ELIGIBLE FOR CIVIL GRAND JURY NOMINATION?

By law, a person is eligible if that person is: a citizen, 18 years of age or older, a resident of the County for at least one year, of ordinary intelligence and good character, and has a working

INSTRUCTIONS FOR FILING GRAND JURY APPLICATION FORM

1. Read ALL information in the packet before completing the form.
2. Complete the following in black or blue ink:
 - a. Nomination/Application Form – Page 1 and Page 2.
Sign and date the application form.
 - b. Outreach Form
3. Return the completed/signed application and outreach form to any of the address below:

County of Los Angeles, Civil Grand Jury
Clara Shortridge Foltz Criminal Justice Center
210 West Temple Street, 11th Floor, Room 11-506
Los Angeles, California 90012

OR

Superior Court of California
County of Los Angeles Civil Grand Jury
P.O. Box 866008(mail)
Los Angeles, CA 90086-6008

NOTICE

**IF CURRENTLY EMPLOYED, EMPLOYER'S CONFIRMATION LETTER
MUST BE ATTACHED**

**PLEASE WRITE LEGIBLY. FAILURE TO ANSWER ALL QUESTIONS
ACCURATELY AND COMPLETELY MAY DISQUALIFY YOUR
APPLICATION**

6. Was there a single message or piece of information about the Civil Grand Jury that was most responsible for your decision to apply?

7. Are you willing to take the following oath or affirmation? Yes No

I do solemnly swear (affirm) that I will support the Constitution of the United States and of the State of California and all laws made pursuant to and in conformity therewith, will diligently inquire into, and true presentment make, of all public offenses against the people of this state, committed or triable within this county, or which the Grand Jury shall have or can obtain legal evidence. Further, I will not disclose any evidence brought before the Grand Jury, nor anything which I or any other grand juror may say, nor the manner in which I or any other grand juror may have voted on any matter before the Grand Jury. I will keep the charge that will be given to me by the court.

8. If you answered "Yes" to questions 1F, 1G, 5A, or 5B on Page 1, use this space for additional and/or explanatory information, i.e., for No. 1F, indicate years served on former Grand Juries. [Use additional sheet if necessary.]

9. Background information: To assist the Presiding Judge in the selection of the Foreperson for the Civil Grand Jury, and to provide information valuable to the Foreperson in naming committee chairpersons and members, it is requested that you summarize your background, and employment experience in a statement of not more than 150 words.

APPLICANT'S STATEMENT

I understand my name is being considered for possible nomination on the Los Angeles County Civil Grand Jury for the next fiscal year and that such service may be required upwards of five full days per week over a one year period beginning July 1st. I also understand that vacation leave is at the option and convenience of the Civil Grand Jury and is to be limited to one month or less. I further understand I will be required to be present for the Swearing-In Ceremony including charging of the Civil Grand Jury on July 1st, and for the organization of the Civil Grand Jury and its various working committees during the entire month of July. If I am unable to be present on July 1st and the balance of July, I understand I will be replaced by an Alternate Civil Grand Juror. I also state that I have personally completed this application without assistance.

I declare under penalty of perjury, under the laws of the State of California, that the foregoing is true and correct.

Executed at _____, CA on _____
City Date Signature

NOMINATION

The above nominee is suitable, competent, and qualified to serve as a Civil Grand Juror under Section 893 of the California Penal Code. I, or member of the Civil Grand Jury Interview Committee, have discussed this impending nomination with the nominee and ascertained availability for service.

I nominate the above person for service on the Civil Grand Jury of Los Angeles County for the next fiscal year.

Date Judge of the Superior Court Dept. No.

Outreach

Name _____

E-Mail Address _____

How did you hear about the Civil Grand Jury? (Please check all that apply)

- 1. Friend/Personal Referral.....
- 2. Former Grand Juror
- 3. Invitation Ltr from Jury Div... ..
- 4. Community Org announcement.....
- 5. Television/Radio.....
- 6. Newspaper/Newsletter.....
- 7. Grand Jury website
- 8. LACERA announcement.....
- 9. Walk-in
- 10. Other(specify)

What motivated you to apply?

**TIMETABLE OF EVENTS
2018-2019 CIVIL GRAND JURY SELECTION
SWEARING IN: JULY 2, 2018**

<p>JULY - NOVEMBER 2017</p> <p>COMMUNITY VOLUNTEER APPLICATIONS FOR POTENTIAL GRAND JURORS AND DIRECT NOMINATIONS ACCEPTED ON A YEAR-ROUND BASIS</p> <p>OPEN COMMUNITY RECRUITMENT PERIOD FOR VOLUNTEER CANDIDATES</p>	<p>AUGUST - NOVEMBER 2017</p> <p>JUDGES INTERVIEW VOLUNTEER CANDIDATES*</p>	<p>FRIDAY, NOVEMBER 3, 2017</p> <p>DEADLINE FOR COMMUNITY VOLUNTEER APPLICATIONS</p> <p>NOVEMBER 2017</p> <p>LAST MONTH FOR JUDGES TO CONDUCT INTERVIEWS</p>
<p>*VOLUNTEER CANDIDATES MUST BE INTERVIEWED TO BE CONSIDERED FOR NOMINATION. YOU WILL BE NOTIFIED OF THE DATE AND TIME OF YOUR APPOINTMENT.</p>		
<p>JANUARY 2018</p> <p>BEGIN CIRCULATING VOLUNTEER APPLICATIONS AMONG SUPERIOR COURT JUDGES FOR POSSIBLE NOMINATION</p>	<p>FRIDAY, FEBRUARY 16, 2018</p> <p>DEADLINE FOR JUDGES TO SUBMIT GRAND JURY NOMINATIONS</p>	<p>FRIDAY, MARCH 9, 2018</p> <p>DEADLINE FOR OBJECTIONS TO LIST OF NOMINEES</p> <p>WEDNESDAY, MARCH 14, 2018 THRU WEDNESDAY, MARCH 28, 2018</p> <p>CIRCULATE POTENTIAL GRAND JUROR LIST TO JUDGES FOR APPROVAL</p>
<p>APRIL 2018</p> <p>LETTERS MAILED TO CANDIDATES RE. STATUS OF APPLICATIONS</p> <p>FRIDAY, APRIL 13, 2018 (TENTATIVE)</p> <p>FIRST DRAWING FOR <u>40 PROSPECTIVE GRAND JURORS & 30 ALTERNATES</u></p> <p>INFORMAL GRAND JURY ORIENTATION</p>	<p>APRIL 2018 – MAY 2018</p> <p>BACKGROUND INVESTIGATIONS OF PROSPECTIVE GRAND JURORS & ALTERNATES BY SHERIFF'S DEPARTMENT</p> <p>WEDNESDAY, MAY 23, 2018 (TENTATIVE)</p> <p>FINAL DRAWING OF 23 GRAND JURORS & APPROPRIATE NUMBER OF ALTERNATES</p>	<p>FRIDAY, JUNE 8, 2018 (TENTATIVE)</p> <p>GRAND JURY ORIENTATION</p>
<p>ALL INDIVIDUALS DRAWN IN APRIL MUST ATTEND THE FINAL DRAWING IN MAY.</p> <p>TO BE SELECTED AS A GRAND JUROR, YOU MUST BE AVAILABLE FOR ORIENTATION, THE SWEARING-IN CEREMONY AND THE ENTIRE MONTH OF JULY AND AUGUST.</p> <p>MONDAY, JULY 2, 2018: SWEARING - IN OF THE 2018-2019 CIVIL GRAND JURY</p>		

ALL CORRESPONDENCE SHOULD BE ADDRESSED TO:

County of Los Angeles, Civil Grand Jury
Clara Shortridge Foltz Criminal Justice Center
210 WEST TEMPLE ST., RM 11-506
LOS ANGELES, CA 90012

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