



Superior Court of California County of San Bernardino

NANCY CS EBERHARDT
Court Executive Officer and Clerk
Jury Commissioner

247 West Third Street, 11th Floor
San Bernardino, CA 92415-0302

(909) 708-8747

Dear Prospective Grand Juror:

On behalf of the Superior Court of California, County of San Bernardino, we want to thank you for your interest in serving on the fiscal year 2017-2018 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 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 actually 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, 2017. 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.

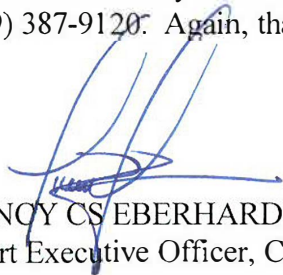
Three days per week are the minimum number of days worked. However, jurors will often work four and sometimes five days a week. **It is essential that all Grand Jurors be in attendance and only the most pressing emergency or a juror's illness should be reasons for absence. Vacation time off should be 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 \$25.00 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 on the fiscal year 2017-2018 San Bernardino County Civil Grand Jury, please complete the enclosed application form and statement of qualifications; a resume is strongly recommended.

Return 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 March 17, 2017.** 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 C. EBERHARDT
Court Executive Officer, Clerk of Court, Jury Commissioner

NCSE:ng
Enclosures

**SUPERIOR COURT OF CALIFORNIA
COUNTY OF SAN BERNARDINO
2017-2018 PROSPECTIVE CIVIL GRAND JURY NOMINEE
STATEMENT OF QUALIFICATIONS**

Please print or type.

NAME: _____
LAST, FIRST MIDDLE MAIDEN

STREET ADDRESS: _____

CITY: _____ **ZIP CODE:** _____

DATE OF BIRTH: _____ **PLACE OF BIRTH:** _____

<u>QUALIFICATIONS:</u> (Penal Code §893)	YES	NO
I am a citizen of the United States.	<input type="checkbox"/>	<input type="checkbox"/>
I am 18 years of age or older.	<input type="checkbox"/>	<input type="checkbox"/>
I have been a resident of San Bernardino County for at least one year prior to July 1, 2017.	<input type="checkbox"/>	<input type="checkbox"/>
I am in possession of my natural faculties; I am of ordinary intelligence and of sound judgment and fair character	<input type="checkbox"/>	<input type="checkbox"/>
Are you presently serving as a trial juror in any court of this state?	<input type="checkbox"/>	<input type="checkbox"/>
Have you been discharged as a grand juror in any court of this state within one year prior to the date of this affidavit?	<input type="checkbox"/>	<input type="checkbox"/>
Have you been convicted of malfeasance in office, or any felony or other high crime?	<input type="checkbox"/>	<input type="checkbox"/>
Are you now serving as an elected public official?	<input type="checkbox"/>	<input type="checkbox"/>

NOTE: All applicants for nomination to the San Bernardino County Civil 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 applicant's ability and suitability as a Grand Juror.

Executed under penalty of perjury this _____ day of _____, 20_____.

Signature

PLEASE READ AND SIGN THE STATEMENT BELOW

I am aware that service on the San Bernardino County Civil Grand Jury is for a twelve-month period beginning July 1 through June 30 of the following year and that such service may require my attendance three days, and possibly up to a five days, per week. Reasonable absences (up to 12 days) are permitted.

I am also aware that I may be requested to participate in an orientation program for up to two weeks in the month of July. It must be understood there is not any provision under the law for compensation for the orientation program.

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 Civil Grand Jury and that I have no plans for extended vacation, travel, or business (more than 12 business days) which would prevent me from serving the required amount of time. I will not change residence outside the County of San Bernardino during my term as a Grand Juror.

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

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

Dated: _____ Signature: _____

CONFIDENTIAL 2017-2018 PROSPECTIVE CIVIL GRAND JURY NOMINEE APPLICATION

When this application is completed and submitted to the Superior Court, it will constitute your consent to be considered for nomination as a prospective member of the San Bernardino County Civil Grand Jury. Personal information provided on this form will assist Judges of the Superior Court in compiling a list of nominees that represents a cross-section of the County. Information provided on this application is kept **confidential**. Please answer **all** questions. **Return application materials by March 17, 2017.**

1. **NAME:** _____
(LAST) (FIRST) (MIDDLE) (MAIDEN)

2. **RESIDENCE ADDRESS:** _____

MAILING ADDRESS (if different than above): _____

PHONE: Residence (____) ____ - ____ Cell (____) ____ - ____

EMAIL: _____

3. **DATE OF BIRTH:** ____/____/____

SOCIAL SECURITY NUMBER: ____ - ____ - ____

4. **REQUIRED:**

County Supervisorial District Number: _____

If unknown, please call the County Registrar of Voters' Office at (909) 387-8300

5. **Employment Status:** Employed Not Employed Retired

Former Occupation and Employer: _____

Number of years employed with previous employer? _____

Current Occupation and Employer (if applicable): _____

Number of years employed with current employer? _____

6. **MARITAL STATUS:** Married Single Divorced Widowed

Spouse's Name _____
(If Applicable)

Spouse's Current or Previous Occupation: _____
(If Applicable)

Spouse's Employer: _____

LAST NAME: _____

Service as a Grand Juror requires essential physical and mental functions to perform daily duties pursuant to Penal Code §893. The physical and mental demands described here are representative of those that must be met by Grand Jurors to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical Demands

While performing the duties of this job, the Grand Juror is regularly required to sit, walk and stand; talk and hear; use hands to finger, handle, feel or operate objects, tools or controls; reach with hands and arms; perform repetitive movements of hands or wrists. The employee is frequently required to lift items weighing up to ten (10) pounds unaided.

Specific vision abilities required for this job include close vision and the ability to adjust focus.

Mental Demands

While performing the duties of this job, the Grand Juror uses written and oral communication skills; reads and interprets data, information and documents; analyzes and solves problems; uses math and mathematical reasoning; observes and interprets people and situations; learns and applies new information and skills; performs highly detailed work; deals with changing deadlines, constant interruptions and multiple concurrent tasks; handles multiple competing demands while changing priority and focus on very short notice; interacts with others encountered in the course of work, including frequent contact with various agencies.

Work Environment

The employee works in an office environment where the noise level is usually quiet and may visit sites during the course of an investigation.

7. How do you evaluate your:

	<u>Good</u>	<u>Average</u>	<u>Poor</u>
General Health	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Eyesight	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Hearing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Physical Mobility	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

As a result of a disability will you need to have accommodation in the interview process or the performance of the essential functions of Grand Jury service? Yes No

8. Are you related to or closely associated with any elected official(s) or public employee(s) within San Bernardino County? Yes No

If yes, please give name and explain relationship: _____

9. EDUCATION

Graduated from _____ High School in _____
(City/State)

College/University Degree _____ from _____

Advanced Degree _____ from _____

Other Training: _____

10. CLUBS/ORGANIZATIONS/COMMUNITY SERVICE: List any civic, professional, service or social organizations in which you have served as a member. Indicate if you have served as an officer.

Organization

Offices Held

_____	_____
_____	_____
_____	_____
_____	_____

11. EXPERIENCE - Do you have experience with the following?

Research	yes <input type="checkbox"/>	no <input type="checkbox"/>	Program Evaluation	yes <input type="checkbox"/>	no <input type="checkbox"/>
Investigation	yes <input type="checkbox"/>	no <input type="checkbox"/>	Fiscal Matters	yes <input type="checkbox"/>	no <input type="checkbox"/>
Interviewing	yes <input type="checkbox"/>	no <input type="checkbox"/>	Legal Matters	yes <input type="checkbox"/>	no <input type="checkbox"/>

12. WRITING ABILITY - Do you have writing ability in the following areas?

Research	yes <input type="checkbox"/>	no <input type="checkbox"/>	Program Evaluation	yes <input type="checkbox"/>	no <input type="checkbox"/>
Investigation	yes <input type="checkbox"/>	no <input type="checkbox"/>	Fiscal Matters	yes <input type="checkbox"/>	no <input type="checkbox"/>
Interviewing	yes <input type="checkbox"/>	no <input type="checkbox"/>	Legal Matters	yes <input type="checkbox"/>	no <input type="checkbox"/>

13. COMMUNICATIONS SKILLS - Your degree of proficiency in English usage:

	<u>Good</u>	<u>Average</u>	<u>Poor</u>
Reading	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Writing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Speaking	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Do you enjoy or dislike participating in group discussions?

LAST NAME: _____

17. Please outline your knowledge and understanding of the role and function of the Civil Grand Jury and the role and function of County government. (Attach additional sheets if necessary): _____

18. If you think you may be interested in being considered for the position of Foreperson of the Civil Grand Jury, please assist the Presiding Judge in the selection by summarizing your background, experience and why you believe you would be a good Foreperson. (Attach additional sheets if necessary): _____

LAST NAME: _____

19. If you are contemplating any absences in fiscal year 2017-2018 which might interfere with your performance on the Civil Grand Jury, please indicate for what period of time. Please specify effective date and return date below:

Effective Date: __/__/____ Return Date: __/__/____

20. If you are employed, does your employer understand the nature of the duties of a Grand Juror and will he/she release you to full-time Civil Grand Jury service for the entire period the Jury shall be in session? YES NO Attach release verification from your employer. (CAUTION: Employers are not required to pay wages to citizens volunteering for service on the Civil Grand Jury.)

21. 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, of which the Civil Grand Jury shall have or can obtain legal evidence. Further, I will not disclose any evidence brought before the Civil 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 Civil Grand Jury. I will keep the Charge that will be given me by the court.

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To assist the Civil Grand Jury Selection Committee in its recommendation of the 30 names for the Civil Grand Jury Panel, it is requested that you summarize your background and employment experience below. In addition to the following information, resumes will be accepted. PLEASE TYPE OR PRINT.

PAST EMPLOYMENT: _____

PRESENT EMPLOYMENT (If Applicable): _____

LAST NAME: _____

EDUCATION: _____

EXPLAIN YOUR EXPERIENCE IN:

1. GATHERING FACTS:

2. ANALYZING DATA:

3. REPORT WRITING:

4. COMMITTEE WORK (volunteer or paid):

LAST NAME: _____

**SAN BERNARDINO COUNTY
SHERIFF-CORONER**



AUTHORIZATION TO RELEASE INFORMATION
(For Civil Grand Jury Applicants)

As an applicant for a position on the San Bernardino County Civil Grand Jury, I am required to furnish information for use in determining my qualifications as set forth in the California Penal Code §893.

I authorize the release of any and all information you may have concerning me, including, but not limited to, information of a confidential or privileged nature, or any data or materials which have been sealed or understood to be withheld pursuant to any prior agreement or court proceeding involving disciplinary matters.

FOR APPLICANTS WITH PEACE OFFICER STATUS: I acknowledge that I have been advised that the records or information contained therein may be considered confidential under Penal Code §832.7 and therefore subject to discovery or disclosure only pursuant to a noticed motion under Evidence Code §1043 and thereby authorize the disclosure of all records to which, as an employee, the undersigned would have or did have access.

A photocopy of this release is to be considered as valid as an original.

Signature: _____

Print Name: _____

Date: _____

STATEMENT

I understand that my name may be placed in nomination to be considered for membership on the San Bernardino County Civil Grand Jury for fiscal year 2017-2018. I am aware that such service may require three to five full days per week over a one-year period beginning July 1, 2017. **I also understand that vacation leave is at the option and convenience of the Civil Grand Jury.** I further understand that I will be required to be present for the impanelment proceeding in late June, 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 at the impanelment proceeding and for the balance of July, I understand that I may be replaced by an alternate Grand Juror.

I declare under penalty of perjury that the statements on this questionnaire are true and correct. Executed this _____ day of _____, 20_____.

_____ **Print name** _____ **Signature** _____

In order to help us evaluate our recruitment program, please indicate how you learned about service on the San Bernardino County Civil Grand Jury:

Newspaper _____ TV/Radio Station _____ Organization _____ Website _____ Other _____

Referred By: _____

Return your application materials by March 17, 2017 to:

**SAN BERNARDINO COUNTY CIVIL GRAND JURY
172 WEST THIRD STREET, SECOND FLOOR
SAN BERNARDINO, CA 92415-0243**

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(FOR OFFICIAL USE ONLY – DO NOT WRITE BELOW THIS LINE)

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Interviewing Judge - Please complete the following information on your six (or more) selected applicants prior to returning to the Civil Grand Jury office:

This applicant is suitable, competent and qualified to serve as a Grand Juror under Sections 893 and 896 of the Penal Code. Possible nomination has been discussed with the nominee and availability for service has been determined. This candidate is qualified for service on the San Bernardino County Civil Grand Jury for 2017-2018.

JUDGE (type or print name)

JUDGE'S SIGNATURE

DISTRICT: _____ DATE: _____