



**Superior Court of California
County of San Bernardino**

Christina M. Volkers
Court Executive Officer

**303 West Third Street, Fourth Floor
San Bernardino, CA 92415-0302**

(909) 708-8751
Fax: (909) 708-8784

Hello –

Thank you for your interest in serving on the 2014-2015 San Bernardino County Civil Grand Jury. Enclosed is the application material you recently requested. Before submitting the application it may be of some help to you to understand what is involved and how the Grand Jury is selected.

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 Grand Juror will be considered. Because a large number of applications are received, 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 Grand Jurors. Six nominees are nominated from each of the five County Supervisorial Districts. The persons nominated will constitute the Grand Jury Panel and they will be summoned to appear in court at a date and time designated in the Summons. You must be present for the 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 jury wheel, and 19 names are then drawn. The 19 individuals so selected will constitute the Grand Jury for the ensuing fiscal year commencing July 1, 2014.

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, 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

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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 Grand Jury must be prepared to devote substantial time and energy to the needs and demands of this activity.

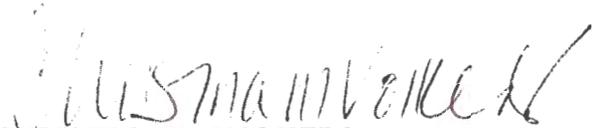
Three days per week are the minimum number of days worked. However, Jurors will often work four and sometimes five days a week. **It is essential that all Grand Jurors be in attendance and only the most pressing emergency or a Juror's illness should be reasons for absence. Vacation time off should be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

If you wish to apply for possible service on the 2014-2015 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 Grand Jury, Room 200, County Courthouse, 351 N. Arrowhead Avenue, San Bernardino, CA 92415-0243. **Applications must be received by February 28, 2014.** Should you have any questions, please call the Grand Jury Assistant at (909) 387-3820. Again, thank you for your interest in this most important civic activity.


CHRISTINA M. VOLKERS
Court Executive Officer

CMV:mav
Enclosures

Dear Grand Jury Applicant:

Thank you for your interest in becoming a member of the 2014-2015 San Bernardino County Grand Jury.

The attached “Statement of Qualification” and “Application” must be completed in their entirety and returned to the Grand Jury Office no later than **February 28, 2014**. If any information is omitted, the entire form will be returned to you.

Please be sure to read all the documents enclosed. Also it is important to understand the commitment and dedication of a Grand Juror. The work week is a minimum of three days and can be full five days per week. The hours will vary, but they can range from 8:30 a.m. to 4:30 p.m. There, of course, are lunch hours and breaks.

The Grand Jury is comprised of 19 people who work together very closely on many projects. Grand Jurors are involved with meetings, committees, research, investigations, interviews and the writing of reports. Each member is required to be a part of and make contributions in each of these areas.

Although it is not a disqualification, it is recommended to not be employed while serving on the Grand Jury. Service on the Grand Jury is an extremely important commitment and can be quite involved and time consuming. Being employed at the same time is, at best, difficult.

The application process is somewhat lengthy. Application period runs from November – February. After review of applications, judicial panels conduct the interviews usually during April/May, after which time the background checks are completed. Late May or early June, notifications are sent out letting everyone know their status – whether they have been selected to be in the final pool or not. A training is conducted toward the end of June for the final pool. The final selection is done as a random draw at a ceremony to be held on July 1, 2014.

Should you have any questions before or during the process of completing your application, please contact the Grand Jury office at 909-387-3820.

Thank you.

**SUPERIOR COURT OF CALIFORNIA
COUNTY OF SAN BERNARDINO**

**2014-2015 PROSPECTIVE GRAND JURY NOMINEE
STATEMENT OF QUALIFICATIONS**

(Please print or type)

NAME _____
(LAST) (FIRST) (MIDDLE) (MAIDEN)

ADDRESS _____

CITY _____ **ZIP CODE** _____

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

<u>QUALIFICATIONS:</u>	YES	NO
I am a citizen of the United States	Yes	No
I am 18 years of age or older	Yes	No
I have been a resident of San Bernardino County for at least one year prior to July 1, 2014	Yes	No
I am in possession of my natural faculties; I am of ordinary intelligence and of sound judgment and fair character	Yes	No
Are you presently serving as a trial juror in any court of this state?	Yes	No
Have you been discharged as a grand juror in any court of this state within one year prior to the date of this affidavit?	Yes	No
Have you been convicted of malfeasance in office, or any felony or other high crime?	Yes	No
Are you now serving as an elected public official?	Yes	No

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

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

Signature
(This form **must** accompany the application)

PLEASE READ AND SIGN THE STATEMENT BELOW

I am aware that service on the San Bernardino County 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 June. 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 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 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 Grand Jury.

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

Dated: _____ Signed: _____

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 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 February 28, 2014**

(Please print or type)

1. **NAME** _____
(Last) (First) (Middle)

2. **RESIDENCE ADDRESS** _____

MAILING ADDRESS (if different than above) _____

PHONE: Residence _____ Cell _____

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, Monday through Friday, 8:00 a.m. to 5:00 p.m. to find out)

5. Employment Status: Employed _____ Not Employed _____ Retired _____
Former Occupation and Employer: _____

How many years? _____

Current Occupation and Employer (if applicable): _____

How many years? _____

6. **MARITAL STATUS:** "M ""S ""D W (cj gemone)

Spouse's Name _____
(If Applicable)

Spouse's Occupation _____
(If Applicable)

Spouse's Employer _____

7. How do you evaluate your:

	<u>Good</u>	<u>Average</u>	<u>Poor</u>
General Health	_____	_____	_____
Eyesight	_____	_____	_____
Hearing	_____	_____	_____
Physical Mobility	_____	_____	_____

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 _____

Graduate (or higher) 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 ___ no___	Program Evaluation	yes ___ no ___
Investigation	yes ___ no___	Fiscal Matters	yes ___ no ___
Interviewing	yes ___ no___	Legal Matters	yes ___ no ___

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

Research	yes ___ no___	Program Evaluation	yes___ no___
Investigation	yes ___ no___	Fiscal Matters	yes___ no___
Interviewing	yes ___ no___	Legal Matters	yes___ no___

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

	<u>Good</u>	<u>Average</u>	<u>Poor</u>
Reading	___	___	___
Writing	___	___	___
Speaking	___	___	___

14. **COMPUTER SKILLS** - Your degree of proficiency in computer usage:

	<u>Good</u>	<u>Average</u>	<u>Poor</u>
Word Processing (Word, Works, etc.)	___	___	___
Research through various websites	___	___	___
Email (Outlook, gmail, yahoo, etc.)	___	___	___
Typing skills	___	___	___

Do you enjoy _____ // dislike _____ participating in group discussions?

17. Please outline your knowledge and understanding of the role and function of the 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 Foreman of the Grand Jury, please assist the Presiding Judge in the selection by summarizing your background and experience for this additional responsibility.

Explain why you believe you would make a good Foreman. (Attach additional sheets if necessary):

19. If you are contemplating any absences in fiscal year 2014-2015 which might interfere with your performance on the 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 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 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 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 me by the court.

.....

To assist the Grand Jury Selection Committee in its recommendation of the 30 names for the 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): _____

EDUCATION: _____

EXPLAIN YOUR EXPERIENCE IN:

1. GATHERING FACTS: _____

2. ANALYZING DATA: _____

3. REPORT WRITING: _____

4. COMMITTEE WORK (volunteer or paid): _____

**SAN BERNARDINO COUNTY
SHERIFF-CORONER**



AUTHORIZATION TO RELEASE INFORMATION
(For Grand Jury Applicants)

As an applicant for a position on the San Bernardino County 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 Grand Jury for fiscal year 2014-2015. I am aware that such service may require three to five full days per week over a one-year period beginning July 1, 2014. **I also understand that vacation leave is at the option and convenience of the 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 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_____.

Please print name

Signature

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

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

Referred By: _____

Return your application materials by February 28, 2014 to:

**SAN BERNARDINO COUNTY GRAND JURY, ROOM 200, COUNTY COURTHOUSE
351 NORTH ARROWHEAD AVENUE - 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 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 Grand Jury for 2014-2015.

JUDGE (type or print name)

JUDGES' SIGNATURE

DISTRICT: _____ DATE: _____