



MILWAUKEE POLICE DEPARTMENT

STANDARD OPERATING PROCEDURE

020 – JURY DUTY

GENERAL ORDER: 2026-12
ISSUED: March 27, 2026

EFFECTIVE: March 27, 2026

REVIEWED/APPROVED BY:
Assistant Chief Craig Sarnow
DATE: February 19, 2026

ACTION: Amends General Order 2024-42 (August 12, 2024)

WILEAG STANDARD(S): NONE

ROLL CALL VERSION

**Contains only changes to current policy.
For complete version of SOP, see SharePoint.**

020.05 MEMBER'S RESPONSIBILITY

The following procedures shall be followed for those members who attend jury duty service while on duty:

- A. Members shall promptly submit a *Department Memorandum* (form PM-9E) to their commanding officer, listing the date they are obliged to present themselves for such jury duty or jury service. Members shall also attach the city of Milwaukee form C-139R5 (*Application for Jury Duty Pay*) from the Payroll Section SharePoint site to their *Department Memorandum* and these documents shall be filed in the member's personnel file prior to reporting for jury duty or jury service.
- ~~B. Members shall obtain the city of Milwaukee form C-139R5 (*Application for Jury Duty Pay*) from the Payroll Section SharePoint site. After completion, members shall attach a copy of the legal summons to the report and forward it to the Payroll Section prior to reporting for jury duty or jury service.~~
- BG. Members are to obtain the computer printout form from the Jury Management Office and immediately forward it to the Payroll Section provide it to their commanding officer so it can be filed in the member's personnel file. Employees shall retain all compensation received for jury-duty service. Members who serve Jury Duty on a regular off day should indicate "RO" (Regular Off) on the printout from the Jury Management Office.
- CD. Police members who have been summoned for jury duty, whether on or off duty, shall not carry a weapon.

JEFFREY B. NORMAN
CHIEF OF POLICE