3-08/020.05 - Lunch Reservations

The bailiff shall notify his/her supervisor prior to 1100 hours or as soon as practical thereafter, when reservations for lunch will be needed for the jury. Necessary arrangements for additional Deputies, transportation and with the specified eating establishment for lunch will be made by the Branch Office. The Branch Supervisor shall ensure sufficient Deputies will be sent to maintain the physical security of the jury. Transportation may be by Sheriff's Court Services Units, walking the jury to a restaurant if the route is safe, or through the Court Services Transportation Bureau (CST), if there is sufficient time for notification.

Each Branch will have individual procedures for the handling of jury lunches. The following is a general guideline:

- Branch Supervisors shall contact the restaurant to make reservations. A separate room or area should be used to separate the jury from the general public.
- Sufficient Deputies shall be sent to maintain the security of the jury.
- Jurors should be seated together, or in small groups, so that the bailiff can readily observe them. Alternate jurors shall sit apart from the jury with the bailiff or assistant.
- No one shall be allowed to speak to or communicate with any of the jurors except the waiter, and then only to take orders for food.
- Jurors shall not discuss the case while at lunch.
- Should a juror need to use public restroom facilities they shall be escorted.
- No one shall be served or request alcoholic beverages.