



# SAN FRANCISCO CIVIL GRAND JURY FACT SHEET and SELECTION TIMELINE

## What is the Civil Grand Jury?

- As required by the California Constitution, the Civil Grand Jury is a “watchdog” that investigates the operations of the City and County’s government, including its officers, departments, and agencies.
- The Civil Grand Jury is 19 members randomly drawn from a pool of applicants who volunteer to serve for a one year term.

## How does it Work?

- Each Civil Grand Jury determines, by majority vote, which issues related to the government of the City and County of San Francisco to investigate. Typically, the Jury divides itself into committees, which carry out the investigations and write the reports.
- To write its reports, Civil Grand Jurors review records and financial documents; interview City and County department heads, elected officials, and staff; and visit government facilities. The entire Jury must vote to approve reports.
- After the Presiding Judge of the Superior Court reviews the reports to ensure they meet legal requirements, the reports are issued. The affected departments are required by law to respond to each finding and recommendation contained in the reports.
- The Board of Supervisors holds a public hearing on each report. The Civil Grand Jury presents the report and each affected department responds. The Board of Supervisors then issues its own response.

## When?

- The entire Civil Grand Jury meets once per week, generally in the late afternoon. Subcommittees meet as needed. Most of the Jury’s work takes place during regular business hours.
- Jurors must be able to serve the entire term, from July 1 through June 30. Jurors must be able to commit time consistently through the term.

## Who is Eligible?

- In order to volunteer to be considered for the Civil Grand Jury, you must be a United States citizen; at least 18 years of age; have lived in San Francisco for at least the past one year; have no felony convictions; and have the ability to communicate in English.

## How do I Apply?

- Applications may be downloaded from <http://civilgrandjury.sfgov.org/join.html> or you may pick one up at San Francisco Superior Court, 400 McAllister Street, Room 007. The application deadline is May 13, 2016.
- The most qualified applicants will be invited to attend a mandatory informational session in late May. A panel of Superior Court Judges will interview each applicant in June and select the pool from which the Civil Grand Jury will be randomly selected.
- The Civil Grand Jury will be trained in late June. The 2016 – 2017 Civil Grand Jury takes office on July 1, 2016.