**Typical Timeline of Activities**

The following is a listing by month(s) of activities that need attention by the foreperson, the pro tem, the other officers, and the entire grand jury. It is not a definitive list and may include activities that do not apply to your jury, but it can serve as an overview and guideline.

CGJA recommends that you develop a timeline of activities for your own jury and refer to it frequently during the term. One of your routine agenda items for plenary (full panel) meetings can be “Review our timeline of activities.”

Start of term **Court selects** and **swears in** new jury; selects alternates

Attend your **local orientation program for jurors and alternates to** get acquainted with each other and with your local officials, court personnel, and legal advisors – and to learn of local grand jury practices

Meet with last year’s foreperson to discuss local practices and challenges

Arrange for informal meetings with the **presiding or supervising judge, county counsel,** and the **district attorney** to discuss roles and establish communication procedures (email, phone call, etc.)

Month 1 At the jury’s first meeting, perform introductions

 By a supermajority vote, **adopt rules of procedure,** which most juries complile into a procedures manual.

Distribute officer/committee interest forms

Have jurors **sign a code of ethical conduct**

Have jurors with recent local government employment complete the Grand Juror Employment Recusal Report

Distribute the Grand Jury Recusal Form for Bias or a Perceived Conflict of Interest

 Provide parking passes, keys to the grand jury room, name plates and IDs

 Have all jurors and alternates **attend** **CGJA’s two-day training**; foreperson and pro tem should also attend CGJA’s Foreperson and Pro Tem Workshop

 **Hold plenary meetings** **to get organized** – set the frequency, day, and time for regular plenary meetings

Conduct icebreaker activities

 Discuss this Timeline of Activities with the jury and modify it as appropriate; review it at plenary meetings

Create a **calendar** to use for plenary and committee meetings, interviews, and other activities such as site visits

 Using the officer/committee interest forms, foreperson **nominates officers** and **makes tentative committee assignments** and submits them to the jury for consideration

Select **committee chairs (**or temporary chairs)

Committees begin to meet; they set the frequency, day, and time for committee meetings

Assess jurors’ computer skills and arrange for mentoring by a computer-savvy juror or county IT person, if needed

Foreperson, pro tem, and any finance officer meet with the county budget representative to discuss the budget

Discuss with the jury its **budget** and the county’s expense reimbursement procedures, including jurors’ claims for per diem and mileage

Have all jurors complete a **Form 700** and **W-9**

Discuss and establish **goals and expectations** for the year

Conduct team-building exercises and social activities

Discuss **confidentiality, ethics, collegiality,** and **juror conflicts and** **recusals**

Have the jury **review and evaluate the reports** of the prior grand jury and the responses to them as they are received

Months 2-4 Conduct recurring reviews of individual chapters of the CGJA Training and Reference Manual; arrange for computer skills training if needed

**Review** any evidentiary materials **passed forward** from the prior jury and consider assigning them to an investigation committee for initial research

**Investigation committees** discuss **topics of interest** (including those contained in complaints), research the topics, prioritize them, and then decide which ones to propose to the full jury for investigation

Committees prepare and submit **proposals for investigation** to the full jury for approval; the full jury must approve each investigation by a supermajority vote (see sample topic proposal form on the CGJA website under Jury Resources)

**Confer with legal advisor** regarding jurisdiction or other legal issues as each topic is first considered

Establish a **master timeline** for all inquiries, investigations, and reports

Investigation committees develop a project management plan for each investigation and share it during plenary sessions

Investigation committees **begin investigations** (research, observations, inspections, and interviews) and inquiries (often just a facility tour; no report) and **report regularly to the full panel** on progress

Consider scheduling **tours** of local jails and, if the jury’s legal advisor determines that the jury has jurisdiction, of state prisons and conservation camps

Investigation committees “meet with” (interview) the subject of each report, unless excused by the court on a finding of detriment

Foreperson solicits advice from **legal advisors** as issues arise

Foreperson **monitors budget** and expenditures and discusses with jury

Continuity committee **reviews** **responses** to prior year’s reports and if recommendations were rejected, discusses possible reasons with full jury and considers whether to release a response complaince report

All jurors attend CGJA’s **Report Writing Workshop**

Jury adopts a style guide for reports

Months 5-6 Committees continue to review complaints **and other topic suggestions** and propose their own topics for investigations

Investigations continue

Drafting of reports begins

 Foreperson and pro tem meet with county CAO/CEO on next year’s grand jury **budget** to ensure adequate funding

Editorial committee establishes or updates list of media contacts’ email addresses

Months 7-10 **Editorial committee reviews and edits several drafts** of each reportand sends them back to investigation committees as needed

The **full panel** reviews and approves the last draft of each report and submits it to **legal advisor** for review

**Legal advisor reviews** final drafts of reports; committees and jury revise and approve reports again as needed

Committees conduct **exit interviews** as reports near completion; conduct further investigation and revise reports as needed

The full panel reviews the final version of each report and approves **by supermajority vote**

Foreperson **submits final reports** to the **judge** for approval before release (court-approved individual reports **may be released** before the end of their term)

Jury **provides approved reports to subject boards** and officials two working days before their public release

Jury has reports posted on its website as they are released, then sends a press release with each report, or a link to the report, to media contacts

Any juror who wishes to be considered as a holdover or foreperson submits an application form to the foreperson for forwarding to the judge

Month 10 Report writing and exit interviews are completed for most of the individual reports, with any necessary final fact-checking and advice from legal advisor

Completed reports are submitted to the judge for approval before the jury provides them to the entities two working days in advance of their public release

Editorial committee meets with the manager of the print shop to plan the **final consolidated report** (covers, binding, dividers, procedures, etc.)

Editorial committee discusses final details with full jury to get input on the organization and style of the consolidated report

Month 11 Grand jury finishes the last individual reports and exit interviews with any necessary final fact-checking and advice from legal advisor

Jury submits any last individual reports to the judge and upon approval, provides them to the entities two working days before their public release

 Group **picture** may be taken

Editorial committee **meets with the** **print shop** manager to finalize cover choice, layout, etc., of the final consolidated report

Continuity committee or foreperson assists in the preparation for the **local orientation program** for the incoming grand jurors and alternates and passes on information regarding the **CGJA training** program

Month 12 Editorial committee reformats the approved grand jury reports and other content for inclusion in the **consolidated final report,** submits it to the print shop, and readies it for posting on the grand jury’s website

Jury submits consolidated report to the judge for approval, and issues a press release when it is posted on the website

Editorial committee prepares a **newspaper** **insert** of the grand jury’s reports if one is used, works with the newspaper to develop graphics and format, and proofreads the insert

Jury revises its **rules of** **procedure** for next jury to consider for adoption

Each juror submits a “Leaving Office” Form 700

Jury cleans meeting room**,** returns keys and parking passes, organizes library

Each juror submits a Juror Exit Form

Jury decides by supermajority which, if any, evidentiary materials from civil investigations will be passed forward to the next jury or delivered to county counsel, seals any remaining investigation files, and shreds all other confidential materials (meeting agendas and minutes, correspondence, draft reports, etc.)

Jurors consider holding a social event for the outgoing jury

End of term All jurors attend the **selection and swearing in of the new jury** and discharge of current panel

Foreperson and other officers may, if invited, take part in the new jury’s orientation program to provide information on local practices

Foreperson should be available as a resource to the incoming jury, but must be careful to maintain confidentiality

**Foreperson** and designees must be availableto **clarify recommendations for 45 days** after the end of the term (without revealing any confidential information not in the report)