**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. This is not a definitive list and may include activities that may 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 meetings can be “Review our timeline of activities.”***

Beginning 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

Conduct icebreaker activities

Distribute officer/committee interest forms

All jurors and alternates **attend** **training** conducted by the California Grand Jurors’ Association (CGJA)

Month 1 **Hold plenary (full panel) meetings** **to get organized** – set the frequency, day, and time for regular plenary meetings; by a supermajority vote, adopt rules of procedure (the “procedures manual”); determine which officers to have and define their duties; decide which committees to have and how chairs are to be selected; adopt ground rules for juror conduct during meetings

Elect officers

Form **investigative and administrative committees**

Select **committee chairs (**or temporary chairs); set the frequency, day and time for various committee meetings

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

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

Arrange for the foreperson and pro temto meet informally with the **presiding judge, county counsel,** and the **district attorney** to discuss roles and establish contact procedures (email, phone call, etc.)

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** and have jurors **sign a code of ethical conduct**

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

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

Months 2-4 Conduct or arrange for **internal training** of the jury (review of individual chapters of the CGJA Training Manual, electronic communication, word processing and editing skills, etc.)

**Review your adopted ground rules** for juror conduct during meetings

**Review** any civil investigative **files passed forward** from the prior grand jury and consider assigning them to an investigative committee for initial research

Conduct **tours** of state prisons and conservation camps, and consider touring local jails and juvenile facilities within the county

**Editorial committee** works on style **guidelines** for reports as well as a template and presents them to the full jury for approval

**Investigative committees** discuss **topics of interest** (including those contained in citizens’ 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 prioritize topics and approve each investigation by a supermajority vote

**Confer with legal advisor** regarding jurisdiction or other legal issues

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

**Begin investigations** (research, observations, inspections, and interviews) and inquiries (often just a facility tour; no report) and **report regularly to the plenary** as to progress

Investigative committees “meet with” (interview) the subject of each report, unless excused by the court

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 plenary

Jurors attend CGJA **Report Writing Workshops**

Months 5-8 Foreperson and pro tem meet with county CAO/CEO on next year’s grand jury **budget** to ensure adequate funding

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

Investigations continue and drafting of reports begins

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

Months 7-10 **Editorial committee reviews and edits draft reports** and sends them back to investigating committees as needed

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

**Legal advisor** (county counsel or district attorney) **reviews** drafts of reports; committees and jury revise and approve reports again as needed

The **full panel** reviews and approves reports **by supermajority vote**

Jury **submits reports** to the **judge** for approval before release (the jury may **release individual** **reports** before the end of their term)

Jury **provides approved reports to subject agencies** and officials two working days prior to their public release

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

Month 10 Investigations, report writing, and exit interviews continue with any necessary advice from legal advisor

Completed reports are reviewed by legal advisor and submitted to the judge for approval, prior to providing 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 plenary to get input on the look of the consolidated report

Month 11 Group **picture** may be taken

Grand jury finishes last individual reports and submits them to the judge

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

Editorial committee finalizes details on **newspaper** **insert**, if applicable, working with the newspaper to develop graphics and format, and reviews and revises other content to develop the insert for publication, and proofreads the insert

Jury revises and prepares **procedures manual** for next jury to consider for adoption

Each juror submits a “Leaving Office” Form 700

Jury cleans meeting room**,** returns keys, organizes library

Jury decides by supermajority which, if any, civil investigative files will be passed forward to the next jury or delivered to county counsel, and seals or shreds all other confidential files

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** or designee must be **available for 45 days** after the end of the term to clarify recommendations, if requested by any person