

I. PURPOSE

To establish uniform procedures for the sequestration of juries.

II. POLICY

It is the policy of the Fairfax County Sheriff's Office to insure that all sequestered juries be conducted in a consistent manner and in accordance with the wishes of the court.

III. PROCEDURES

A. Notifications.

1. When the primary Court Security Deputy is notified by the presiding judge that the jury will be sequestered, the CSD will immediately contact a Circuit Court supervisor who will notify the Commander, Court Services Division, the Chief, Court Security Branch and Supervisor, Court Security Section.
2. The Chief, Court Security Branch and/or Supervisor, Court Security Section will verify the intent to sequester with the judge and then advise the Commander, Court Services Division.
3. The Commander, Court Services Division will notify the Chief Deputy of Administration who will contact the County Executive so that the necessary funds will be transferred to the Sheriff's Office.
4. The Commander, Administrative Services Division will be notified of the sequestration so that purchase orders for food, lodging and equipment can be issued.

B. Preparations.

1. The Chief, Court Security Branch and/or the Supervisor, Court Security Section, assisted by the Circuit Court Supervisor, will have operational control over the sequestration. All problems and questions reference the sequestration will be brought to their attention.
2. The Chief, Court Security Branch or the Supervisor, Court Security Section will contact the selected hotel and advise them of the sequestration order and the requirements for housing the jury. An emergency purchase order will be hand delivered to the hotel.
3. The site of the sequestration will consist of enough rooms to house the entire jury. Each juror will have their own room. Additional rooms will be secured and will be used for television rooms, a command post and at least one spare room. All rooms will be located together above the ground floor. The command post will be the outermost room of the sequestered section. If the presiding judge adds additional jurors, the number of rooms will be adjusted accordingly.
 - a. Telephones, televisions and radios will be removed from all rooms used to house jurors.
 - b. Two keys will be obtained for each room that is used to house jurors.

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One key will be given to the juror and one will be kept in the command post.

- c. Beds will be removed from the television rooms and furniture will be added.
4. Since a sequestered jury seldom occurs, the U.S. Marshal's office will be contacted for guidance. A request should be made to obtain the use of closed circuit monitoring systems and door alarms for the term of any sequestration. If the U.S Marshal's Office cannot provide any equipment or if the equipment is outdated, then the Commander, Court Services Division or the Chief, Court Security Branch will authorize the purchase of any necessary equipment to ensure the safety, security and integrity of the sequestered jury.
- a. The closed circuit cameras and alarm systems will be placed at the discretion of the Chief, Court Security Branch. The cameras will usually be placed at the entrances to and exits from the site. The door alarms will usually be placed on doors that access the site and may be placed on the room doors of the individual jurors. The camera monitors will be placed in the command post. Equipment at the command post will include issued Sheriff's portable radios.
5. A jury transport vehicle and two vehicles will be reserved for the duration of the sequestration.
- a. A jury transport vehicle will be obtained from EMTA. This vehicle will be large enough to transport all the jurors at one time, and will have the windows blocked so that no one can see in or out of the sides and back of the vehicle.
 - b. One vehicle will remain at the sequestration site for emergency use. One cruiser will be used to assist in transporting the jury.

C. Operations.

- 1. Two deputies will meet at the Sheriff's Office at 0600 each day, secure the vehicle, and report to the hotel to assist in transporting the jurors to court. At the end of the day two deputies will assist in transporting the jurors back to the hotel and then will return the vehicle to the courthouse.
 - a. A minimum of two deputies will be used to transport the jury. An additional deputy will follow in an unmarked vehicle. Both of the vehicles will have DPSC communication capability.
- 2. The sequestered jury team will consist of at least five deputies. They will work thirteen and a half hour shifts for the duration of the sequestration or until a relief team is formed.
 - a.

Deputy # 1	0630 - 2000	Primary
Deputy # 2	0630 - 2000	Secondary
Deputy # 3	0830 - 2200	Site Security
Deputy # 4	1700 - 0630	Night Shift
Deputy # 5	1700 - 0630	Night Shift

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- b. Deputy # 1 and # 4 will be female.
 - c. One additional deputy will assist in feeding the jury in the evening and will work from 1600 hours until the jury returns to the site from the meal.
 - d. There will always be at least one deputy present at the site for the entire term of the sequestration.
 3. All hotel staff and visitors entering the sequestration area will be escorted by a deputy. If an escort is not available, they will not be admitted.
 4. All rooms used to house jurors will be searched prior to the jurors' return from court each day.
 - a. No juror will be allowed to have a radio, television, or telephone.
 5. All persons having contact with the jurors, such as maids, waitresses, physicians, clergymen, barbers, beauticians, etc., will be instructed not to engage in conversation with them.
 6. Television viewing will be monitored by a deputy. Jurors will not be allowed to view newscasts or case-related programs. Pre-recorded DVD's are allowed but will also be monitored by a deputy.
 7. No one will be allowed to visit or interview any juror unless specifically permitted by this standard operating procedure or order of the presiding judge.
 8. In case of injury or illness the juror will be transported by a deputy, or the rescue squad accompanied by a deputy, to the nearest hospital. The Chief, Court Security Branch will be notified as soon as possible.
 9. Deputies will not discuss personal matters of Sheriff's Office policy and procedures in the presence of jurors.
 10. Deputies will not accept gratuities from any juror.
 11. Deputies will remain armed and in uniform at all times while working with a sequestered jury.
 12. All problems, questions, and requests not covered by this standard operating procedure or the instructions of the presiding judge should be brought to the attention of the Chief, Court Security Branch or Supervisor, Court Security Section.
- D. Sequestered Jury Orientation and Information.
 1. As soon as possible following an order by a judge to sequester a jury, an orientation will be conducted by a member of the Sheriff's Office.
 - a. The rules and procedures will be explained to them. Questions will be answered, if the answers are available.
 - b. Jurors will be told to call a family member and have them pack clothing,

personal belongings, and medication which will be picked up by a deputy.

- 1) Jurors who have no one to pack for them will be escorted to their residence by a deputy.
 - 2) All items will be searched prior to being given to a juror.
2. All meals will be paid for by the Sheriff's Office.
- a. A breakfast buffet will be offered in the television room or in a private section at the hotel each day.
 - b. Lunch will be provided to the jury in the jury room each day that court is in session and at the hotel on days that the court is not in session.
 - c. Dinner will be provided in a private section of the hotel dining area.
3. Jurors will not be allowed access to their personal phones, mobile and electronic devices during the term of the sequestration. These phones and devices will be collected and be secured by the Sheriff's Office. Each juror will be allowed to make two personal calls each evening. Calls will be limited to five minutes each. After all the jurors have had their calls, additional calls for a longer time may be allowed, if time and staffing permit.
- a. Calls can be made on personal phones. They will be placed by the deputy. The person called will be advised that they are not to discuss anything related to the case in any way and that the call will be monitored by the deputy.
 - b. The use of mobile and/or electronic devices utilizing software applications such as Skype, Face Time or similar will be allowed at the discretion of the Chief, Court Security Branch or Supervisor, Court Security Section. If allowed, the call will be placed by the deputy. The person called will be advised that they are not to discuss anything related to the case in any way and that the call will be monitored by the deputy.
 - c. The use of mobile and/or electronic devices for text messaging will be allowed at the discretion of the Chief, Court Security Branch or Supervisor, Court Security Section. If allowed, the same rules and procedures will apply as noted in III, D, 3a and 3b of this SOP.
 - d. In case of a violation, the deputy will disconnect the call and prepare an incident report which will be forwarded to the presiding judge.
4. Each juror will be allowed to have one half hour of family visitation on Saturday. The visit will take place in the juror telephone room or in a private section of the hotel between the hours of 10:00 am and 4:00 pm. Each juror will advise the deputy on duty of the names and relationships of their visitors by Friday evening. The deputy will assign a time period for the visit. A deputy will be present during the visit.
- a. Visitors will be advised not to discuss anything related to the case in any way.

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- b. In case of a violation, the deputy will terminate the visit and prepare an incident report which will be forwarded to the presiding judge.
5. Mail will be controlled by the Sheriff's Office.
 - a. If the juror completes a consent form, their mail will be read. Anything related to the case will be clipped out, filed, and given to the juror at the end of the sequestration.
 - c. If the juror does not complete a consent form, their mail will be turned over to the Chief, Court Security Branch or Supervisor, Court Security Section and held until it can be turned over to the juror at the end of the sequestration.
6. All reading material will be reviewed by two deputies to ensure that no case related material is seen by the jurors. Censored articles will be clipped out and filed.
7. Laundry will be sent out daily. Any juror wishing to have clothing laundered or dry cleaned will leave the clothing in the bags provided in the television room before leaving for court. The deputy on duty will ensure that the hotel receives the clothing. All returned clothing will be inspected by a deputy before it is given to the juror.
8. Shopping at the hotel gift shop will be arranged for Monday and Wednesday. The gift shop will be closed to other customers during this time. Jurors will be escorted to the gift shop in groups no larger than seven by two deputies. Items required by jurors that cannot be purchased at the gift shop will be obtained by a deputy as soon as possible. A copy of the receipt will be given to the juror. The original will be filed with the day's paperwork.
9. A non-denominational religious service will be arranged for Sundays, if requested by the jurors.
10. Recreation will be provided if ordered by the presiding judge and in accordance with the instructions of the court.


**STACEY A. KINCAID
SHERIFF**

**01/01/00
DATE APPROVED**

**06/19/95
EFFECTIVE DATE**

Revised: April 2016