

# SFJCTDD3 - SQA Unit Code F2SR 04

## Manage jurors and protect their integrity at court



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### Overview

This unit is about preparing and supporting jurors at court during their jury service. It includes introducing and preparing them for the courtroom, and then supporting them whilst part of the jury.

#### **There are two elements**

- 1 Ensure jurors are prepared for court proceedings
- 2 Prepare and monitor jurors during court cases

#### **Target Group**

This unit is for individuals whose responsibilities include explaining court proceedings to jurors and subsequently supporting them whilst they undertake jury service in court.

**Performance  
criteria**

**Ensure jurors are prepared for court proceedings**

*You must be able to:*

- P1 explain relevant court proceedings, codes of conduct and behaviour
- P2 present information clearly, concisely and accurately
- P3 use appropriate communication techniques, and seek to put jurors at their ease
- P4 encourage questions, check for understanding and provide clarification where necessary
- P5 answer queries clearly and accurately
- P6 ensure that requirements by individual jurors for special arrangements, including those affecting access to the courtroom, are addressed correctly
- P7 ensure that jurors are aware of the location of those facilities within the court/tribunal building that are available to them
- P8 make time available to support others
- P9 deal with individuals in an ethical manner, recognising their needs with respect for race, diversity and human rights

**Prepare and monitor jurors during court cases**

*You must be able to:*

- P10 identify correctly the number of jurors required at each court within your area of responsibility according to the schedule and progress of cases
- P11 ensure that potential jurors are available for each case in sufficient numbers and on time
- P12 ensure that a sufficient number of potential jurors are selected correctly for each case, and are escorted to the relevant courtroom on time
- P13 ensure that jurors understand the charges being addressed by the court case which they are attending
- P14 monitor the needs of individual jurors in court and address these correctly, in line with court proceedings
- P15 address indications of any breaches of jury integrity promptly and correctly, where necessary
- P16 ensure that any jurors not chosen for a jury are advised promptly and correctly of the next steps
- P17 keep confidential information secure

### Knowledge and understanding

*You need to know and understand:*

#### Ensure that jurors are prepared for court proceedings

- K1 current organisational requirements and procedures for preparing, supporting and addressing the needs of jurors
- K2 court proceedings within the courts for which you are responsible, including the principal roles of those court officials present
- K3 the role and principal responsibilities of jurors
- K4 the principal types of special arrangements that may be required by jurors and how to provide these
- K5 the range of facilities within the court building available to jurors, including, for example, toilets, assembly area, refreshment area, telephones and fire exits
- K6 expenses that can be claimed by jurors and the process for claiming and reimbursing these expenses
- K7 emergency procedures for evacuating the court building and your role and responsibilities in the event of an emergency

#### Prepare and monitor jurors during court cases

*You need to know and understand:*

- K8 procedures for selecting jurors for the different courts within the scope of your responsibility
- K9 the schedule of cases for which you are responsible for providing jurors
- K10 the importance of monitoring progress against the schedule and how to do this
- K11 the importance of ensuring that jurors understand the charges being addressed in the court cases which they are attending, and how to do this
- K12 the types of emergency or requirements for security that might affect individual jurors, and how to deal with these
- K13 potential breaches of jury integrity and how to deal with these, including the need for jurors not to communicate with members of the public during a case
- K14 the importance of monitoring the safety and security of jurors and how to do this

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### Manage jurors and protect their integrity at court

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**Suite** Courts and Tribunals

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