



CJ 500 Module Four Legal Policy Memorandum Guidelines and Rubric

Overview: For this assignment, you will write a legal policy memorandum to the district court judge addressing the controversial issue of obtaining a fair cross section of jurors to serve on a jury. By analyzing this specific issue, this memorandum will help prepare you for your Milestone Two submission in Module Five, where you will provide an in-depth analysis of the contemporary criminal justice issue that you have selected for your final project.

The continuing underrepresentation of some groups—including minorities, young adults, and the poor—remains a concern in attempting to create a fair cross section of the community represented on juries. One reason for this underrepresentation is obvious racism, bigotry, and prejudice. Another reason is that the poor often cannot afford to be on juries, because they will miss work and be compensated at a much lower wage to serve on the jury. Social class plays a strong role in conflict theory, as the theory suggests socioeconomic status directly affects the selection of jurors and the disparity in social class of those incarcerated in this country. Often, attorneys use peremptory challenges to exclude jurors, which require no show of cause or reasonable grounds to exclude. These peremptory challenges are often utilized when a juror seems apathetic or disinterested in the process. Peremptory challenges are limited in number, whereas challenges for cause (some type of conflict, bias, or affiliation with the involved parties) are unlimited.

Prompt: Use the [Memorandum Template](#) to complete the assignment. Address the following critical elements as they are reflected in the [Sample Legal Policy Memorandum](#). These critical elements appear as headings in that document as follows:

1. **Issue Presented:** Summarize the issue in the form of a brief one-sentence question.
2. **Short Answer:** Provide a short answer which summarizes the conclusion of the memorandum.
3. **Statement of Facts:** Describe how the issue may negatively affect public perception of the criminal justice system.
4. **Discussion:** Provide a brief discussion of the issue, including the recent history of the issue and any legal precedents related to it.
5. **Conclusion:** Provide a conclusion based on the details of the issue outlined in the Discussion section.
6. **Recommendations:**
 - a) What recommendations should be in place to make sure that the jury pool contains a **fair cross section** of the community?
 - b) What are types of **evidence-based practices** can be employed to have people of lower socioeconomic status more willing to serve on a jury?
 - c) Based on your analysis of the issue using conflict theory, what are the best practices to ensure **random selection** of individuals to serve on a jury?
 - d) Address what the **impact** of this issue is on the criminal justice system. Are more organizations than only courts affected by this? Include examples of the impact on the different branches of the criminal justice system.

Reference your textbook or other course readings in your submission to support your answers.

For assistance in writing this memorandum, please review the Sample Legal Policy Memorandum as well as the optional article [How to Write an Interoffice Legal Memorandum](#).

Guidelines for Submission: Your submission should be 2 pages in length (in addition to title and reference pages) and should use single spacing, 12-point Times New Roman font, and one-inch margins. Use [APA style](#) to cite your sources within the text of your paper and on the reference page. Use the Memorandum Template to complete this activity.

Refer to the [Criminal Justice Library Tips](#) for assistance in finding and citing outside sources.

Critical Elements	Exemplary (100%)	Proficient (90%)	Needs Improvement (70%)	Not Evident (0%)	Value
Issue Presented	Meets “Proficient” criteria and question is a succinct and clear summary of the issue	Summarizes the issue in a one-sentence question	Summarizes the issue in a one-sentence question, but summary contains inaccuracies	Does not summarize the issue in a one-sentence question	6
Short Answer	Meets “Proficient” criteria and short answer is a succinct and clear summary of the conclusion	Provides a short answer that summarizes the conclusion of the memorandum	Provides a short answer that summarizes the conclusion of the memorandum, but summary lacks detail or contains inaccuracies	Does not provide a short answer that summarizes the conclusion of the memorandum	6
Statement of Facts	Meets “Proficient” criteria substantiated with evidence to support description	Describes how the issue may negatively affect public perception of the criminal justice system	Describes how the issue may negatively affect public perception of the criminal justice system, but description lacks detail or contains inaccuracies	Does not describe how the issue may negatively affect public perception of the criminal justice system	12
Discussion	Meets “Proficient” criteria substantiated with research to support discussion	Provides a discussion of the issue, including the recent history of the issue and any legal precedents related to it	Provides a discussion of the issue, but does not include the recent history of the issue or any legal precedents related to it	Does not provide a discussion of the issue	12
Conclusion	Meets “Proficient” criteria substantiated with evidence to support discussion	Provides a conclusion based on the details of the issue outlined in the Discussion section	Provides a conclusion based on the details of the issue outlined in the Discussion section, but conclusion lacks detail or contains inaccuracies	Does not provide a conclusion based on the details of the issue outlined in the Discussion section	12
Recommendations: Fair Cross Section	Meets “Proficient” criteria substantiated with evidence to support identification	Identifies the recommendations that should be in place to make sure the jury pool contains a fair cross section of the community	Identifies the recommendations that should be in place to make sure the jury pool contains a fair cross section of the community, but with gaps in detail or recommendations that include inaccuracies	Does not identify the recommendations that should be in place to make sure the jury pool contains a fair cross section of the community	12

Recommendations: Evidence-Based Practices	Meets “Proficient” criteria substantiated with citations from the course readings to support practices	Identifies the types of evidence-based practices that can be employed to have people of lower socioeconomic status more willing to serve on a jury	Identifies the types of evidence-based practices that can be employed to have people of lower socioeconomic status more willing to serve on a jury, but with gaps in detail or with strategies that contain inaccuracies	Does not identify the types of evidence-based practices that can be employed to have people of lower socioeconomic status more willing to serve on a jury	12
Recommendations: Random Selection	Meets “Proficient” criteria substantiated with citations from the course readings to support best practices	Identifies best practices to ensure random selection of individuals to serve on a jury based on analysis of the issue using conflict theory	Identifies best practices to ensure random selection of individuals to serve on a jury based on analysis of the issue using conflict theory, but analysis lacks detail or contains inaccuracies	Does not identify best practices to ensure random selection of individuals to serve on a jury based on an analysis using conflict theory	12
Recommendations: Impact	Meets “Proficient” criteria substantiated with research to support description	Describes the impact of the issue on the criminal justice system, including examples of the impact on the different branches within the system	Describes the impact of the issue on the criminal justice system, but does not include examples of the impact on the different branches within the system, or description lacks detail	Does not describe the impact of the issue on the criminal justice system	12
Articulation of Response	Submission is free of errors related to citations, grammar, spelling, syntax, and organization, and is presented in a professional and easy to read format	Submission has no major errors related to citations, grammar, spelling, syntax, or organization	Submission has major errors related to citations, grammar, spelling, syntax, or organization that negatively impact readability and articulation of main ideas	Submission has critical errors related to citations, grammar, spelling, syntax, or organization that prevent understanding of ideas	4
Total					100%