

STATE OF CONNECTICUT  
DEPARTMENT OF ADMINISTRATIVE SERVICES  
STATE MARSHAL COMMISSION  
450 Columbus Blvd., Suite 1403, Hartford, CT 06103  
Tel. 860-713-5372 Fax. (860) 622-2938  
~~Meeting is in North Plaza Meeting Room J at 4:30 p.m.~~

Meeting Was Conducted Remotely Using Microsoft Teams

MINUTES  
STATE MARSHAL COMMISSION MEETING  
July 9, 2020

Commissioner Harrell, Vice-Chair, called the meeting to order at 4:31 p.m.

Acting Chair Commissioner Harrell confirmed all members and persons in attendance, and verified that a 5 voting member quorum was present.

Members present/participating: Vice-Chair/Acting Chair Shirley Harrell; Honorable Susan Connors; Bryan Cafferelli; Michael Desmond; Mildred Torres-Ferguson; John Vamos; Ex-officio (non-voting) Member State Marshals Thomas Burke and Lisa Stevenson; Staff Director Doug Moore; Staff Attorney Thomas J. Sousa, Jr.

Members absent: None.

Guests/Members of the public present/participating: none.

**Topics:**

**1. Minutes: February 27, 2020 Meeting:**

The Commission, after a motion by Commissioner Cafferelli, seconded by Commissioner Vamos, voted 5-0 to adopt the minutes from the February 27, 2020 regular meeting.

**2. SMC Chair/Commissioner Vacancies and Staff Issues:**

Staff Director Douglas Moore reported that the State Marshal Commission currently has two vacant commissioner positions – the governor’s appointment, and the speaker of the house’s appointment. Staff Director Moore continues to work to get those appointments filled, but has no update at this time.

Staff Director Moore reported that he does not foresee the State Marshal Commission getting another full-time employee, or permission to fill any vacant positions

**3. Restraining Order Duty/Online Calendar:**

Staff Director Moore reported that the restraining order duty online calendar system is running well. The only problem with the new system involves the inability to assign a marshal to cover restraining order duty at a different courthouse in the same county.

State Marshals Burke and Stevenson provided input/updates on the current courthouse situation regarding COVID-19 procedures.

#### **4. State Marshal Access to DMV Records**

Staff Director Moore reported on the recent training/orientation session on the DMV self-service user access interface. Individuals from the Connecticut Criminal Justice Information System (CJIS), Connecticut DMV, and State Marshal Commission participated. A makeup session will be scheduled for some key personnel who were unable to attend the initial session.

The next step in the process involves the upcoming “soft opening” where a select number of state marshals, mostly advisory board members, will go live on the system as a user test/validation exercise. The participating marshals were given user agreement forms to sign and return to DMV. The soft opening is expected to start as early as next week.

If all goes well with the soft opening, the remaining bulk of state marshals should be processed for access to the system within a few days after the initial test group. The goal is for a one week to ten day overlap where Roz White is still available to provide assistance or DMV access to support the state marshals if any problems are encountered with access to the self-service user portal.

#### **5. eLicense Initiative:**

Staff Director Moore updated the Commission on the eLicense project, which is proceeding along toward completion. This is a major project which includes weekly working sessions involving the BEST team and State Marshal Commission Staff. The system is expected to be operational by the end of summer.

#### **6. State Marshal Audit Requests**

Staff Attorney Sousa reported on the various audit requests that have been submitted for deceased state marshals. The State Marshal Commission has not received any final reports back from the auditors.

State Marshal Burke commented on the importance of the commission requesting audits of the accounts of state marshals who are the subject of complaints involving financial improprieties.

#### **7. POSTC Training for Capias Unit & Armed Marshals**

Attorney Sousa reported on the upcoming Connecticut Police Academy training sessions for firearms and capias unit members. This training was initially scheduled for January, was then postponed until April, and then postponed yet again due to the Corona Virus pandemic.

Pistol range qualification firing will be conducted this coming Saturday, July 9, 2020; and again on Saturday, July 18, 2020 with approximately 30 marshals participating.

Medical training at the Connecticut Police Academy is scheduled on July 17, 2020 and July 22, 2020. Once the firearms and medical training has been completed, the remaining less than lethal use of force classes will be scheduled.

During the regular August meeting, the commission will likely be asked to begin reviewing firearms and capias unit marshals, and voting on the marshals’ requests for authorization to serve in those capacities.

Marshal Burke had questions regarding what the medical training consists of, and whether a state marshal could be held liable for providing medical treatment to a capias arrestee. Staff Attorney Sousa responded that the medical training generally consists of heartsaver/CPR/AED tasks, is mandated under the commission’s use of force policy, and presented by EMS instructors who are certified by the Connecticut Police Officer Standards and Training Council (POSTC). Staff Attorney Sousa intends to attend and monitor all state marshal training sessions conducted at the Connecticut Police Academy.

Commissioner Harrell, Acting Chair, informed Staff Attorney Sousa that she would like him to provide feedback during the commission's next meeting on the medical training he will observe.

Commissioner Torres-Ferguson made a motion to extend the mandatory formal training requirements for all currently serving state marshal firearms and capias unit individuals through September 30, 2020; seconded by Commissioner Cafferelli, the motion passed by a vote of 5-0.

## **8. Raised H.B. No. 5284 Session Year 2020**

Commissioner Vamos reported on his opinion that this bill is likely dead for the year 2020. The bill was not intended to apply to state marshals, it was supposed to be directed at corporations. Staff Attorney Sousa submitted a memorandum in opposition to the bill.

## **9. Inactive Status Request**

Attorney Sousa reported that New Haven County State Marshal Susan Voight has submitted a request for one year of inactive status, to run from 07/01/2020 through 06/30/2021. Marshal Voight has identified successor marshals to take over her existing wage garnishments and temporary restraining order courthouse duty shifts.

Commissioner Torres-Ferguson made a motion to approved State Marshal Voight's request for one year of inactive status, to run through 06/30/2021; seconded by Commissioner Desmond, the motion passed by a vote of 5-0.

## **10. Retirement/Resignations**

Staff Attorney Sousa reported that State Marshals Tina Makowski; Matthew Ross; and Jesse Smith have submitted requests to resign and/or retire. Staff Attorney Sousa further reported that after submitting her request to resign, State Marshal Makowski subsequently submitted a request to withdraw her resignation.

Following a discussion, Commissioner Cafferelli made a motion to allow State Marshal Makowski to withdraw her resignation, and allow her to resume an active status provided she submits proof of current liability insurance and meets all other requirements of a state marshal; seconded by Commissioner Vamos, the motion passed by a vote of 5-0.

Following a discussion, Commissioner Cafferelli made a motion to approve State Marshal Ross' retirement request, and issue him a retired badge; seconded by Commissioner Vamos, the motion passed by a vote of 5-0.

State Marshal Stevenson informed the commission of State Marshal Jesse Smith's many contributions to society, his community, and the state. She requested the commission consider requesting a governor's proclamation to recognize State Marshal Smith for his many years of service.

Following a discussion, Commissioner Cafferelli made a motion that the commission approve State Marshal Smith's retirement request, issue him a retired badge and authorize Marshal Stevenson to request a governor's proclamation; seconded by Commissioner Vamos, the motion passed by a vote of 5-0. *[note: following the vote/meeting, it was determined that State Marshal Smith submitted a request for inactive status, not retirement; this issue will have to addressed/corrected at a subsequent meeting]*

After the vote, State Marshal Stevenson stated she will start working on the governor's proclamation request.

#### **11. DAS Departmental Audit**

Staff Director Moore reported on the internal DAS departmental audit, a recurring routine process which the commission staff is currently participating in.

#### **12. Digest of Administrative Reports to the Governor**

Staff Director Moore reported on the digest of administrative reports to the governor, an annual task that the commission staff is currently working on.

#### **Closing Business**

State Marshal Burke stated that the commission office is running very smoothly recently. He discussed the many outstanding complaint cases which need to be addressed, some of which are quite serious. He asked about the possible resumption of oversight committee hearings, and asked if they could take place in the 450 Columbus Boulevard state office building. Staff Director Moore replied that the building continues to be closed to the public, and for the time being any oversight committee hearings will likely have to be conducted remotely.

The Commission, after a motion by Commissioner Connors, and seconded by Commissioner Vamos; voted 5-0 to adjourn the meeting.

The meeting was adjourned at 5:57 p.m.