

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

DRAFT MINUTES  
STATE MARSHAL COMMISSION MEETING  
August 27, 2020

Commissioner Harrell, Vice-Chair, called the meeting to order at 5:23 p.m.

Acting Chair Commissioner Harrell confirmed all members and persons in attendance, and verified that a 6 voting member quorum was present.

Members present/participating: Vice-Chair/Acting Chair Shirley Harrell; Hon. 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.

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

**Topics:**

**1. Minutes: July 22, 2020 Regular Meeting:**

The Commission, after a motion by Commissioner Cafferelli, seconded by Commissioner Torres-Ferguson, voted 6-0 to adopt the minutes from the July 22, 2020 regular meeting.

**2. State Marshal Access to DMV Records:**

Staff Attorney Sousa reported on the status of the DMV Self-Service User Portal. When DMV receives a signed user agreement from a state marshal, DMV then sends an email access authorization to the Connecticut Criminal Justice Information System (CJIS) IT team. The CJIS Help Desk personnel then contact the state marshal to issue log-on credentials. Marshals will be allowed a period of time to test the system and become acquainted with it for no charge. Starting on September 1, 2020, marshals will be charged for each “successful” completed DMV records search. State marshals will be billed, on a quarterly basis, via email. The initial bill, for system use during September 2020, will be sent to marshals in early October. The second bill will be sent to state marshals in early January 2021, and that invoice will cover searches completed during the months of October/November/December 2020. Marshals will be able to pay by credit card.

**3. eLicense Initiative**

Staff Attorney Sousa updated the group on the eLicense initiative. The system is scheduled to go live prior to the October 1, 2020 renewal cycle. An administrative Bulletin will be sent out to the state marshals informing them of the new renewal process. Marshals will be able to complete their renewal on

line, upload their liability insurance verification(s), and pay the annual fee via credit card or electronic fund transfer. This new system replaces the old calendar of obligations found in the marshal manual.

#### **4. POSTC Training for Capias Unit & Armed Marshals:**

Staff Attorney Sousa updated the Commission on the firearms range qualification results, and the recently completed medical and use of force training. The only remaining 2020 training requirement for the Capias Unit and firearms marshals is the Civil Liability block, which will be completed online. The Civil Liability instructor is finalizing the presentation at this time, and participating marshals will receive an enrollment notice via email as soon as that training is available. Once all training requirements are completed, the Commission will be asked to vote on firearms authorizations, hopefully during the September meeting.

#### **5. Annual Liability Insurance Verification Update**

Staff Attorney Sousa reported on the annual proof of professional liability insurance compliance for 2020.

#### **6. Revision of the 2017 State Marshal Manual**

Staff Attorney Sousa informed the commissioners that the 2017 State Marshal Manual is in need of a major revision. Some sections of the manual are no longer valid, while other sections require major updating. The Advisory Board should have input during the manual update process. It is expected that this process should take about six months, and a reasonable completion date would be sometime during the spring of 2021. Staff Attorney Sousa sees completion of this task as a prerequisite which must be finished prior to scheduling a new state marshal training class. Ex-officio Marshal Stevenson asked about a digital format, and the practicality of issuing more frequent manual updates.

#### **7. New Marshal Class – Fall of 2021**

Staff Attorney Sousa stated his goal of running a new class for state marshals sometime during the fall of 2021. Once the State Marshal Manual has been updated, work can proceed on recruiting, the selection process, and designing an updated training course syllabus. It is anticipated the recruiting, application and testing will be accomplished in an electronic format, rather than the previous paper application process. Assistance from DAS human resources will be requested regarding the recruiting and application procedures. The Connecticut Police Academy has tentatively offered classroom space, and platform instructor support, to the State Marshal Commission for the initial 40-hour academic block. The Advisory Board will be asked to provide input regarding the 80-hour field training segment. It is expected that a class size of 30-35 students would be most appropriate. Ex-officio Marshal Burke commented that the statutory number of state marshals should be reduced; Staff Director Moore replied that the statutory number should be viewed as a ceiling, or maximum number, and the commission has discretion to determine what an appropriate number of active state marshals is.

#### **8. Judicial Branch Complaints RE Courthouse T.R.O. Duty**

A discussion was held regarding Temporary Restraining Order (TRO) duty and complaints received from courthouse staff/clerks against state marshal no-shows. Commission policies regarding unsigned complaints, and the initiation of in-house complaints were reviewed. The Ex-officio members reported that some marshals are having difficulty gaining access to certain courthouses. Commissioner / Judge Connors stated her understanding that the courthouses are now open, and her impression that some state marshals have failed to get completed returns back to litigants in a timely manner. A general

discussion took place regarding TRO procedures during the current pandemic versus the “old” rules. Topics addressed included call-in policies, service of original documents and/or e-filed or email copies,

## 9. Retirement/Resignations

A motion was made by Commissioner Vamos to:

- Approve the retirement of, and issue a retired badge to New Haven State Marshal John Murray;
- Approve the retirement of, and issue a retired badge to New Haven State Marshal Brian Sheftel;
- Approve the retirement of, and issue a retired badge to New Haven State Marshal Sanford Sheftel;
- Approve the Resignation of Inactive Fairfield State Marshal Timothy Poeti;

Seconded by Commissioner Torres-Ferguson, the motion passed unanimously.

## 10. Proposed Decisions

A motion was made by Hon Susan Connors to approve the proposed oversight committee dispositions of the following complaint cases as indicated:

File No.	Name	Proposed Disposition
19-12A	Pinto/Karpovich	Reprimand
19-54	Williams/Karpovich	Revocation
19-62	In Re Karpovich	Suspension
19-63	Monaco/Karpovich	Revocation

Seconded by Commissioner Torres-Ferguson, the motion passed unanimously.

## 11. Complaints

A motion was made by Commissioner Torres-Ferguson to dismiss the following complaint cases:

File No.	Name
20-09	Hawk/Douglas, H.
20-20	Gramlich/McNeill

Seconded by Commissioner Cafferelli, the motion passed unanimously.

A motion was made by Commissioner Vamos to find probable cause and refer the following complaint cases to an oversight committee hearing:

File No.	Name
20-10	Woermenr/Dercole
20-11	Silvia/Karpovich

Seconded by Commissioner Torres-Ferguson, the motion passed unanimously.

**Closing Business**

Ex-officio State Marshal Stevenson voiced concern regarding the upcoming October 1, 2020 due date for payment of the annual \$750 state marshal fee; and whether the governor's executive orders allow an extension of the statutory deadline. Staff Director Moore stated that the commission staff will look into this topic.

The Commission, after a motion by Commissioner Torres-Ferguson, and seconded by Commissioner/Judge Connors; voted 6-0 to adjourn the meeting.

The meeting was adjourned by Commissioner Harrell at 6:25 p.m.