

STATE OF CONNECTICUT
DEPARTMENT OF ADMINISTRATIVE SERVICES
STATE MARSHAL COMMISSION
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Meeting Was Conducted Remotely Using Microsoft Teams

DRAFT MINUTES
STATE MARSHAL COMMISSION MEETING
November 17, 2022

Commissioner Skyers-Thomas, Vice Chairperson, called the meeting to order at 5:08 p.m. Staff Attorney Sousa advised all participants that the proceedings were being recorded.

Vice Chairperson Skyers-Thomas confirmed all members in attendance and verified that a minimum 5 voting member quorum was present.

Members present and participating remotely: Vice-Chairperson Shirley Skyers-Thomas; Bryan Cafferelli; Michael Desmond; Hon. Leo Diana; John Vamos; Ex-officio (non-voting) Members State Marshal Thomas Burke and State Marshal Lisa Stevenson.

Commission Staff present: Staff Director Douglas Moore (non-voting); Staff Attorney Thomas J. Sousa, Jr. (non-voting); and Special Investigator Anthony Valenti (non-voting).

Members Absent: Commissioners Torres-Ferguson and Vitrano.

Topics:

1. Minutes of the October 27, 2022 Regular Meeting:

Commissioner Diana made a motion to accept the minutes of the October 27, 2022 regular meeting. Seconded by Commissioner Cafferelli, the motion passed unanimously.

2. Paralegal Specialist:

Staff Director Moore reported on his efforts to assign a third full-time staff member to support the State Marshal Commission. The position would be filled by a paralegal specialist, which Director Moore believes could be filled as early as sometime in February 2023 if all goes well.

3. Retirements/Resignations/Inactive/Deaths:

There were no Retirements/Resignations/Inactive/Deaths reported this month.

4. Complaints:

Commissioner Vamos made a motion to adopt the oversight committee's final proposed resolution in the following complaint file:

Complaint file 22-01, *In Re* Criscuolo; 21-Day Suspension.

Seconded by Commissioner Diana, the motion passed unanimously.

5. Administrative Updates:

Staff Attorney Sousa reported on a situation which occurred on 11/14/2022 in the Middletown Courthouse, where the state marshal assigned to mandatory TRO duty that day received a restraining order from the clerk to serve on a respondent who was in custody in the building's courthouse lockup. The state marshal attempted to serve the restraining order, but was denied access (by the judicial marshals) to the respondent being held in the lockup. Staff Attorney Sousa advised the state marshal to return the restraining order to the clerk and add a notation clearly explaining why service was not made, and Attorney Sousa informed Judicial Branch Operations of the situation. The commission office was notified today that a new judicial marshal policy change will be published tomorrow that prevents similar situations from occurring in the future. Commissioner/Judge Diana stated he has reached out to Judge Albis in Middletown to discuss the matter.

The Biznet calendar for courthouse TRO duty has been run for the first six months of 2023 and is now posted on the Judicial Branch website.

Oversight committee tentative hearing dates for December have been sent to the commissioners, several of whom have responded.

Staff Attorney Sousa reported on a recent Freedom of Information request the commission received.

The 2023 monthly meeting dates and start times were discussed. At this time no changes will be made to the posted and approved 2023 schedule. Commissioner Skyers-Thomas stated that this topic can be revisited during the January 2023 meeting if need be.

6. Use of Force Policy:

Commissioner Skyers-Thomas discussed the draft 2022 state marshal manual, the existing 2016 Use of Force Policy, proposed changes to the Use of Force Policy and recent input the commissioners received from New London County State Marshal Travis Romano, Chairperson of the State Marshal Advisory Board.

Special Investigator Valenti reported that he has ordered two firearms lock boxes for each of the capias unit vans, and the lock boxes are due to be received next week.

Commissioner Vamos asked if the draft 2022 marshal manual should remain in a pending status until the final Use of Force Policy is approved; or if the commission should move forward and adopt the 2022 marshal manual with the existing 2016 Use of Force Policy.

Following a lengthy discussion on this topic, Judge Diana made a motion to adopt the 2022 State Marshal Manual, with the existing current 2016 Use of Force Policy, until such future time as the Commission shall adopt an updated Use of Force Policy. Seconded by Commissioner Vamos, the motion passed unanimously.

Following the vote, Ex-officio State Marshal Burke asked about how the manual will be made available to state marshals and questioned if the manual should be posted on the website.

Following a general discussion it was determined that the 2022 manual should be posted on the commission's website, just like the 2017 manual is currently. An Administrative Bulletin will be sent to all state marshals alerting them of the 2022 manual's adoption. State marshals can access the 2022 manual on the website and print out the pages, or they can request a printed and bound copy from the commission.

Vice-Chairperson Skyers-Thomas stated there was no other business to discuss.

A motion to adjourn was made by Commissioner Cafferelli. Seconded by Commissioner Vamos, the motion passed unanimously.

The meeting was adjourned at 5:42 p.m.