STATE MARSHAL

CALENDAR OF OBLIGATIONS

State marshals have certain statutory and regulatory mandates. The failure to comply with the required actions may subject a state marshal to disciplinary action.

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| **May 1st or as ordered by OSE** | **OSE Statement of Financial Interest**:Pursuant to General Statutes § 1-83, state marshals are **required** to file a Statement of Financial Interest (amounts and sources of income) with the Office of State Ethics (OSE). State marshals must obtain the form from the OSE website [www.ct.gov/ethics](http://www.ct.gov/ethics) and must return the completed form to the OSE. State marshals should **not** return the form to the State Marshal Commission and any questions about the filing must be directed to the OSE. Non-compliance may lead to a disciplinary action by either the OSE or the State Marshal Commission. |
| **May-June** | **Health Insurance Open Enrollment (Not Mandatory)**: State marshals are given the option of obtaining **health insurance** from the same insurance companies that provide health insurance to state employees, at the state rates. State marshals, however, must pay the full cost of the premiums for such polices. Open enrollment for these policies occurs annually beginning in May. |
| **July 1st** | **Personal Liability Insurance**: Pursuant to General Statutes § 6-30a, state marshals are required to carry personal liability insurance to cover damages caused by tortuous acts, and any actual or alleged act, error, omission, neglect or breach of their duties while conducting state marshal activities. The insurance must be not less than the following amounts: For damages caused to any one person or property of any one person or to the property of more than one person, three hundred thousand dollars. Each state marshal must renew their insurance **annually** and a copy of the insurance certificate must be on file with the State Marshal Commission.  Pursuant to the State Marshal Commission Use of Force Policy, state marshals who are on the Capias Unit or who are authorized to carry firearms during the course of their state marshal work must obtain additional insurance to maintain such status. |
| **October 1st** | **Annual Fee**: General Statutes § 6-38m **requires** state marshals to pay a **$750.00 annual fee for deposit into the General Fund.** This fee must be sent to the State Marshal Commission by the October 1st deadline and checks must be made payable to the Treasurer of the State of Connecticut. |
| **Year Round as Assigned** | **Restraining Order Duty: State marshals must serve restraining order duty at the family courthouses** as assigned by the State Marshal Commission. See General Statutes § 6-38 (f). This duty is rotated on a weekly or daily basis depending on the courthouse. If unavailable, state marshals are **responsible for finding coverage** for their assigned duty shifts. |