

Raychel Carey, Program Manager I

Support Enforcement Services, 999 Asylum Avenue, 4th Floor, Hartford, CT 06105

To: State Marshal Commission
From: Raychel Carey, Program Manager I
Date: September 15, 2015
RE: Capias Mittimus Procedural and Policy Guide

Dear Colleagues,

Support Enforcement Services (SES) spent the last year and a half tightening up the process surrounding capias mittimus. Attached is the newest guide regarding capias as it applies to processing, assigning and concluding capias orders.

The policies and procedures documented in this guide apply to any and all proper officers hired by SES to execute these civil arrest warrants. The following is a list of highlights from the policy that are expected of all proper officers utilized by SES:

- SES may assign each proper officer up to 30 noncustodial parents who currently have at least one outstanding capias
- Capias assigned to a proper officer may not be transferred to another proper officer without the prior consent of SES; unauthorized transfer may affect payment for the execution
- All assigned capias must be returned to SES within 90 days of being assigned if not executed
- All proper officers shall record all of the attempts of service on the capias cover sheet as provided by SES
- SES may at any time request the return of a capias document; should this occur, all documents associated with that capias must be returned to SES within 48 hours of the request
- SES reserves the right to terminate assignment to any proper officer that fails to adhere to the policy and procedures outlined in the attached document or fails to communicate with the offices assigning the documents
- Only State Marshals and Constables are paid for executing capias mittimus

For this process to work, there must be clear and prompt communication between the proper officers and SES. In sharing this guide with the State Marshals, please reinforce the need to respond promptly to emails and calls placed by SES staff and administration.

If you have any questions, please contact me at 860-566-8723 x 309 or via email at raychel.carey@jud.ct.gov.