


State of Connecticut
Department of Administrative Services
State Marshal Commission

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Chairperson

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August 11, 2015

TO: State Marshals

FROM: Robert Giuditta, Interim Administrative Manager 

SUBJECT: Judicial Branch Policies Concerning Judicial Marshal Services' Interaction with State Marshals

ADMINISTRATIVE BULLETIN
15-14

There have recently been several inquiries by state marshals regarding Connecticut Judicial Branch policies concerning screening and other procedures at state courthouses. Enclosed is set of policies and procedures adopted by the Judicial Branch entitled "Summary of Judicial Branch Policies Concerning Judicial Marshal Services' Interaction with State Marshals." Note that this policy is not new and has been in place since May 25, 2011. Also note that this policy statement differs slightly from the version in the 2012 State Marshal Manual. It adds Section 1. B. Expedited Entry For State Marshals which states as follows:

State Marshals, by presenting an active Connecticut State Marshal identification card and State Marshal badge and giving due courtesy to individuals waiting in line, may proceed to the front of the existing line where State Marshals will be properly screened through the metal detector according to Judicial Marshal policy and procedure..

Thank you for your attention in this matter.

Enc.

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STATE OF CONNECTICUT
JUDICIAL BRANCH

**SUMMARY OF JUDICIAL BRANCH POLICIES CONCERNING JUDICIAL
MARSHAL SERVICES' INTERACTION WITH STATE MARSHALS**

1. Metal Detector

A. Judicial Marshal Policy and Procedure

- Pursuant to Judicial Marshal Policy and Procedure, **all individuals** entering a public entrance of a courthouse are to be properly screened by a metal detector or x-ray machine. There are no exceptions to this policy.

B. Expedited Entry for State Marshals

- State Marshals, by presenting an active Connecticut State Marshal identification card and State Marshal badge and giving due courtesy to individuals waiting in line, may proceed to the front of the existing line where State Marshals will be properly screened through the metal detector according to Judicial Marshal policy and procedure.

2. Firearms

A. Policy of the Superior Court Judges

- Peace officers, except Judicial Marshals, State Marshals and adult probation officers, are permitted to carry exposed firearms in the courthouse, when engaged in the performance of their official duties.
- Unless waived by the judge, firearms must be concealed in the courtroom.
- Armored car personnel under contract with the Judicial Branch may carry firearms into a courthouse while transporting funds. Such personnel must be accompanied at all times by a Judicial Marshal.

B. Judicial Marshal Policy Concerning Law Enforcement Sign In Sheet

- This form is to be signed by law enforcement personnel who are carrying firearms in a courthouse.
- Since State Marshals are not permitted to carry firearms in a courthouse, State Marshals are not to sign this form.

C. Storage

- Judicial Marshal Services will not store firearms for State Marshals.

3. Other Weapons

A. Judicial Marshal Policy and Procedure

- State Marshals are not permitted to carry into a courthouse any weapons or handcuffs that State Marshals are otherwise authorized to carry (including, but not limited to, conducted energy weapons, pepper spray and batons).

- B. **Storage**
 - Judicial Marshal Services will not store weapons (including, but not limited to, conducted energy weapons, pepper spray and batons) or handcuffs for State Marshals.
4. **Chief Court Administrator Policy Concerning Capias Arrestees**
- A. **Delivery to Courthouse**
 - Capias arrestees are to be delivered to the courthouse via the lockup area.
 - State Marshals are advised to call Judicial Marshal Services in the specific location of delivery to pre-arrange for drop off.
 - B. **Firearms and/or other weapons**
 - All areas of a courthouse, including but not limited to a courthouse lock-up, sally-port or any other secure area of the courthouse are also subject to the superior court judges' policy concerning firearms.
 - State Marshals delivering capias arrestees are not permitted to carry firearms and/or other weapons into the courthouse lock-up or sallyport.
 - State Marshal firearms and/or other weapons will not be stored in the lock-up or sallyport areas.
5. **Chief Court Administrator Policy Concerning the Service of Capias, Process, Restraining Order, Etc.**
- A. **Inside a Courthouse**
 - 1. **Appropriate Areas**
 - Service will only be permitted in public areas of the courthouse. Service will not be permitted in areas (including but not limited to, courtrooms and jury assembly areas) where such service may result in the disruption of Judicial Branch functions.
 - 2. **Call Ahead**
 - State Marshals wishing to make service inside the courthouse are advised to call Judicial Marshal Services in the specific location to coordinate their efforts with Judicial Marshal Services.
 - 3. **Firearms**
 - State Marshals serving capias are not permitted to carry a firearm while actively engaged in serving a capias inside a courthouse.
 - B. **Inside a Judicial Branch Facility Other Than a Courthouse**
 - 1. **Appropriate Areas**
 - Service will only be permitted in areas where such service will not result in the disruption of Judicial Branch functions.
 - 2. **Call Ahead**
 - State Marshals wishing to make service inside a Judicial Branch facility other than a courthouse are advised to call the Chief Judicial Marshal for the district covering the facility to coordinate their efforts with Judicial Marshal Services.