



ADMINISTRATION

JUDICIAL BRANCH
COURT OPERATIONS DIVISION
90 Washington Street
Hartford, CT 06106
Fax: (860) 706-5090

Personnel Services

(860) 706-5300

December 5, 2019

Edward Finlayson
Judicial Marshal
106 Elizabeth Street
Derby, CT 06418

Dear Judicial Marshal Finlayson:

As a result of information gathered during the investigatory process, including your own statements made at an predisciplinary meeting, it has been determined that just cause exists to impose discipline upon you.

Therefore, as a result of your actions on October 31, 2019, and November 7, 2019, in violation of Judicial Branch policy 101 – Judicial Branch Mission; Judicial Marshal Services policy 200-02 – Mission Statement; 200-03 – Ethics and Conduct, sections 3 A(1), 3 A(2), 3 A(3), 3 A(4), 3 A(5), 3 B(10), 3 B(14), 3 B(20), 3 C(1), 3 C(2), 3 F(2), 3 F(7), and 3 F(15), your employment as a Judicial Marshal with the State of Connecticut Judicial Branch is terminated effective close of business, Thursday December 5, 2019.

You must make arrangements to return all of your uniforms, equipment, and Judicial Branch property to Chief Judicial Marshal Louis Springo within five (5) business days of the receipt of this letter.

Enclosed please find information concerning benefits available upon separation from the Judicial Branch.

Sincerely,

Maria R. Kewer
Deputy Director
Court Operations Personnel Services Unit

Cc: Honorable Peter L. Brown, Administrative Judge
Tais C. Ericson, Executive Director, Superior Court Operations
O'Donovan Murphy, Director of Judicial Marshal Services
Vicki Marino, Deputy Director, Human Resource Management
Gary Biesadecki, Deputy Director, Human Resource Management
Louis Springo, Chief Judicial Marshal
Jon Lucas, Program Manager
Joseph Gaetano, President, IBPO, Local 731
Maritsa St. Jacques, IBPO/NAGE
Concezio DiNino, IBPO/NAGE



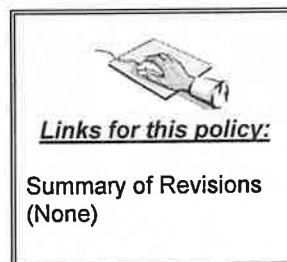
Administrative Policies and Procedures Manual 101 JUDICIAL BRANCH MISSION

POLICY

It is the mission of the Connecticut Judicial Branch to serve the interests of justice and the public by resolving matters brought before it in a fair, timely, efficient and open manner.

GENERAL INFORMATION

It is the responsibility of all Judicial Branch managers, supervisors and employees to work diligently at their assigned duties to accomplish the mission of the Branch. Each Judicial Branch employee should be provided a fair and equitable working environment characterized by amicable understanding, cooperation and harmony. Through its managers, supervisors and employees, the Judicial Branch is committed to accomplishing its mission, improving the public service and providing quality service to its customers, courteously and respectfully. All Judicial Branch employees are expected to demonstrate a positive attitude toward their work and a commitment to quality service to the customers of the Branch and the public.



Questions on this policy:

✉ Human.Resources@jud.ct.gov

☎ (860) 706-5280

JUDICIAL MARSHAL POLICY AND PROCEDURE MANUAL



Section: General Regulations		Policy and Procedure No: 200-02	
MISSION STATEMENT			
DATE ISSUED: 24 JUL 02	DATE EFFECTIVE: 24 JUL 02	REVISION No: NEW	PAGE: 1 of 1

Mission Statement

It is the mission of Judicial Marshal Services to provide the Connecticut Judicial System with a safe and secure environment in an impartial, courteous and professional manner, through the utilization of highly motivated personnel committed to a superior level of service.



JUDICIAL MARSHAL POLICY AND PROCEDURE MANUAL

Section: General Regulations		Policy and Procedure No: 200-03	
ETHICS AND CONDUCT			
DATE ISSUED: 01/16/02	DATE EFFECTIVE: 03/03/14	REVISION No: 7 03/03/14	PAGE: 1 of 9

1. Policy

The fundamental duty of a Judicial Marshal is to ensure the safety and security of all people, both free and incarcerated, who have occasion to utilize the facilities of the Judicial Branch.

Judicial Marshals shall follow all policies and procedures in the Judicial Marshal Policy and Procedure Manual.

Judicial Marshals shall follow all policies and procedures in the Judicial Branch Administrative Policies and Procedures Manual.

Judicial Marshals and Judicial Marshal Academy employees shall receive ethics training a minimum of every 2 years.

Judicial Marshal and Judicial Marshal Academy employees shall follow Judicial Branch Administrative Policies and Procedures and Judicial Marshal Services Policy and Procedure.

If there is a conflict between the Judicial Marshal Services Manual and the Judicial Branch Administrative Policies and Procedures Manual, then the provisions of the Judicial Branch's Administrative Policies and Procedures Manual shall take precedence.

Where such conflicts are identified, they shall immediately be brought to the attention of the Director, Judicial Marshal Services, by following the proper chain of command.

2. Authority and Reference

- A. Connecticut General Statutes §§ 6-32d, 6-32f
- B. Judicial Branch Administrative Policies and Procedures Manual
- C. Judicial Marshal Policy and Procedures Manual
- D. (1) The Prison Rape Elimination Act of 2003, 45 U.S.C. 15601, et seq.
(2) Prison Rape Elimination Lockup Standards, 28C.F.R. Part 115

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3. Procedure

A. Ethics

- (1) Judicial Marshals shall never use their position to their own advantage or permit their own personal feelings, prejudices, animosities or relationships to influence the performance of their official duties.
- (2) Judicial Marshals shall perform their duties in a diligent, efficient, courteous and respectful manner, never employing unnecessary force or violence.
- (3) Judicial Marshals must at all times act in a manner that reflects favorably upon the State and the Judicial Branch.
- (4) Judicial Marshals shall obey all laws of the Federal Government and the State of Connecticut and shall not violate the Judicial Marshal Services' Ethics and Conduct Policy.
- (5) Judicial Marshals shall adhere to all Judicial Marshal Services' policies, procedures, operational rules, regulations, post orders, general orders, special orders, directives and lawful instructions.
- (6) Judicial Marshals shall recognize their identification badge, shield, uniform, and positions as symbols of public faith bestowed upon them and accept them, as a public trust. Judicial Marshals shall not use their identification badges, shields, uniforms, or positions for personal benefit or gain.
- (7) Judicial Marshals must report all allegations or complaints of sexual abuse or sexual harassment in accordance with Judicial Marshals Policy and Procedure 213-13 (Prison Rape Elimination Act – Lockup Standards).
- (8) Judicial Marshals must not engage in sexual abuse or sexual harassment.

B. Administrative Work Rules

- (1) Judicial Marshals shall report all work related personal injuries to their supervisor in accordance with the existing Judicial Branch Administrative Policies and Procedures.

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- (2) Judicial Marshals who are absent from work due to a medical condition shall comply with the existing Judicial Branch Administrative Policies and Procedures regarding the conditions for their return to work.
- (3) Judicial Marshals shall be at their designated work location, ready to work, promptly as scheduled and shall remain at such work location during scheduled work hours. Where operations are continuous, a Judicial Marshal shall not leave his or her post at the end of their scheduled shift until they are properly relieved.
- (4) Judicial Marshals who are unable to report to work at their scheduled hour shall comply with Judicial Branch Administrative Policies and Procedures Section 502 Reporting of Absences. When Judicial Marshals call or report in, they shall make direct contact with their supervisor, or such supervisor's designee, and provide the reason for their tardiness or absence in accordance with Judicial Branch Administrative Policies and Procedures Manual 502 and local post orders.
- (5) Judicial Marshals shall provide to the Chief Judicial Marshal a current address and telephone number and shall notify the Chief Judicial Marshal, in writing, of any change in personal data immediately upon reporting to work.
- (6) Judicial Marshals shall comply with all Judicial Branch Administrative Policies and Procedures with respect to requesting time off from work, whether such time off is paid or unpaid. No Judicial Marshal may take time off without having first received authorization from his or her supervisor.
- (7) Judicial Marshals shall report for duty and remain in authorized uniform throughout their shift.
- (8) Judicial Marshals shall carry the designated operational equipment that they have demonstrated the required proficiency of and for which they possess a current certification, if such certification is required.
- (9) Judicial Marshals shall not carry equipment or items that have not been authorized by the Director of Judicial Marshal Services.

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- (10) Judicial Marshals shall not fail or refuse to perform any of the duties contained in their job description or duties as assigned by supervisory staff.
- (11) Judicial Marshals shall be attentive to radio broadcasts. They shall acknowledge and respond to radio transmissions of disturbances, panic alarms, medical assistance needs, and all other calls for assistance.
- (12) Judicial Marshals shall comply with existing Judicial Marshal Policy and Procedures with respect to submitting records and reports in a timely manner.
- (13) Judicial Marshals shall not make a false entry in, or alter any Judicial Branch report or record. No report or record may be destroyed without the authorization of the Director of Judicial Marshal Services.
- (14) Judicial Marshals shall not interfere with the productivity of co-workers or other Judicial Branch staff nor shall they cause any interruption of work.
- (15) Judicial Marshals shall not sleep or be inattentive while on duty.
- (16) Judicial Marshals shall not engage in games of chance, card playing, board or electronic games of any type, participate in pools for wagers, nor shall they read non work-related literature while on duty.
- (17) Judicial Marshals shall not disclose confidential Judicial Branch matters nor release confidential information or any records or documents without first obtaining authorization from the Director of Judicial Marshal Services.
- (18) Judicial Marshals shall refer any inquiries from the media to the Chief Judicial Marshal or his or her designee. Such inquiries shall then be reported through the chain of command.
- (19) Judicial Marshals shall report all policy or procedure violations committed by a co-worker involving any individual, to their immediate supervisor. Such violations shall then be reported through the chain of command.
- (20) Judicial Marshals shall cooperate fully and truthfully in any inquiry or investigation conducted by the Judicial Branch including,

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but not limited to those authorized through the office of the Director of Judicial Marshal Services.

C. Laws, Regulations, and Policies

- (1) Judicial Marshals shall comply with all federal and state laws; regulations and statutes; fire and safety regulations; Judicial Branch Policies, Procedures, Directives and the Judicial Marshal Services Policy and Procedure Manual.
- (2) Judicial Marshals shall follow all lawful orders or instructions. Should a given order or instruction conflict with a previous order or instruction, the Judicial Marshal shall inform his or her supervisor of the conflict and follow the supervisor's order as directed.
- (3) Judicial Marshals shall adhere to all Judicial Branch Administrative Policies and Procedures regarding to smoking and the illegal use of drugs and other forms of substance abuse in the workplace.

D. Training

- (1) Judicial Marshals shall comply with all training and certification requirements established by the Judicial Branch, as they may be modified from time to time.

E. Property, Equipment, and Vehicles

- (1) Judicial Marshals shall not use Judicial Branch or other State property, including motor vehicles, for personal use.
- (2) Judicial Marshals shall not remove any Judicial Branch or other State property, including vehicles, from a Judicial Branch facility or other location without first obtaining permission from their supervisor.
- (3) Judicial Marshals shall be responsible for all uniforms, property and equipment assigned to them. Judicial Marshals shall not leave such items unattended and shall take every precaution to prevent damage, loss or theft of such items. Judicial Marshals shall immediately report to their supervisor if any such items are lost,

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missing, damaged, or stolen and shall submit a written report of the incident.

- (4) Judicial Marshals shall not allow the use of any uniforms, property or equipment assigned to them for any other purpose, except to assist other Judicial Marshal Services staff in the performance of their official duties.
- (5) Judicial Marshals shall not duplicate or misuse any keys, badges or identification cards.
- (6) Judicial Marshals shall possess and maintain the appropriate Connecticut motor vehicle operator's license for their assigned duties. Judicial Marshals shall report the suspension, revocation or non-renewal of such a license immediately to their supervisor. The supervisor will report such suspension, revocation or non-renewal of such a license through the chain of command.
- (7) Judicial Marshals shall adhere to all motor vehicle laws and regulations while operating a state vehicle.
- (8) Judicial Marshals shall immediately report accidents or violations which occur while operating a state vehicle to their supervisor. The supervisor will report such accident or violation through the chain of command.
- (9) Judicial Marshals shall not allow unauthorized persons to enter a state vehicle.
- (10) Judicial Marshals shall secure any state vehicle assigned to them when not being operated.

F. On Duty and Off Duty Conduct

- (1) Judicial Marshals are prohibited from engaging in the racial or sexual harassment of other workers, prisoners or members of the public in accordance with the existing Judicial Branch Administrative Policies and Procedures.
- (2) Judicial Marshals shall not use the power of their appointment, badge, uniform or identification in personal disputes or affairs or for personal gain or to gain such advantage for another individual.

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- (3) Judicial Marshals shall not solicit or accept a bribe, gratuity, gift, loan, reward or promise of future benefits for themselves or others in connection with their employment as a Judicial Marshal. Any such offer must be reported immediately to the Judicial Marshal's supervisor.
- (4) Judicial Marshals shall not solicit any favor, privilege or service of value as a condition of performing their assigned duties.
- (5) Judicial Marshals shall not solicit, receive or handle legal process, including indifferent person services, while on duty or off duty.
- (6) Judicial Marshals shall not engage in hazing nor abuse their authority.
- (7) Judicial Marshals shall not engage in an inappropriate verbal or physical confrontation with a supervisor, a subordinate, a co-worker, or any other individual with whom he or she may come into contact while on duty.
- (8) Judicial Marshals shall not use rude, insulting, offensive or profane language or offensive gestures while on duty or in uniform.
- (9) Judicial Marshals shall not use excessive or unnecessary force. Judicial Marshals may only use the necessary level of force in accordance with existing Judicial Marshal policy.
- (10) Judicial Marshals shall respect and protect the rights of prisoners.
- (11) Judicial Marshals shall not perform personal errands or favors for, or exchange personal items, including money, with prisoners without supervisory approval.
- (12) Judicial Marshals shall not engage in undue familiarity with prisoners.
- (13) Judicial Marshals shall not assist or allow a prisoner to escape.
- (14) Judicial Marshals shall not enter the office, desk or locker of any co-worker and or any courthouse employee without the authorization of that co-worker or courthouse employee unless directed to do so by their supervisor for just cause.

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- (15) Judicial Marshals shall not engage in any unprofessional behavior or illegal act that could undermine the order, efficiency or discipline of the Judicial Branch or that could discredit the Judicial Branch.
- (16) Judicial Marshals shall not conduct any personal business while on duty nor shall they use state telephones to place or receive personal calls at any time except in cases of emergency and with supervisory approval.
- (17) Judicial Marshals shall not use or consume alcoholic beverages, illegal drugs or other intoxicant substances while on duty or in uniform and shall not use prescription drugs without a valid prescription.
- (18) Judicial Marshals shall not knowingly associate with any person engaged in unlawful activity, including gang related activities, nor shall a Judicial Marshal enter or frequent locations where violations of the law are known or suspected to occur.
- (19) Judicial Marshals shall report their arrest to their supervisor, no later than beginning of the next workday, and report the subsequent disposition of the case, including conviction, to their supervisor no later than the beginning of the next workday after they receive notice of the disposition.
- (20) Judicial Marshals shall not hold other employment, which conflicts with or compromises their ability to perform their duties.

G. Fitness For Duty

- (1) Judicial Marshals shall not report to work impaired by or under the influence of alcohol, illegal drugs, non prescribed medications or any other intoxicant substance.
- (2) Judicial Marshals shall report for and remain at work at all times in a physical and mental condition suitable for the satisfactory performance of all assigned responsibilities and essential functions.
- (3) Judicial Marshals shall report to their supervisor or, if applicable, to the Judicial Branch's Americans With Disabilities Act Coordinator, any medical condition or use of medication that may affect their work performance or judgment.

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- (4) All medication brought to the work site shall be reported by the Judicial Marshal bringing such medication to the Chief Judicial Marshal or his or her designee or, if applicable, to the Judicial Branch's Americans With Disabilities Act Coordinator, and shall be maintained in a secure manner.

4. Deviations

Any deviation from the policy and procedures in this section requires prior written approval from the Executive Director of Superior Court Operations.