



ROBERT L. QUINN  
COMMISSIONER OF  
SAFETY

## State of New Hampshire

DEPARTMENT OF SAFETY  
JAMES H. HAYES BLDG. 33 HAZEN DR.  
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(603) 271-2791

January 5, 2021

His Excellency, Governor Christopher T. Sununu  
and the Honorable Council  
State House  
Concord, New Hampshire 03301

### Requested Action

Pursuant to the provisions of Administrative Rule 316.13 (a) (5), the Department of Safety, Division of State Police (SP), requests authorization to pay overtime in the amount of \$47,000.00 for permanent personnel from class 10 appropriations for positions that are vacant due to illness, extended leaves of absence, or pending recruitment at State Police Communications. The \$47,000.00 represents the estimate of additional funds needed for the pay periods covering January 1, 2021 through June 3, 2021 of SFY 2021. Effective upon Governor and Council approval through June 30, 2021. Funding Source: 49% General Funds, 28.3% Turnpike Funds, and 22.7% Highway Funds.

### Explanation

The requested overtime expenditures from Class 10, Personnel Services accounts, represent payments made to permanent personnel for overtime hours worked while conducting State Police Communications (Dispatch) during critical vacancies due to sickness, extended leaves of absence, or pending recruitments. The Department of Safety, Division of State Police, Communications, requests an overtime transfer for actual expenditures not to exceed \$47,000.00.

The New Hampshire State Police Communications Unit, at the SP Dispatch Center, dispatches for seven Troops in addition to DOS Marine Patrol, DOS Office of the State Fire Marshal, the Liquor Commission's Bureau of Liquor Enforcement, the Department of Natural and Cultural Resources (DNCR), and the Department of Fish and Game. The Unit is the after-hours provider for other state agencies such as the DOS Bureau of Emergency Management, the Attorney General's Office, and the Medical Examiner's Office and maintains electronic lines to the National Weather Service Alert System, Emergency Alert System (EAS), and the Seabrook Nuclear Power Facility.

The Center is also responsible for receiving all nationwide law enforcement electronic messages. This includes the data entry system for both the National Criminal Information Center (NCIC), and the National Law Enforcement Telecommunications System (NLETS). This also includes entering information from state and local agencies into the State Police On-Line Telecommunications System (SPOTS) and NLETS, including the NCIC State database for In-State Misdemeanor Warrants and Domestic Violence Petitions (DVP).

Throughout SFY2021, State Police Communications has carried two (2) full time vacancies and five (5) Division members have been out on FMLA leave due to injury or illness. The average recruitment-to-hire time is approximately five to eight months, not including training prior to assuming any full time shifts. The above requested action is to cover the expenses incurred for SFY 2021 and any additional expenditure for the remainder of SFY 2021 through June 3, 2021 based on the number of full-time vacancies, unanticipated illness, leave, and pending recruitment. Additional transfers may be necessary based on future demand for services.

This request is made in accordance with applicable law. The A-29 form is attached to support this request.

Respectfully submitted,

Robert L. Quinn  
Commissioner of Safety

Expenditure Request-Overtime Permanent Personnel Services

Department: Safety

Date: January 2, 2021

Division of Expenditure Request:  
State Police Communications

# Positions	Estimated Overtime	
	Regular Time	Time & One-Half
2	\$ 47,016	\$

Number

Estimated Vacant Positions: 2

<u>Title &amp; Labor Grade</u>	<u>Number</u>	<u>Legislative Appropriation</u>
Police Communications II	LG 18 2	\$ 47,016
Total:		\$ 47,016

Reasons for Vacant Positions: Pending Recruitment and Leaves of Absence

Request Permission to transfer appropriations as follows:

<u>From:</u>	<u>To:</u>	<u>Amount</u>
15-023-2340-29270000-010-500100	015-023-2340-29270000-018-500106	\$ 47,000

**Certification:**

Expenditure of Permanent Personnel Service appropriations will be limited solely to positions vacant due to sick leave, extended leave of absence or pending recruitment. If this request is approved, total expenditures will not exceed the legislative appropriation.

\_\_\_\_\_  
 Signature of Agency Head

**Expenditure Authorization**

Approval Requires:

Governor and Council \_\_\_\_\_

Business Supervisor Melanie Carraher 1/5/2021  
 for the  
 Director of Personnel Michael Moranti 1/5/2021  
 Comptroller Dana Call 1/5/2021

State of NH, DOS

Eligible Salary

**Estimated Unexpended Wages for State Police Communications Positions  
vacant during the period June 5, 2020 through Decemeber 31, 2020  
DOS**

POS #	TITLE	APPRO.	LG	First Day Vacant	Last Day Vacant	# DAYS	Annual Rate	Daily Rate	Unexpended Salary	REASON VACANT
10745	Police Communications Spec II	2927	18	06/05/20	12/31/20	210	40,747	156.72	23,508	Pending Recruitment
41948	Police Communications Spec II	2927	18	06/05/20	12/31/20	210	40,747	156.72	23,508	Pending Recruitment
(less) Overtime Transfer									(47,000)	
<b>2927 Total</b>									<b>18</b>	
<b>Grand Total</b>									<b>18</b>	

NEW HAMPSHIRE CODE OF ADMINISTRATIVE RULES

Adm 316.11 Check the Monthly Computer Statements. Upon receipt of all regular computer monthly statements, please immediately check these statements with your records, and notify the bureau of accounting of any differences on the "Green Sheet" or Form A-2 "Report of Appropriation Over Expenditure".

Source. #2235, eff 12-30-82

Adm 316.12 Workmen's Compensation. Authority for the commissioner to pay such sums as may be awarded under chapter 281 to employees from legislative appropriations and if sufficient funds are not appropriated the governor may draw his warrant on funds not otherwise appropriated provided that payments made to employees paid from the highway fund, the fish and game fund, or special fund shall be a charge against the appropriate fund and that payment made to employees from other funds shall be a charge upon the general fund.

Adm 316.13 Policy Governing Vacant Permanent Positions.

(a) Charges to Permanent Personnel Services or use of the Salary Adjustment Fund to cover vacant positions shall be subject to the following rules and regulations:

(1) Limited to vacant positions due to sick leave, extended leave of absence, or pending recruitment.

(2) Limited to temporary employees only.

(3) Recruitment shall be made by a temporary C&D form approved by the department of personnel at a rate of compensation to be determined by personnel.

(4) Manifest for payment shall be substantiated by an attached identification by position number of the vacant positions so covered.

→ (5) Payment of overtime to cover vacant positions due to sick leave, extended leave of absence, or pending recruitment shall be subject to prior approval by the governor and council. Form A-29. (See Appendix A)

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PART Adm 317 PREPARATION AND SUBMISSION OF ANNUAL REPORTS

Adm 317.01 General Requirements. The purpose of this section is to provide the governor and council with agency annual reports.

1. All agencies, as listed below, shall submit their annual reports on the dates and times indicated thereon (white paper, size 8 1/2 x 11, if not commercially printed).
2. Reports shall cover periods ending on June 30 and biennial reports shall cover periods ending in odd numbered years.