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MLC

ROBERT L. QUINN
COMMISSIONER

State of New Hampshire

DEPARTMENT OF SAFETY
JAMES H. HAYES BLDG. 33 HAZEN DR.
CONCORD, N.H. 03305
(603) 271-2791

RICHARD C. BAILEY, JR.
ASSISTANT COMMISSIONER

EDDIE EDWARDS
ASSISTANT COMMISSIONER

February 28, 2022

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, requests authorization to pay overtime in the amount of \$135,000.00 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 \$135,000.00 represents the estimate of additional funds needed for the remainder of SFY 2022. Effective upon Governor and Council approval through June 30, 2022. Funding Source: 4% General Funds, 24 % Highway Funds, 24% Turnpike Funds, and 48% Agency Income

EXPLANATION

The Department of Safety, Division of State Police, State Police Communications, requests an overtime transfer for actual expenditures not to exceed \$135,000.00. 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 New Hampshire State Police Communications Unit dispatches for seven Troops in addition to our Marine Patrol, Bureau of Liquor Enforcement, Office of the State Fire Marshal, the Department of Natural and Cultural Resources (DNCR), and Fish and Game. The unit is the after-hours provider for other state agencies such as the Bureau of Emergency Management, 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), Seabrook and Vermont Yankee Nuclear Power Facilities.

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).

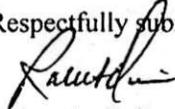
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Currently, State Police Communications has ten (10) full time vacancies. The average recruitment-to-hire time has been roughly five to eight months, not including training prior to assuming any full time shifts.

The above requested action is to cover the expenses incurred for SFY 2022 and any additional expenditure for the remainder of SFY 2022 based on the number of full time vacancies, unanticipated illness, leave, and pending recruitment.

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 31, 2022

Division of Expenditure Request:
State Police Communications

# Positions	Estimated Overtime	
	Regular Time	Time & One-Half
10	\$ 139,077	\$ -

Estimated Vacant Positions: Number
10

<u>Title & Labor Grade</u>	<u>Number</u>	<u>Legislative Appropriation</u>
Police Communications II LG 18	7	\$ 82,500
Supervisor II LG 21	2	\$ 41,385
Supervisor III LG 23	1	\$ 15,192
		Total: \$ 139,077

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	\$ 135,000

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
 Director of Personnel Lorrie Radis
 Comptroller Dana Call

Estimated Unexpended Wages for State Police Communications Positions vacant during the period June 4, 2021 through January 13, 2022
DOS

POS #	TITLE	APPRO	LG	First Day Vacant	Last Day Vacant	# DAYS	Annual Rate	Daily Rate	Unexpended Salary	REASON VACANT
10395	Supervisor II	2927	21	06/04/21	07/31/21	58	56,002	215.39	8,923	Pending Recruitment
10811	Police Communications Spec II	2927	18	06/04/21	10/22/21	141	49,636	190.91	19,227	Pending Recruitment
18721	Supervisor II	2927	21	06/17/21	01/13/22	211	56,002	215.39	32,462	Pending Recruitment
10720	Police Communications Spec II	2927	18	07/29/21	11/05/21	100	49,636	190.91	13,636	Pending Recruitment
10768	Police Communications Spec II	2927	18	07/29/21	12/02/21	127	49,636	190.91	17,318	Pending Recruitment
10409	Police Communications Spec II	2927	18	09/09/21	01/13/22	127	49,636	190.91	17,318	Pending Recruitment
41262	Supervisor III	2927	23	10/15/21	01/13/22	91	60,770	233.73	15,192	Pending Recruitment
10585	Police Communications Spec II	2927	18	12/02/21	01/13/22	43	49,636	190.91	5,864	Pending Recruitment
10852	Police Communications Spec II	2927	18	12/02/21	01/13/22	43	49,636	190.91	5,864	Pending Recruitment
41948	Police Communications Spec II	2927	18	12/21/21	01/13/22	24	49,636	190.91	3,273	Pending Recruitment
(less) Overtime Transfer									(135,000)	
2927 Total									4,077	
Grand Total									4,077	

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)

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.