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**ATTORNEY GENERAL**  
**DEPARTMENT OF JUSTICE**

33 CAPITOL STREET  
CONCORD, NEW HAMPSHIRE 03301-6397

JOHN M. FORMELLA  
ATTORNEY GENERAL



JAMES T. BOFFETTI  
DEPUTY ATTORNEY GENERAL

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October 5, 2022

His Excellency Governor, Christopher T. Sununu  
And the Honorable Council  
State House  
Concord, NH 03301

Your Excellency and Members of the Council:

**REQUESTED ACTION**

That approval be and hereby is given to the Attorney General to grant an annual salary increment to Joelle Wiggin, Victim/Witness Specialist (Position #9U668, Appropriation #02-20-20-200510-2616-014-500134) from a salary level of \$86,216 (LG DD, Step 6) to a salary level of \$90,454 (LG DD, Step 7), effective upon Governor and Executive Council approval, or November 13, 2022, whichever is later.

**EXPLANATION**

In accordance with NH RSA 94:1-a, I(a), Joelle Wiggin is eligible for a salary increment, subject to the approval of the Governor and Executive Council. Ms. Wiggin made significant contributions in the service of homicide victims' families. As such, she should be recognized with an increase to the next step of the salary schedule. Ms. Wiggin's salary will increase by \$4,238. A copy of her resume is attached.

I respectfully urge your favorable consideration of this request. Thank you.

Respectfully submitted,

A handwritten signature in blue ink, appearing to read "John M. Formella".

John M. Formella  
Attorney General

#3728770

## JOELLE DONNELLY WIGGIN

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### OBJECTIVE:

I am an organized and passionate public employee with over a decade of experience dedicated to the State of New Hampshire as victim/witness advocate in the homicide unit.

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### EDUCATION:

University of N. Carolina at Pembroke  
Pembroke, NC

Master of Public Administration, 2015

University of New Haven  
New Haven, CT

Bachelor of Arts in Criminal Justice, 2006

Minor in Psychology

*Certificates: Law Enforcement Science; Victim Service Administration*

Franklin Pierce University

Paralegal Certificate, 2007

### SKILLS:

Mediate conflict and employ de-escalation techniques.

Maintain a high level of activity.

Analyzes problems through collaborating ideas.

Mentoring and training.

Recognize and utilize appropriate resources to accommodate client and family needs.

Team motivator who exhibits leadership.

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### EXPERIENCE:

*New Hampshire Attorney General's Office*

Victim/Witness Advocate (Homicide)

2009-Present

- Provide direct services to survivors of homicide who have suffered emotional and psychological harm due to the violent nature of the crime.
- On-call advocate to provide crisis intervention, needs assessments, and support services to victims and witnesses in all of the state's homicide cases and other suspicious death cases.
- Direct contact and on-going services and support to homicide victims' family starting with the death notification and continuing throughout the entire investigation, judicial system, and correctional process to ensure compliance with the victims' bill of rights.
- Provide for immediate necessities in the early stages of an investigation, to include but not limited to emergency housing and addressing safety concerns.
- Respond to case specific inquiries from families and other collaborative partners, to include coordination of family meetings.
- Conduct team meetings and consult collaborative partners, multidisciplinary teams, and government agencies to ensure a continuity of care.
- Research and provide victims and witnesses with referrals and information regarding the availability of community resources.
- Orient victims and witnesses to the criminal justice system, explaining the process and keeping them informed of all developments, hearings, and changes in status of their case.
- Supervise operational activities and consult with the other advocates in the unit. Assist with policy changes.
- Trainer for the New Hampshire Police Standards and Training (facilitation and course development).
- Advocate assigned to the New Hampshire Cold Case Unit.

***New Hampshire Attorney General's Office***

Paralegal II

November 2007-September 2009

- Drafted pleadings and correspondence for the attorneys in the Environmental Protection Bureau.
- Responded to inquiries from external stakeholders (Freedom of Information Act requests).
- Trained to use SPOTS for background record investigations.

***Forfeiture Support Associates (at the United States Attorney's Office)***

Data Analyst

July 2006-January 2007

- Maintained open asset forfeiture files.
- Entered data into the electronic filing system and run data queries.
- Filed and maintained ECF

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**TEACHING EXPERIENCE:**

***Southern New Hampshire University***

Online Adjunct Professor

January 2017- Present

- Monitoring and facilitation of discussion boards, grading submissions, and proctoring curriculum through Brightspace on sociology, criminal justice, and victim services topics.
- Create weekly announcements to supplement assignments.
- Supervise each student's participation and work being submitted in a timely manner.
- Monitor scholarly journals and research for promising practices
- Adhere to strict deadlines set forth by the University.

***Rivier University***

Online Adjunct Professor

December 2015- Present

- Provide classroom and online instruction on the subject matter of victimology.
- Develop the syllabus and course materials/activities for the class.
- Incorporate different forms of metrics for the optimal learning environment, which include classroom critical thinking assignments, written assignments, and tests.
- Maintain attendance and grades for the participants.

***Keene State College***

Online Adjunct Professor

January 2017-December 2019

- Provide classroom instruction on victimology.
- Supervise each student's participation, facilitate class discussions, extract critical thinking, and oversee all work generated by the students.

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**COMMITTEE WORK AND MULTIDISCIPLINARY TEAMS:**

*Missing and Unidentified Remains Working Group, 2019*

*Lethality Assessment Program Steering Committee, since 2015*

*Critical Incident Protocol Committee, since 2013*

*Victims' Rights Day Committee, since 2009*

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**GUEST SPEAKING ENGAGEMENTS:**

Southern New Hampshire University, *Guest Speaker*, December 2019

National Criminal Justice Training Center, *Presenter*, September 2019

Boston Police Academy, *Presenter*, June 2019

Southern New Hampshire University, *Webinar Presenter*, March, 2017

MC Squared, *Guest Lecturer*, August 9, 2016

Partnering For a Future Without Violence Conference, *Presenter*, June 9, 2016

Rivier University, *Guest Lecturer*, March 5, 2015  
University of New Haven, *Guest Lecturer*, November 8-12, 2014  
Saint Anselm College, *Guest Lecturer*, November 19, 2013  
Concord Rotary Club, *Guest Lecturer*, December 6, 2012  
Rivier University, *Guest Lecturer*, December 5, 2012  
Saint Anselm College, *Guest Lecturer*, November 6, 2012  
Saint Anselm College, *Guest Lecturer*, March 12, 2012