124 MLC

State of New Hampshire

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

ROBERT L. QUINN
COMMISSIONER

RICHARD C. BAILEY, JR.
ASSISTANT COMMISSIONER

EDDIE EDWARDS
ASSISTANT COMMISSIONER

March 20, 2023

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 $210,000.00 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 $210,000.00 represents the estimate of additional funds needed for the remainder of state fiscal year 2023. Effective upon Governor and Council approval through June 30, 2023. 3.8% General Funds, 24.05% Highway Funds, 24.05% Turnpike Funds, and 48.1% Agency Income

EXPLANATION

The Department of Safety, Division of State Police, Communications, requests an overtime transfer for actual expenditures not to exceed $210,000.00. The requested overtime expenditures from Class 10, Personnel Services accounts, represent payments made to permanent personnel for overtime hours worked while conducting State Police Dispatch activities during critical vacancies due to sickness, extended leaves of absence, or pending recruitments.

The New Hampshire State Police Communications Unit dispatches for all seven State Police Troops, 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 dispatch provider for other state partners including the Division of Homeland Security and Emergency Management (HSEM), the Attorney General's Office, and the Medical Examiner's Office, and monitors the National Weather Service Alert System, Emergency Alert System (EAS), and Seabrook Station notifications.

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).

Currently, the State Police Communications Unit has 13 full time vacancies. The average recruitment-to-hire time has been roughly four to five months, not including training prior to assuming any full-time shifts.

The above requested action is to cover the expenses incurred for SFY 2023 and any additional expenditure for the remainder of SFY 2023 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

Form A-29

Expenditure Request-Overtime Permanent Personnel Services

Department: Safety

Date: February 28, 2023

Division of Expenditure Request:
State Police Communications

Estimated Overtime		
# Positions	Regular Time	Time & One-Half
13	$ 211,018	$ -

Estimated Vacant Positions: Number 13

Title & Labor Grade		Number		Legislative Appropriation
Police Communications II	LG 18	11		$ 128,549
State Police Sergeant	LG 25	1		$ 47,117
Supervisor III	LG 23	1		$ 35,352
			Total:	$ 211,018

Reasons for Vacant Positions: Pending Recruitment and Leaves of Absence

Request Permission to transfer appropriations as follows:

From:	To:	Amount
15-023-2340-29270000-010-500100	015-023-2340-29270000-018-500106	$ 210,000

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 A. Rudis

Comptroller

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.