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CSA



State of New Hampshire

DEPARTMENT OF SAFETY
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ASSISTANT COMMISSIONER

STEVEN R. LAVOIE
ASSISTANT COMMISSIONER

ROBERT L. QUINN
COMMISSIONER

April 2, 2024

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 \$217,000.00 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 \$217,000.00 represents the estimate of additional funds needed for the remainder of state fiscal year 2024. Effective upon Governor and Council approval through June 30, 2024. 63% General Funds, 24% Highway Funds, and 13% Turnpike Funds

EXPLANATION

The Department of Safety, Division of State Police, Communications, requests an overtime transfer for actual expenditures not to exceed \$217,000.00. 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, the Bureau of Liquor Enforcement, the Office of the State Fire Marshal, the Department of Natural and Cultural Resources (DNCR), and Fish and Game. The unit is also 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 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).

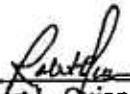
Currently, the State Police Communications Unit has 8 full-time vacancies. The average recruitment-to-hire time has been roughly four to five months, not including training before assuming any full-time shifts.

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The above requested action is to cover the expenses incurred for SFY 2024 and any additional expenditure for the remainder of SFY 2024 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: March 22, 2024

Division of Expenditure Request:
State Police Communications

# Positions	Estimated Overtime	
	Regular Time	Time & One-Half
10	\$ 217,885	\$

Estimated Vacant Positions: Number 10

<u>Title & Labor Grade</u>	<u>LG/Band</u>	<u>Number</u>	<u>Legislative Appropriation</u>
43-5030 DISPATCHERS-3	05	9	\$ 201,943
43-1010 SUPS OFC-ADMIN SUPP-4	08	1	\$ 15,942
Total:			\$ 217,885

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	015-023-2340-29270000-018-500108	\$ 217,000

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:

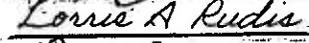
Governor and Council

Business Supervisor

Director of Personnel

Comptroller







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.