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STATE OF NEW HAMPSHIRE
DEPARTMENT OF CORRECTIONS
DIVISION OF ADMINISTRATION

P.O. BOX 1806
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William L. Wrenn
Commissioner

Bob Mullen
Director

October 3, 2014

Her Excellency, Governor Margaret Wood Hassan
and the Honorable Executive Council
State House
Concord, New Hampshire 03301

Retroactive

REQUESTED ACTION

Pursuant to RSA 94:3, the New Hampshire Department of Corrections, with the authorization of the Office of the Governor, respectfully requests approval of a **retroactive** annual step increase for Christopher Kench, Director of Security & Training (position #9U547), Concord, New Hampshire, in the amount of \$4,644.33, to a new annual salary of \$89,389.99 from the present salary of \$84,745.66, upon Governor and Executive Council approval effective September 11, 2014.

Employee Name	Group GG, Step 3	Amount of Increase	Group GG, Step 4
Christopher Kench	84,745.66	4,644.33	89,389.99

EXPLANATION

This unclassified step increase request is **retroactive** due to administrative delay.

RSA 94:3 "Yearly Service Increases" states, in part, that "upon recommendation of the appointing authority, the holder of any position mentioned in RSA 94:1-a shall be entitled to an annual increase in salary amounting to 1/5 of the difference between the minimum and maximum salary for said position but in no case shall the total salary exceed the maximum as herein established".

Christopher Kench was appointed to his position as Director of Security & Training on September 11, 2009, currently paid at Step #3 of unclassified Salary Group GG. It is respectfully requested that Director Kench's yearly increment, retroactive to September 11, 2014, be granted to Group GG, Step 4.

Respectfully Submitted,

William L. Wrenn
Commissioner

Christopher H. Kench

603-271-8016 - Work - ckench@nhdoc.state.nh.us

Multifaceted, practical and driven professional that will utilize excellent skills and a passion for analyzing business needs, evaluating requirements, and custom designing solutions to complex issues. Thrive in both independent and collaborative work environments. Ability to rapidly achieve organizational integration, assimilate job requirements and introduce new ideas, concepts, methods and technologies.

Professional Experience:

Captain, Security and Training - February 2007 to Present
New Hampshire Department of Corrections
105 Pleasant St. 4th Floor
Concord, NH 03302
Supervisor: William Wrenn, Commissioner

- o Supervision of:
 - Administrator of Offender Records
 - Administrator of Inmate Classification
 - Training Bureau Supervisor

- o Duties include:
 - Response to complaints and grievances
 - Review and revision of departmental policy and procedure directives
 - Ensure compliance with Administrative Services Rules
 - Ensure compliance with NH DOC policies and procedures
 - Review and approve training lesson plans
 - Maintenance of the department's emergency management program
 - Fleet and equipment management
 - Special projects

Captain, Chief of Security - May 2000 to February 2007
New Hampshire Department of Corrections
Lakes Region Facility
1 Rightway Path
Laconia, NH 03246
Supervisor: Jane Coplan, Warden

Other New Hampshire Department of Corrections Positions:

- o Lieutenant, Emergency Preparedness Coordinator - June 1999 to May 2000
- o Lieutenant, Secure Psychiatric Unit - January 1998 to June 1999
- o Lieutenant, Minimum Security Unit - 1996 to 1998
- o Lieutenant of Hearings, Legal Services Bureau - 1993 to 1996
- o Sergeant, Transportation Unit - 1993 to 1993
- o Sergeant, NHSP/Men Operations - 1990 to 1993
- o Sergeant, Shea Farm - 1990 to 1990
- o Corporal, Training Bureau NHPSTC - 1989 to 1990
- o Correction Officer - 1987 to 1989

Professional Experience Prior to the NHDCC

- o Retail Sales Management - 1980 to 1987

NH DOC Career Accomplishments

- Redeveloped departmental policy and procedure regarding inmate classification which resulted in a more streamlined process with increased accountability and decreased errors.
 - Introduced advanced concepts in emergency management into the department's emergency management program - 2005
 - Developed and implemented the current Lakes Region Facility "Paths" program - 2004
 - Implemented unit management at the Lakes Region Facility - 2001
 - Developed and implemented patient management guidelines for the Secure Psychiatric Unit - 1998
 - Developed the Control Room Officers certification program - 1997
 - Computerized the department's hearings office - 1994
 - Established the department's Special Emergency Response Team - 1992
 - Developed and implemented the Field Training Officer program - 1990
 - Developed and implemented a 40-hour orientation program for new correctional officers - 1990
 - Participated on the department's Shock Incarceration Program planning committee - 1989
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Education

Granite State College

Bachelors Degree in Criminal Justice Administration, June 2000
Recipient of class academic achievement award.

State of New Hampshire

Certified Public Manager Program Graduate, April 1998

Specialized Training

Emergency Management Institute (FEMA)

- Master Trainer Program Graduate
 - Incident Command System Instructor
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Personal Strengths

- Needs analysis
- Organizational management
- Project management
- Verbal and written communications
- Research and development
- Proficiency in Microsoft Office software