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STATE OF NEW HAMPSHIRE
DEPARTMENT OF CORRECTIONS
DIVISION OF ADMINISTRATION

William L. Wrenn
Commissioner

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Director

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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 Colon Forbes, Director of Professional Standards (position #9U548), Concord, New Hampshire, in the amount of \$4,297.19, to a new annual salary of \$87,091.72 from the present salary of \$82,794.53, upon Governor and Executive Council approval effective October 9, 2014.

Employee Name	Group FF, Step 4	Amount of Increase	Group FF, Maximum
Colon Forbes	82,794.53	4,297.19	87,091.72

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".

Colon Forbes was appointed to his position as Director of Professional Standards on October 9, 2009, currently paid at Step #4 of unclassified Salary Group FF. It is respectfully requested that Director Forbes's yearly increment, retroactive to October 9, 2014, be granted to Group FF, Maximum.

Respectfully Submitted,

William L. Wrenn
Commissioner

Colon K. Forbes, Jr.

PROFILE

Extensive investigative experience in the areas of public safety, insurance, corporate security and risk management. Major strength in managing complex investigations, identifying potential risk exposure, and developing cost effective strategies to mitigate the risk. A focused leader adept at developing effective working relationships with senior management, staff, and members of the public.

PROFESSIONAL EXPERIENCE

ZURICH AMERICAN INSURANCE, Schaumburg, IL

Field Investigator, Special Investigations Unit

2008 – Present

- Conducted investigations with a focus on thoroughness and quality, attention to detail, timeliness and cost control to acquire vital information essential for the claim staff to efficiently resolve customer claims and maximize revenues.
- Assisted with the development and training of the claim staff in the detection of external and internal fraud.
- Maintained a high degree of integrity and confidentiality required in handling information that was considered personal and confidential.
- Established and maintained liaison with public officials, law enforcement and others to obtain assistance in conducting investigations.
- Assisted legal counsel in the preparation for defense of claims pending litigation.

THE CRASH LAB, Hampton, NH

2007 - 2008

Field Support

- Collected and documented evidence in the investigation of fraudulent insurance claims involving low velocity accidents and medical fraud.

ROCKINGHAM COUNTY SHERIFF'S DEPARTMENT, Brentwood, NH

Court Security Officer, Rockingham Superior Court

2006 - 2007

- Provided protection for officers of the superior court, superior court staff, and members of the public as requested by the New Hampshire Supreme Court.
- Ensured the proper conduct and control of detained defendants while in Superior Court.

VERIZON COMMUNICATIONS INC., Dover, NH

Security Manager, Northeast Region

2004 - 2006

- Managed sensitive and often complex internal investigations to identify fraud and misconduct thereby promoting company integrity, efficiency and effectiveness.
- Recovered \$346,590 in company funds and eliminated future risk exposure by formulating a risk assessment survey that integrated a thorough investigation with a cost-effective strategy to prevent further loss.
- Chosen by Senior Management to plan, develop, and present training for 200+ managers across a 2 state region to establish accountability for facilities security, theft protection, damage control and compliance with the business code of conduct.

- Developed and implemented a building security coordinators program for managers to enhance safety practices and emergency preparedness in company facilities.
- Crafted and implemented company operational policy and procedure to ensure the enterprise-wide protection of the staff, physical assets, proprietary information and revenues of the company.
- Selected by Senior Management as a subject matter expert to identify and correct \$117K in inaccurate budgeting procedures to prevent a violation of federal regulation.
- Built strategic partnerships with federal, state and local law enforcement, which directly resulted in the recovery of \$87K in stolen company assets.

TRAVELERS INSURANCE, Bedford, NH**Northeast Regional Manager** **2001 – 2004**

- Directed a team of 11 field investigators responsible for investigating fraudulent insurance claims in the Northeast Region.
- Managed the investigation of 1,900+ investigations annually, analyzed the results and ascertained how the region impacted claim management and company revenues.
- Developed and presented claim staff training to ensure that short and long range goals of the company were achieved to enhance the efficient operation of the Service Centers.
- Established and maintained effective relationships with local, state and federal law enforcement to assist in investigations and to deter fraudulent claims.

Field Investigator, Special Investigations Unit **1999 – 2001**

- Conducted investigations with a focus on thoroughness and quality, attention to detail, timeliness and cost control to acquire vital information essential for the claim staff to efficiently resolve customer claims and maximize revenues.
- Assisted with the development and training of the claim staff in the detection of external and internal fraud.
- Maintained a high degree of integrity and confidentiality required in handling information that was considered personal and confidential.
- Established and maintained liaison with public officials, law enforcement and others to obtain assistance in conducting investigations.
- Assisted legal counsel in the preparation for defense of claims pending litigation.

NEW HAMPSHIRE STATE POLICE, Concord, NH**Field Commander, Captain** **1998 - 1999**

- Commanded 3 Field Troops with 90+ assigned uniformed, detective and civilian staff to ensure that the administrative and operational requirements of the Division were implemented.
- Conducted sensitive, complex internal reviews and investigations.

Troop Commander, Lieutenant **1993 – 1998**

- Managed a Field Troop with 30+ uniformed, detective and civilian staff to ensure that the administrative and operational requirements of the Division were implemented.
- Managed sensitive and complex criminal investigations in a 2 county region.

Commander, Organized Crime Unit, Sergeant **1990 – 1993**

- Created and commanded the Organized Crime Unit of the New Hampshire State Police.
- Managed and coordinated organized crime investigations with federal law enforcement agencies and the United States Attorney's Office.

Major Crime Lead Investigator, Sergeant 1988 - 1990

- Coordinated, managed and directed a team of investigators in the investigation of homicides and other major crimes in conjunction with the State Attorney General's Office.

Major Crime Investigator, Corporal 1987 - 1988

Troop Detective, Trooper 1986 - 1987

Uniform Patrol, Troop A, Trooper 1976 - 1986

EDUCATION

B.S., Bachelor of Science - Business Administration

University of Massachusetts, Lowell, MA

Command Leadership Program - Babson College