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**ATTORNEY GENERAL
DEPARTMENT OF JUSTICE**

33 CAPITOL STREET
CONCORD, NEW HAMPSHIRE 03301-6397

JOSEPH A. FOSTER
ATTORNEY GENERAL

ANN M. RICE
DEPUTY ATTORNEY GENERAL



June 9, 2015

Her Excellency, Governor Margaret Wood Hassan
And The Honorable Council
State House
Concord, New Hampshire 03301

Your Excellency and Members of the Council:

REQUESTED ACTION

That approval be, and it hereby is, given to the Attorney General to grant an annual salary increment to Lynda W. Ruel, Director of the Office of Victim/Witness Assistance (Position #9U314, Appropriation #02-20-20-200510-2616-500134) from salary group FF, Step 2, \$75,866.52 (NH First, Step 3) to Salary Group FF, Step 3, \$80,261.96 (NH First, Step 4) effective upon Governor and Council approval.

EXPLANATION

In accordance with NH RSA 94:1-a,I(b), Ms. Ruel is eligible for a salary increment, subject to the approval of the Governor and Council. As the Director of the Office of Victim/Witness Assistance, Ms. Ruel has demonstrated invaluable contributions to this Office. As such, she should be recognized by a salary increase to the next step of the salary schedule. Ms. Ruel's salary will increase by \$4,395.45.

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

Respectfully submitted,

[Handwritten signature of Joseph A. Foster]
Joseph A. Foster
Attorney General

JAF/p
#1217927

Lynda W. Ruel

Qualifications

- Over 29 years of experience in the human services field.
- 25 years of experience providing advocacy and crisis counseling to victims of crime.
- Competent, reliable, and committed professional, with a proven record of success.
- Outstanding organizational skills, with the talent for “*seeing the big picture.*”
- Strength in management of special projects and creative program design.
- Skills in research, analysis, and administrative problem solving.
- Excellent communication/presentation skills; clear and professional manner.
- Experience in researching and writing grant proposals.
- Able to take on the challenge of new projects and handling several priorities at once.
- Expertise in team-building, facilitation, and organizational development.

Accomplishments

- Co-wrote and narrated a film entitled “*Domestic Violence in Carroll County, A Community Response.*”
- Designed and implemented training programs for law enforcement, court, medical and child protective staff.
- Established and maintained Carroll County Domestic Violence and Rape Crisis Center as a respected and influential statewide voice.
- Conducted workshops, presentations, and gathered data from 584 high school students.
- Researched, wrote, and managed private, state, and federal grants.
- Enhanced a 24 hour crisis line and setup support groups. Initiated referral networks for victims of domestic and sexual violence.
- Staff development, supervision, training, and support of 52 volunteers.
- Co-wrote policy and procedures on the handling of domestic violence within the New Hampshire State Police.
- Co-wrote “*Victim Services Protocol for The Domestic Violence Protocol for the State of New Hampshire.*”
- Former Chair of the Board of Directors of the New Hampshire Coalition Against Domestic and Sexual Violence.
- Former member of the New Hampshire Governor’s Commission on Domestic and Sexual Violence and several of its committees.

Present Accountabilities

- Provide day-to-day supervision and support to the Office of Victim/Witness Assistance homicide advocates.
- Conduct annual Victim/Witness Advocate yearly evaluations with the Director.
- Provide on-call crisis intervention and immediate support services to victims and witnesses in all of the state's homicide cases throughout the criminal justice process.

Services include:

- Providing death notification.
- Facilitating the biohazard cleanup of homicide scenes.
- Providing victims and witnesses with referrals.
- Orienting victims and witnesses into the criminal justice system.
- Keeping victims informed of all developments, hearings, and changes in the status of their cases.
- Ensuring that the victims are involved and heard throughout the criminal justice system.
- Locating, coordinating, and scheduling witnesses to ensure their availability for appearance and testimony.
- Arranging for travel for out-of-state witnesses and prepare witnesses for court testimony. Assist witnesses in obtaining witness fees.
- Attending depositions, court hearings, trial, sentence review, and parole hearings to provide support and information to victims, witnesses and their families and to coordinate witnesses.
- Advising and informing victims of their statutory rights under the New Hampshire Crime Victim Bill of Rights.
- Assisting in the preparation of victim impact statements to be used in sentencing.
- Assisting in facilitating the return of property being used as evidence.
- Serve as a Certified Instructor at the New Hampshire Police Standards and Recruit Training Academy. Responsible for teaching victim services, death notification, homicide, and sexual assault modules.
- Conduct presentations on the response to homicides in New Hampshire and other topics as requested.

Education

- Bachelor of Science in Human Services; Criminal Justice Minor, Springfield College, Springfield MA
- Attended numerous conferences and trainings to enhance my capacity to serve victims of crime.

Certification

- Certified in Victimology, Victims' Assistance Legal Organization, Inc., Washington, D.C.
- Certified Domestic Violence Trainer, Federal Law Enforcement Training Center, STAR, Glynco, Georgia.

Awards

- Nominated for The Honorable William D. Paine Award, “*Honoring an individual who has made an outstanding commitment to collaborative multidisciplinary efforts to reduce family violence in New Hampshire,*”2000 & 1997
- Recipient of Business and professional women of Mount Washington Valley, “*Young Careerist Award,*”1996
- Agency recipient of the Susan B. Anthony Award , “*Outstanding Services to Victims of Domestic Violence,*” 1995

Employment History

2014-Present	Director of the Office of Victim/Witness Assistance, New Hampshire Attorney General’s Office, Concord NH
2004-2014	Victim/Witness Advocate, New Hampshire Attorney General’s Office of Victim Witness Assistance, Concord, NH
2002-2004	Victim/Witness Advocate, University of New Hampshire Police Department, Durham, NH
1996-2004	Contract on-call Victim/Witness Advocate, New Hampshire Attorney General’s Office, Concord, NH
1996-2002	Victim/Witness Advocate, New Hampshire State Police, Concord, NH
1991-1996	Executive Director, Carroll County Against Domestic Violence & Rape, Conway, NH
1988-1991	Direct Services Administrator, Carroll County Against Domestic Violence & Rape, Conway, NH
1986-1987	Head Teacher (Infant Room), Castle Square Day-Care Center, Boston, MA
1985-1986	Head Teacher, The After School Program, Concord NH
1984-1986	Live-In Child Care Worker, Rolfe and Rumford Home, Concord, NH

References Furnished Upon Request