



STATE OF NEW HAMPSHIRE
DEPARTMENT OF CORRECTIONS
DIVISION OF ADMINISTRATION
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HELEN E. HANKS
COMMISSIONER

JONATHAN K. HANSON
DIRECTOR

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May 25, 2022

The Honorable Karen Umberger, Chairman
Fiscal Committee of the General Court
State House
Concord, New Hampshire 03301

His Excellency, Governor Christopher T. Sununu
and the Honorable Executive Council
State House
Concord, NH 03301

REQUESTED ACTION

Pursuant to the provisions of Chapter 91:70 Laws of 2021, the New Hampshire Department of Corrections respectfully requests permission to transfer \$5,819,473 among accounts listed on the attached detailed exhibit to reallocate appropriations and cover overtime shortfalls effective upon Fiscal Committee and Governor and Executive Council approval through June 30, 2022. 100% General Funds.

Transfers are to occur from and within accounts listed on the attached detailed exhibits as follows:

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02-46-46-460010-59280000 Business Information Unit				
Class	Description	Current Modified Budget	Requested Action	Current Revised Budget
010-500100	Personal Services - Permanent	\$ 432,844	\$ (35,000)	\$ 397,844
020-500200	Current Expenses	\$ 190		\$ 190
039-500188	Telecommunications	\$ 2,466		\$ 2,466
060-500602	Benefits	\$ 182,354	\$ (20,000)	\$ 162,354
103-502664	Contracts for Operational Services	\$ 120		\$ 120
	Total	\$ 617,974	\$ (55,000)	\$ 562,974
	REVENUES			
	Total General Funds	\$ 617,974	\$ (55,000)	\$ 562,974

02-46-46-460010-71010000 Commissioner's Office				
Class	Description	Current Modified Budget	Requested Action	Current Revised Budget
010-500100	Personal Services - Permanent	\$ 168,829	\$ 15,000	\$ 183,829
011-500126	Personal Services - Unclassified	\$ 141,384		\$ 141,384
012-500128	Personal Services - Unclassified	\$ 133,035		\$ 133,035
020-500200	Current Expenses	\$ 11,372		\$ 11,372
022-500255	Rents - Leases Other Than State	\$ 2,352		\$ 2,352
026-500251	Organizational Dues	\$ 5,655		\$ 5,655
028-500292	Transfers to General Services	\$ 409,278		\$ 409,278
030-500331	Equipment New/Replacement	\$ 383,390		\$ 383,390
039-500188	Telecommunications	\$ 11,119		\$ 11,119
057-500531	Books Periodicals Subscriptions	\$ 965		\$ 965
060-500602	Benefits	\$ 232,484	\$ (10,000)	\$ 222,484
066-500546	Employee Training	\$ 45,538		\$ 45,538
070-500704	In-State Travel Reimbursement	\$ 2,154		\$ 2,154
080-500714	Out of State Travel	\$ 9,099		\$ 9,099
089-501543	Transfer to DAS Maint Fund	\$ 26,744		\$ 26,744
103-502664	Contracts for Operational Services	\$ 720,082		\$ 720,082
211-500757	Catastrophic Casualty Insurance	\$ 19,053		\$ 19,053
	Total	\$ 2,322,533	\$ 5,000	\$ 2,327,533
	REVENUES			
	Total General Funds	\$ 2,322,533	\$ 5,000	\$ 2,327,533

02-46-46-460010-83010000 Human Resources				
Class	Description	Current Modified Budget	Requested Action	Current Revised Budget
010-500100	Personal Services - Permanent	\$ 636,956	\$ (8,000)	\$ 628,956
020-500200	Current Expenses	\$ 27,842		\$ 27,842
022-500255	Rents - Leases Other than State	\$ 1,560		\$ 1,560
024-500225	Maint Other Than Build-Grn	\$ 3,600		\$ 3,600
030-500331	Equipment New/Replacement	\$ 1,560		\$ 1,560
039-500188	Telecommunications	\$ 6,105		\$ 6,105
050-500109	Personal Service-Temp/Appointed	\$ 92,420		\$ 92,420
060-500602	Benefits	\$ 412,243	\$ (10,000)	\$ 402,243
070-500704	In-State Travel Reimbursement	\$ 1,347		\$ 1,347
101-500729	Medical Payments to Providers	\$ 16,700		\$ 16,700
102-500731	Contracts for Program Services	\$ 77,100		\$ 77,100
103-502664	Contracts for Operational Services	\$ 299		\$ 299
	Total	\$ 1,277,732	\$ (18,000)	\$ 1,259,732
	REVENUES			
	Total General Funds	\$ 1,277,732	\$ (18,000)	\$ 1,259,732

02-46-46-461010-83000000 Financial Services				
Class	Description	Current Modified Budget	Requested Action	Current Revised Budget
010-500100	Personal Services - Permanent	\$ 827,048	\$ (50,000)	\$ 777,048
011-500126	Personal Services - Unclassified	\$ 117,507	\$ (13,000)	\$ 104,507
018-500106	Overtime	\$ 15,939	\$ 8,000	\$ 23,939
020-500200	Current Expenses	\$ 2,611		\$ 2,611
022-500255	Rents - Leases Other than State	\$ 3,250		\$ 3,250
027-582703	Transfers to DoIT	\$ 4,323,111		\$ 4,323,111
030-500331	Equipment New/Replacement	\$ 500		\$ 500
039-500188	Telecommunications	\$ 89,946		\$ 89,946
050-500109	Personal Service-Temp/Appointed	\$ 77,119		\$ 77,119
060-500602	Benefits	\$ 526,501	\$ (30,000)	\$ 496,501
103-502664	Contracts for Operational Services	\$ 45,197		\$ 45,197
	Total	\$ 6,028,729	\$ (85,000)	\$ 5,943,729
	REVENUES			
	Total General Funds	\$ 6,028,729	\$ (85,000)	\$ 5,943,729

02-46-46-461510-55410000 Classifications & Offender Records				
Class	Description	Current Modified Budget	Requested Action	Current Revised Budget
010-500100	Personal Services - Permanent	\$ 672,958	\$ (21,200)	\$ 651,758
018-500106	Overtime	\$ 100		\$ 100
020-500200	Current Expenses	\$ 931		\$ 931
022-500255	Rents - Leases Other than State	\$ 3,856		\$ 3,856
030-500331	Equipment New/Replacement	\$ 320		\$ 320
039-500188	Telecommunications	\$ 5,466		\$ 5,466
060-500602	Benefits	\$ 424,991	\$ (10,000)	\$ 414,991
103-502664	Contracts for Operational Services	\$ 540		\$ 540
	Total	\$ 1,109,162	\$ (31,200)	\$ 1,077,962
	REVENUES			
	Total General Funds	\$ 1,109,162	\$ (31,200)	\$ 1,077,962

02-46-46-461510-83600000 Security & Training				
Class	Description	Current Modified Budget	Requested Action	Current Revised Budget
010-500100	Personal Services - Permanent	\$ 456,486	\$ (10,000)	\$ 446,486
011-500126	Personal Services - Unclassified	\$ 123,667	\$ (7,922)	\$ 115,745
018-500106	Overtime	\$ 17,872		\$ 17,872
019-500105	Holiday Pay	\$ 4,146		\$ 4,146
020-500200	Current Expenses	\$ 2,825		\$ 2,825
030-500331	Equipment New/Replacement	\$ 14,548		\$ 14,548
039-500188	Telecommunications	\$ 2,223		\$ 2,223
050-500109	Personal Service-Temp/Appointed	\$ 90,911		\$ 90,911
060-500602	Benefits	\$ 374,479		\$ 374,479
066-500546	Employee Training	\$ 66,614		\$ 66,614
070-500704	In-State Travel Reimbursement	\$ 2,839		\$ 2,839
	Total	\$ 1,156,610	\$ (17,922)	\$ 1,138,688
	REVENUES			
	Total General Funds	\$ 1,156,610	\$ (17,922)	\$ 1,138,688

02-46-46-462510-59290000 Professional Standards				
Class	Description	Current Modified Budget	Requested Action	Current Revised Budget
010-500100	Personal Services - Permanent	\$ 1,211,007		\$ 1,211,007
011-500126	Personal Services - Unclassified	\$ 102,440	\$ 7,922	\$ 110,362
018-500106	Overtime	\$ 23,149		\$ 23,149
019-500105	Holiday Pay	\$ 3,917		\$ 3,917
020-500200	Current Expenses	\$ 19,103		\$ 19,103
022-500255	Rents - Leases Other than State	\$ 1,647		\$ 1,647
030-500331	Equipment New/Replacement	\$ 894		\$ 894
039-500188	Telecommunications	\$ 13,374		\$ 13,374
050-500109	Personal Service-Temp/Appointed	\$ 141,540		\$ 141,540
057-500531	Books Periodicals Subscriptions	\$ 398		\$ 398
060-500602	Benefits	\$ 1,033,461		\$ 1,033,461
070-500704	In-State Travel Reimbursement	\$ 18,266		\$ 18,266
080-500714	Out of State Travel	\$ 1,732		\$ 1,732
102-500731	Contracts for Program Services	\$ 6,274		\$ 6,274
103-502664	Contracts for Operational Services	\$ 489		\$ 489
	Total	\$ 2,577,691	\$ 7,922	\$ 2,585,613
	REVENUES			
	Total General Funds	\$ 2,577,691	\$ 7,922	\$ 2,585,613

02-46-46-463510-337200000 NH State Prison for Men				
Class	Description	Current Modified Budget	Requested Action	Current Revised Budget
010-500100	Personal Services - Permanent	\$ 11,749,751	\$ (916,000)	\$ 10,833,751
011-500126	Personal Services - Unclassified	\$ 127,071		\$ 127,071
017-500147	FT Employees Special Payment	\$ 91,387	\$ (91,387)	\$ -
018-500106	Overtime	\$ 5,802,977	\$ 3,319,505	\$ 9,122,482
019-500105	Holiday Pay	\$ 449,136	\$ 25,000	\$ 474,136
020-500200	Current Expenses	\$ 153,845		\$ 153,845
022-500255	Rents - Leases Other than State	\$ 19,699		\$ 19,699
023-500291	Heat-Electricity-Water	\$ 2,469,297		\$ 2,469,297
024-500225	Maint Other Than Build-Grn	\$ 8,850		\$ 8,850
030-500331	Equipment New/Replacement	\$ 58,183		\$ 58,183
039-500188	Telecommunications	\$ 46,609		\$ 46,609
050-500109	Personal Service-Temp/Appointed	\$ 403,033		\$ 403,033
060-500602	Benefits	\$ 11,055,537	\$ (300,000)	\$ 10,755,537
068-500565	Remuneration	\$ 405,601		\$ 405,601
070-500704	In-State Travel Reimbursement	\$ 102,313		\$ 102,313
103-502664	Contracts for Operational Services	\$ 69,807		\$ 69,807
242-500787	Transportation of Inmates	\$ 81,027		\$ 81,027
	Total	\$ 33,094,123	\$ 2,037,118	\$ 35,131,241
	REVENUES			
	Total General Funds	\$ 33,094,123	\$ 2,037,118	\$ 35,131,241

02-46-46-463510-33730000 Northern NH Correctional Felty				
Class	Description	Current Modified Budget	Requested Action	Current Revised Budget
010-500100	Personal Services - Permanent	\$ 5,964,150	\$ (503,646)	\$ 5,460,504
011-500126	Personal Services - Unclassified	\$ 119,310		\$ 119,310
017-500147	FT Employees Special Payment	\$ 50,793	\$ (50,793)	\$ -
018-500106	Overtime	\$ 2,986,700	\$ 700,000	\$ 3,686,700
019-500105	Holiday Pay	\$ 180,439	\$ 11,200	\$ 191,639
020-500200	Current Expenses	\$ 72,925		\$ 72,925
022-500255	Rents - Leases Other than State	\$ 3,377		\$ 3,377
023-500291	Heat-Electricity-Water	\$ 1,141,787		\$ 1,141,787
024-500225	Maint Other Than Build-Grn	\$ 1,750		\$ 1,750
030-500331	Equipment New/Replacement	\$ 45,141		\$ 45,141
039-500188	Telecommunications	\$ 49,799		\$ 49,799
050-500109	Personal Service-Temp/Appointed	\$ 157,934	\$ (50,000)	\$ 107,934
060-500602	Benefits	\$ 5,338,915	\$ (350,000)	\$ 4,988,915
068-500565	Remuneration	\$ 229,047		\$ 229,047
070-500704	In-State Travel Reimbursement	\$ 70,271		\$ 70,271
102-500731	Contracts for Program Services	\$ 51,332		\$ 51,332
103-502664	Contracts for Operational Services	\$ 37,931		\$ 37,931
	Total	\$ 16,501,601	\$ (243,239)	\$ 16,258,362
	REVENUES			
	Total General Funds	\$ 16,501,601	\$ (243,239)	\$ 16,258,362

02-46-46-463510-33740000 NH Correctional Facility/Women				
Class	Description	Current Modified Budget	Requested Action	Current Revised Budget
010-500100	Personal Services - Permanent	\$ 2,916,070	\$ (360,000)	\$ 2,556,070
011-500126	Personal Services - Unclassified	\$ 110,430		\$ 110,430
017-500147	FT Employees Special Payment	\$ 23,287	\$ (23,287)	\$ -
018-500106	Overtime	\$ 1,387,189	\$ 650,000	\$ 2,037,189
019-500105	Holiday Pay	\$ 104,189	\$ 15,000	\$ 119,189
020-500200	Current Expenses	\$ 55,207		\$ 55,207
022-500255	Rents - Leases Other than State	\$ 4,628		\$ 4,628
023-500291	Heat-Electricity-Water	\$ 367,718		\$ 367,718
024-500225	Maint Other Than Build-Grn	\$ 990		\$ 990
030-500331	Equipment New/Replacement	\$ 6,144		\$ 6,144
039-500188	Telecommunications	\$ 26,674		\$ 26,674
050-500109	Personal Service-Temp/Appointed	\$ 126,348		\$ 126,348
060-500602	Benefits	\$ 3,130,949	\$ (700,000)	\$ 2,430,949
068-500565	Remuneration	\$ 71,804		\$ 71,804
070-500704	In-State Travel Reimbursement	\$ 6,865		\$ 6,865
102-500731	Contracts for Program Services	\$ 93,983		\$ 93,983
103-502664	Contracts for Operational Services	\$ 8,700		\$ 8,700
	Total	\$ 8,441,175	\$ (418,287)	\$ 8,022,888
	REVENUES			
	Total General Funds	\$ 8,441,175	\$ (418,287)	\$ 8,022,888

02-46-46-464010-83020000 District Offices				
Class	Description	Current Modified Budget	Requested Action	Current Revised Budget
010-500100	Personal Services - Permanent	\$ 6,322,249	\$ (10,000)	\$ 6,312,249
011-500126	Personal Services - Unclassified	\$ 109,530		\$ 109,530
018-500106	Overtime	\$ 2,398		\$ 2,398
019-500105	Holiday Pay	\$ 295		\$ 295
020-500200	Current Expenses	\$ 90,145		\$ 90,145
022-500255	Rents - Leases Other than State	\$ 458,948		\$ 458,948
023-500291	Heat-Electricity-Water	\$ 24,307		\$ 24,307
024-500225	Maint Other Than Build-Grn	\$ 264		\$ 264
030-500331	Equipment New/Replacement	\$ 56,051		\$ 56,051
039-500188	Telecommunications	\$ 121,036		\$ 121,036
048-500226	Contractual Maint Build-Grn	\$ 68,517		\$ 68,517
050-500109	Personal Service-Temp/Appointed	\$ 21,700	\$ (20,000)	\$ 1,700
057-500531	Books Periodicals Subscriptions	\$ 1,169		\$ 1,169
060-500602	Benefits	\$ 4,420,044		\$ 4,420,044
068-500565	Remuneration	\$ 1,750		\$ 1,750
070-500704	In-State Travel Reimbursement	\$ 93,204		\$ 93,204
080-500714	Out of State Travel	\$ 100		\$ 100
102-500731	Contracts for Program Services	\$ 67,538		\$ 67,538
103-502664	Contracts for Operational Services	\$ 2,966		\$ 2,966
	Total	\$ 11,862,211	\$ (30,000)	\$ 11,832,211
	REVENUES			
	Total General Funds	\$ 11,862,211	\$ (30,000)	\$ 11,832,211

02-46-46-464510-41060000 Concord Transitional Work Ctr				
Class	Description	Current Modified Budget	Requested Action	Current Revised Budget
010-500100	Personal Services - Permanent	\$ 748,664	\$ (100,000)	\$ 648,664
017-500147	FT Employees Special Payment	\$ 5,877	\$ (5,877)	\$ -
018-500106	Overtime	\$ 398,866		\$ 398,866
019-500105	Holiday Pay	\$ 24,411		\$ 24,411
020-500200	Current Expenses	\$ 5,740		\$ 5,740
022-500255	Rents - Leases Other than State	\$ 1,687		\$ 1,687
024-500225	Maint Other Than Build-Grn	\$ 61,324		\$ 61,324
023-500291	Heat-Electricity-Water	\$ 264		\$ 264
030-500331	Equipment New/Replacement	\$ 36,625		\$ 36,625
039-500188	Telecommunications	\$ 2,679		\$ 2,679
050-500109	Personal Service-Temp/Appointed	\$ 31,587		\$ 31,587
060-500602	Benefits	\$ 569,123		\$ 569,123
068-500565	Remuneration	\$ 110,910		\$ 110,910
070-500704	In-State Travel Reimbursement	\$ 88		\$ 88
103-502664	Contracts for Operational Services	\$ 21,252		\$ 21,252
	Total	\$ 2,019,097	\$ (105,877)	\$ 1,913,220
	REVENUES			
	Total General Funds	\$ 2,019,097	\$ (105,877)	\$ 1,913,220

02-46-46-464510-51720000 Shea Farm				
Class	Description	Current Modified Budget	Requested Action	Current Revised Budget
010-500100	Personal Services - Permanent	\$ 531,905	\$ (35,000)	\$ 496,905
017-500147	FT Employees Special Payment	\$ 5,752	\$ (5,752)	\$ -
018-500106	Overtime	\$ 177,519	\$ 15,000	\$ 192,519
019-500105	Holiday Pay	\$ 16,043		\$ 16,043
020-500200	Current Expenses	\$ 3,987		\$ 3,987
022-500255	Rents - Leases Other than State	\$ 1,560		\$ 1,560
023-500291	Heat-Electricity-Water	\$ 27,725		\$ 27,725
024-500225	Maint Other Than Build-Grn	\$ 264		\$ 264
030-500331	Equipment New/Replacement	\$ 80,141		\$ 80,141
039-500188	Telecommunications	\$ 5,734		\$ 5,734
060-500602	Benefits	\$ 447,358	\$ (60,000)	\$ 387,358
070-500704	In-State Travel Reimbursement	\$ 1,912		\$ 1,912
103-502664	Contracts for Operational Services	\$ 2,499		\$ 2,499
	Total	\$ 1,302,399	\$ (85,752)	\$ 1,216,647
	REVENUES			
	Total General Funds	\$ 1,302,399	\$ (85,752)	\$ 1,216,647

02-46-46-464510-60430000 Community Corrections				
Class	Description	Current Modified Budget	Requested Action	Current Revised Budget
010-500100	Personal Services - Permanent	\$ 561,862	\$ (75,000)	\$ 486,862
011-500126	Personal Services - Unclassified	\$ 109,531		\$ 109,531
020-500200	Current Expenses	\$ 829		\$ 829
030-500331	Equipment New/Replacement	\$ 6,323		\$ 6,323
039-500188	Telecommunications	\$ 1,989		\$ 1,989
060-500602	Benefits	\$ 420,946	\$ (10,000)	\$ 410,946
068-500565	Remuneration	\$ 12,907		\$ 12,907
070-500704	In-State Travel Reimbursement	\$ 3,990		\$ 3,990
	Total	\$ 1,118,377	\$ (85,000)	\$ 1,033,377
	REVENUES			
	Total General Funds	\$ 1,118,377	\$ (85,000)	\$ 1,033,377

02-46-46-464510-71070000 North End House				
Class	Description	Current Modified Budget	Requested Action	Current Revised Budget
010-500100	Personal Services - Permanent	\$ 386,367	\$ 4,000	\$ 390,367
017-500147	FT Employees Special Payment	\$ 3,701	\$ (3,701)	\$ -
018-500106	Overtime	\$ 21,382	\$ 115,000	\$ 136,382
019-500105	Holiday Pay	\$ 8,871		\$ 8,871
020-500200	Current Expenses	\$ 3,372		\$ 3,372
022-500255	Rents - Leases Other than State	\$ 1,687		\$ 1,687
023-500291	Heat-Electricity-Water	\$ 34,746		\$ 34,746
024-500225	Maint Other Than Build-Grn	\$ 264		\$ 264
030-500331	Equipment New/Replacement	\$ 1,232		\$ 1,232
039-500188	Telecommunications	\$ 3,386		\$ 3,386
060-500602	Benefits	\$ 323,386		\$ 323,386
070-500704	In State Travel Reimbursement	\$ 55		\$ 55
	Total	\$ 788,449	\$ 115,299	\$ 903,748
	REVENUES			
	Total General Funds	\$ 788,449	\$ 115,299	\$ 903,748

02-46-46-464510-78740000 Calumet House				
Class	Description	Current Modified Budget	Requested Action	Current Revised Budget
010-500100	Personal Services - Permanent	\$ 619,281	\$ (68,000)	\$ 551,281
017-500147	FT Employees Special Payment	\$ 4,002	\$ (4,002)	\$ -
018-500106	Overtime	\$ 165,930	\$ 15,000	\$ 180,930
019-500105	Holiday Pay	\$ 22,403		\$ 22,403
020-500200	Current Expenses	\$ 5,880		\$ 5,880
022-500255	Rents - Leases Other than State	\$ 1,687		\$ 1,687
023-500291	Heat-Electricity-Water	\$ 51,930		\$ 51,930
024-500225	Maint Other Than Build-Grn	\$ 264		\$ 264
030-500331	Equipment New/Replacement	\$ 5,752		\$ 5,752
039-500188	Telecommunications	\$ 4,612		\$ 4,612
060-500602	Benefits	\$ 517,800	\$ (70,000)	\$ 447,800
070-500704	In-State Travel Reimbursement	\$ 4,717		\$ 4,717
103-502664	Contracts for Operational Services	\$ 4,215		\$ 4,215
	Total	\$ 1,408,473	\$ (127,002)	\$ 1,281,471
	REVENUES			
	Total General Funds	\$ 1,408,473	\$ (127,002)	\$ 1,281,471

02-46-46-465010-58330000 Secure Psychiatric Unit				
Class	Description	Current Modified Budget	Requested Action	Current Revised Budget
010-500100	Personal Services - Permanent	\$ 1,752,799	\$ (214,000)	\$ 1,538,799
017-500147	FT Employees Special Payment	\$ 9,029	\$ (9,029)	\$ -
018-500106	Overtime	\$ 592,913	\$ 12,000	\$ 604,913
019-500105	Holiday Pay	\$ 61,359		\$ 61,359
020-500200	Current Expenses	\$ 27,921		\$ 27,921
022-500255	Rents - Leases Other than State	\$ 2,367		\$ 2,367
024-500225	Maint Other Than Build-Grn	\$ 32,190		\$ 32,190
030-500331	Equipment New/Replacement	\$ 19,537		\$ 19,537
039-500188	Telecommunications	\$ 9,093		\$ 9,093
050-500109	Personal Service-Temp/Appointed	\$ 63,174	\$ (15,000)	\$ 48,174
060-500602	Benefits	\$ 1,424,651	\$ (200,000)	\$ 1,224,651
068-500565	Remuneration	\$ 35,166		\$ 35,166
070-500704	In-State Travel Reimbursement	\$ 2,209		\$ 2,209
101-500730	Medical Payments to Providers	\$ 37,500		\$ 37,500
103-502664	Contracts for Operational Services	\$ 5,632		\$ 5,632
	Total	\$ 4,075,540	\$ (426,029)	\$ 3,649,511
	REVENUES			
	Total General Funds	\$ 4,075,540	\$ (426,029)	\$ 3,649,511

02-46-46-465010-82310000 Mental Health				
Class	Description	Current Modified Budget	Requested Action	Current Revised Budget
010-500100	Personal Services - Permanent	\$ 1,279,797	\$ (80,000)	\$ 1,199,797
018-500106	Overtime	\$ 200	\$ 1,500	\$ 1,700
020-500200	Current Expenses	\$ 1,535		\$ 1,535
022-500255	Rents - Leases Other than State	\$ 2,145		\$ 2,145
030-500331	Equipment New/Replacement	\$ 113,908		\$ 113,908
039-500188	Telecommunications	\$ 4,659		\$ 4,659
049-584995	Transfer to Other State Agencies	\$ 29,179		\$ 29,179
057-500531	Books Periodicals Subscriptions	\$ 21,100		\$ 21,100
060-500602	Benefits	\$ 777,324	\$ (70,000)	\$ 707,324
070-500704	In State Travel Reimbursement	\$ 1,547		\$ 1,547
101-500730	Medical Payments to Providers	\$ 5,653,450		\$ 5,653,450
103-502664	Contracts for Operational Services	\$ 180		\$ 180
	Total	\$ 7,885,024	\$ (148,500)	\$ 7,736,524
	REVENUES			
	Total General Funds	\$ 7,885,024	\$ (148,500)	\$ 7,736,524

02-46-46-465010-82340000 Medical - Dental				
Class	Description	Current Modified Budget	Requested Action	Current Revised Budget
010-500100	Personal Services - Permanent	\$ 4,466,387	\$ (304,000)	\$ 4,162,387
011-500126	Personal Services - Unclassified	\$ 80,005		\$ 80,005
012-500128	Personal Services - Unclassified	\$ 119,436	\$ 9,646	\$ 129,082
018-500106	Overtime	\$ 117,149	\$ 525,000	\$ 642,149
019-500105	Holiday Pay	\$ 70,920		\$ 70,920
020-500200	Current Expenses	\$ 211,819		\$ 211,819
022-500255	Rents - Leases Other than State	\$ 5,246		\$ 5,246
030-500331	Equipment New/Replacement	\$ 236,238		\$ 236,238
039-500188	Telecommunications	\$ 25,736		\$ 25,736
050-500109	Personal Service-Temp/Appointed	\$ 96,061		\$ 96,061
057-500531	Books Periodicals Subscriptions	\$ 199		\$ 199
060-500602	Benefits	\$ 2,920,109	\$ (100,000)	\$ 2,820,109
070-500704	In State Travel Reimbursement	\$ 6,051		\$ 6,051
101-500729	Medical Payments to Providers	\$ 7,606,350		\$ 7,606,350
102-500731	Contracts for Program Services	\$ 17,955		\$ 17,955
103-502664	Medical Payments to Providers	\$ 4,868		\$ 4,868
230-500765	Interpreter Services	\$ 828		\$ 828
	Total	\$ 15,985,357	\$ 130,646	\$ 16,116,003
	REVENUES			
	Total General Funds	\$ 15,985,357	\$ 130,646	\$ 16,116,003

02-46-46-465010-82350000 Residential Treatment Program				
Class	Description	Current Modified Budget	Requested Action	Current Revised Budget
010-500100	Personal Services - Permanent	\$ 1,542,041	\$ (78,000)	\$ 1,464,041
017-500147	FT Employees Special Payment	\$ 4,952	\$ (4,952)	\$ -
018-500106	Overtime	\$ 320,785	\$ 28,000	\$ 348,785
019-500105	Holiday Pay	\$ 29,212		\$ 29,212
020-500200	Current Expenses	\$ 16,920		\$ 16,920
030-500331	Equipment New/Replacement	\$ 1,638		\$ 1,638
039-500188	Telecommunications	\$ 6,165		\$ 6,165
060-500602	Benefits	\$ 1,213,969	\$ (130,000)	\$ 1,083,969
070-500704	In State Travel Reimbursement	\$ 2,093		\$ 2,093
103-502664	Contracts for Operational Services	\$ 900		\$ 900
	Total	\$ 3,138,675	\$ (184,952)	\$ 2,953,723
	REVENUES			
	Total General Funds	\$ 3,138,675	\$ (184,952)	\$ 2,953,723

02-46-46-465010-82360000 Pharmacy				
Class	Description	Current Modified Budget	Requested Action	Current Revised Budget
010-500100	Personal Services - Permanent	\$ 207,995	\$ 242,000	\$ 449,995
011-500126	Personal Services - Unclassified	\$ 376,195		\$ 376,195
018-500106	Overtime	\$ 4,169		\$ 4,169
019-500105	Holiday Pay	\$ 100		\$ 100
020-500200	Current Expenses	\$ 30,596		\$ 30,596
024-500225	Maint Other Than Build-Grn	\$ 4,707		\$ 4,707
030-500331	Equipment New/Replacement	\$ 31,775		\$ 31,775
039-500188	Telecommunications	\$ 3,333		\$ 3,333
060-500602	Benefits	\$ 306,218	\$ 40,000	\$ 346,218
070-500704	In-State Travel Reimbursement	\$ 282		\$ 282
100-500726	Prescription Drug Expenses	\$ 4,753,578		\$ 4,753,578
103-502664	Contracts for Operational Services	\$ 460		\$ 460
	Total	\$ 5,719,408	\$ 282,000	\$ 6,001,408
	REVENUES			
	Total General Funds	\$ 5,719,408	\$ 282,000	\$ 6,001,408

02-46-46-465510-66320000 Maintenance				
Class	Description	Current Modified Budget	Requested Action	Current Revised Budget
010-500100	Personal Services - Permanent	\$ 1,119,788		\$ 1,119,788
017-500147	FT Employees Special Payment	\$ 925	\$ (925)	\$ -
018-500106	Overtime	\$ 120,918	\$ 38,000	\$ 158,918
019-500105	Holiday Pay	\$ 5,261		\$ 5,261
020-500200	Current Expenses	\$ 77,113		\$ 77,113
022-500255	Rents - Leases Other than State	\$ 2,428		\$ 2,428
024-500225	Maint Other Than Build-Grn	\$ 91,283		\$ 91,283
030-500331	Equipment New/Replacement	\$ 31,456		\$ 31,456
039-500188	Telecommunications	\$ 14,053		\$ 14,053
047-500240	Own Forces Maint Build-Grn	\$ 314,259		\$ 314,259
048-500226	Contractual Maint Build-Grn	\$ 453,727		\$ 453,727
050-500109	Personal Service-Temp/Appointed	\$ 23,374		\$ 23,374
060-500602	Benefits	\$ 877,891	\$ (30,000)	\$ 847,891
070-500704	In-State Travel Reimbursement	\$ 18,831		\$ 18,831
	Total	\$ 3,151,307	\$ 7,075	\$ 3,158,382
	REVENUES			
	Total General Funds	\$ 3,151,307	\$ 7,075	\$ 3,158,382

02-46-46-465510-66330000 Laundry				
Class	Description	Current Modified Budget	Requested Action	Current Revised Budget
010-500100	Personal Services - Permanent	\$ 192,548		\$ 192,548
018-500106	Overtime	\$ 4,761	\$ 18,000	\$ 22,761
019-500105	Holiday Pay	\$ 2,080		\$ 2,080
020-500200	Current Expenses	\$ 44,870		\$ 44,870
030-500331	Equipment New/Replacement	\$ 136		\$ 136
039-500188	Telecommunications	\$ 531		\$ 531
060-500602	Benefits	\$ 154,311	\$ (8,000)	\$ 146,311
	Total	\$ 399,237	\$ 10,000	\$ 409,237
	REVENUES			
	Total General Funds	\$ 399,237	\$ 10,000	\$ 409,237

02-46-46-465510-66340000 Kitchen				
Class	Description	Current Modified Budget	Requested Action	Current Revised Budget
010-500100	Personal Services - Permanent	\$ 752,143	\$ (88,000)	\$ 664,143
018-500106	Overtime	\$ 158,080		\$ 158,080
019-500105	Holiday Pay	\$ 26,610		\$ 26,610
020-500200	Current Expenses	\$ 95,044		\$ 95,044
021-500211	Food Institutions	\$ 2,711,491		\$ 2,711,491
022-500255	Rents - Leases Other than State	\$ 520		\$ 520
030-500331	Equipment New/Replacement	\$ 108,910		\$ 108,910
039-500188	Telecommunications	\$ 2,889		\$ 2,889
060-500602	Benefits	\$ 723,059	\$ (170,000)	\$ 553,059
	Total	\$ 4,578,746	\$ (258,000)	\$ 4,320,746
	REVENUES			
	Total General Funds	\$ 4,578,746	\$ (258,000)	\$ 4,320,746

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02-46-46-463010-66350000 Warehouse				
Class	Description	Current Modified Budget	Requested Action	Current Revised Budget
010-500100	Personal Services - Permanent	\$ 360,449	\$ (40,000)	\$ 320,449
018-500106	Overtime	\$ 800		\$ 800
019-500105	Holiday Pay	\$ 115		\$ 115
020-500200	Current Expenses	\$ 558,783		\$ 558,783
022-500255	Rents - Leases Other than State	\$ 3,172		\$ 3,172
023-500291	Heat-Electricity-Water	\$ 67,596		\$ 67,596
030-500331	Equipment New/Replacement	\$ 22,187		\$ 22,187
039-500188	Telecommunications	\$ 5,240		\$ 5,240
050-500109	Personal Service-Temp/Appointed	\$ 24,234	\$ 4,700	\$ 28,934
060-500602	Benefits	\$ 258,728	\$ (20,000)	\$ 238,728
070-500704	In-State Travel Reimbursement	\$ 5,296		\$ 5,296
103-502664	Contracts for Operational Services	\$ 2,076		\$ 2,076
	Total	\$ 1,308,676	\$ (55,300)	\$ 1,253,376
	REVENUES			
	Total General Funds	\$ 1,308,676	\$ (55,300)	\$ 1,253,376

02-46-46-469010-82320000 Programs				
Class	Description	Current Modified Budget	Requested Action	Current Revised Budget
010-500100	Personal Services - Permanent	\$ 3,533,874	\$ (80,000)	\$ 3,453,874
018-500106	Overtime	\$ 498		\$ 498
019-500105	Holiday Pay	\$ 493		\$ 493
020-500200	Current Expenses	\$ 6,803		\$ 6,803
022-500255	Rents - Leases Other than State	\$ 7,392		\$ 7,392
023-500291	Heat-Electricity-Water	\$ 687		\$ 687
030-500331	Equipment New/Replacement	\$ 9,518		\$ 9,518
039-500188	Telecommunications	\$ 14,286		\$ 14,286
050-500109	Personal Service-Temp/Appointed	\$ 37,112	\$ (20,000)	\$ 17,112
057-500531	Books Periodicals Subscriptions	\$ 5,000		\$ 5,000
060-500602	Benefits	\$ 2,314,768	\$ (120,000)	\$ 2,194,768
070-500704	In-State Travel Reimbursement	\$ 99		\$ 99
102-500731	Contract for Program Services	\$ 2,500		\$ 2,500
230-500765	Interpreter Services	\$ 448		\$ 448
	Total	\$ 5,933,478	\$ (220,000)	\$ 5,713,478
	REVENUES			
	Total General Funds	\$ 5,933,478	\$ (220,000)	\$ 5,713,478

EXPLANATION

The Department requests to transfer \$5,819,473 among various General Fund accounting units, Class 010 *Personal Services-Permanent*, Class 011 *Personal Services-Unclassified*, Class 012 *Personal Services-Unclassified*, Class 017 *FT Employees Special Payments*, Class 018 *Overtime*, Class 019 *Holiday Pay*, Class 50 *Personal Service-Temp/Appointed*, and Class 060 *Benefits* as summarized in the attached detail to address current and anticipated deficits in Class 010 *Personal Services-Permanent*, Class 011 *Personal Services-Unclassified*, Class 012 *Personal Services-Unclassified*, Class 018 *Overtime*, Class 019 *Holiday Pay*, Class 50 *Personal Service-Temp/Appointed*, and Class 060 *Benefits* in various accounting units.

Class 010 *Personal Services-Permanent* has an estimated net surplus of \$2,814,846 as a result of departmental vacancies. Critical needs exist to fill both security and other direct care positions. The Department has experienced a significant increase in retirements this fiscal year over previous years further compounding our staffing issues (In FY 2021 there were 23 security staff retirements compared to FY 2022, as of 4/22/2022, there were 38 security staff retirements). Despite increased recruiting efforts (Attachment 1), the Department has had difficulty attracting an adequate number of qualified candidates to address this need, similarly to other state employers. Further the U.S. Bureau of Labor Statistics has projected a seven percent employment decline in correctional officers from 2020 to 2030 (Correctional Officers and Bailiffs : Occupational Outlook Handbook : U.S. Bureau of Labor Statistics ([bls.gov](https://www.bls.gov))). They state "Despite declining employment, about 35,700 openings for correctional officers and bailiffs are projected each year, on average, over the decade. All of those openings are expected to result from the need to replace workers who transfer to other occupations or exit the labor force, such as to retire."

Class 11 *Personal Services-Unclassified* has an estimated net surplus of \$13,000 due to vacant positions.

Class 012 *Personal Services-Unclassified* has an estimated net deficit of \$9,646 due to a position being paid at a higher than budgeted amount.

Class 017 *FT Employees Special Payments* has a surplus of \$199,705. During the FY 2022-2023 budgeting process, the budget system was unable to accommodate the recently collectively bargained increase in hazardous duty pay and longevity pay in Class 10 *Personal Services-Permanent* and Class 060 *Benefits* for corrections officers and corporals. The increase was budgeted in Class 017 *FT Employees Special Payments*, in anticipation of transferring the funds as needed in the future.

Class 018 *Overtime* has an estimated deficit of \$5,445,005 at this time. Position vacancies have resulted in a need for overtime to maintain institutional security and resident care. In addition, the Department has not been immune to the impacts of COVID-19 throughout this fiscal year and its effect on staffing associated with employee illness as well as the additional operational impacts of managing quarantine and medical isolation protocols.

Class 019 *Holiday Pay* has an estimated net deficit of \$51,200 primarily due to the increase in salary negotiated through the collective bargaining agreements for both security and civilian staff.

Class 50 *Personal Service-Temp/Appointed* has an estimated net surplus of \$100,300 as a result of vacant positions.

Class 060 *Benefits* has an estimated net surplus of \$2,378,000 due to vacant positions.

Transfer \$3,075,846 from Class 010 *Personal Services-Permanent*:

- \$ 916,000 from accounting unit 3372 NH State Prison for Men
- \$ 503,646 from accounting unit 3373 Northern NH Correctional Facility
- \$ 360,000 from accounting unit 3374 NH Correctional Facility/Women
- \$ 100,000 from accounting unit 4106 Concord Transitional Work Ctr
- \$ 35,000 from accounting unit 5172 Shea Farm-Transitional Housing
- \$ 21,200 from accounting unit 5541 Classifications & Offender Records
- \$ 214,000 from accounting unit 5833 Secure Psychiatric Unit
- \$ 35,000 from accounting unit 5928 Business Information Unit
- \$ 75,000 from accounting unit 6043 Community Corrections
- \$ 88,000 from accounting unit 6634 Kitchen
- \$ 40,000 from accounting unit 6635 Warehouse
- \$ 68,000 from accounting unit 7874 Calumet-Transitional Housing
- \$ 80,000 from accounting unit 8231 Mental Health
- \$ 80,000 from accounting unit 8232 Programs
- \$ 304,000 from accounting unit 8234 Medical-Dental
- \$ 78,000 from accounting unit 8235 Residential Treatment Program
- \$ 50,000 from accounting unit 8300 Financial Services
- \$ 8,000 from accounting unit 8301 Human Resources
- \$ 10,000 from accounting unit 8302 District Offices
- \$ 10,000 from accounting unit 8360 Security & Training

Transfer \$20,922 from Class 011 *Personal Services-Unclassified*:

- \$ 13,000 from accounting unit 8300 Financial Services
- \$ 7,922 from accounting unit 8360 Security & Training

Transfer \$199,705 from Class 017 *Personal Services-Permanent*:

- \$ 91,387 from accounting unit 3372 NH State Prison for Men
- \$ 50,793 from accounting unit 3373 Northern NH Correctional Facility
- \$ 23,287 from accounting unit 3374 NH Correctional Facility/Women
- \$ 5,877 from accounting unit 4106 Concord Transitional Work Ctr
- \$ 5,752 from accounting unit 5172 Shea Farm-Transitional Housing
- \$ 9,029 from accounting unit 5833 Secure Psychiatric Unit
- \$ 925 from accounting unit 6632 Maintenance
- \$ 3,701 from accounting unit 7107 North End-Transitional Housing
- \$ 4,002 from accounting unit 7874 Calumet-Transitional Housing
- \$ 4,952 from accounting unit 8235 Residential Treatment Program

Transfer \$105,000 from Class 050 *Service-Temp/Appointed*:

- \$ 50,000 from accounting unit 3373 Northern NH Correctional Facility
- \$ 15,000 from accounting unit 5833 Secure Psychiatric Unit
- \$ 20,000 from accounting unit 8232 Programs
- \$ 20,000 from accounting unit 8302 District Offices

Transfer \$2,418,000 from Class 060 *Benefits*:

- \$ 300,000 from accounting unit 3372 NH State Prison for Men
- \$ 350,000 from accounting unit 3373 Northern NH Correctional Facility
- \$ 700,000 from accounting unit 3374 NH Correctional Facility/Women

- \$ 60,000 from accounting unit 5172 Shea Farm-Transitional Housing
- \$ 10,000 from accounting unit 5541 Classifications & Offender Records
- \$ 200,000 from accounting unit 5833 Secure Psychiatric Unit
- \$ 20,000 from accounting unit 5928 Business Information Unit
- \$ 10,000 from accounting unit 6043 Community Corrections
- \$ 30,000 from accounting unit 6632 Maintenance
- \$ 8,000 from accounting unit 6633 Laundry
- \$ 170,000 from accounting unit 6634 Kitchen
- \$ 20,000 from accounting unit 6635 Warehouse
- \$ 10,000 from accounting unit 7101 Commissioner's Office
- \$ 70,000 from accounting unit 7874 Calumet-Transitional Housing
- \$ 70,000 from accounting unit 8231 Mental Health
- \$ 120,000 from accounting unit 8232 Programs
- \$ 100,000 from accounting unit 8234 Medical-Dental
- \$ 130,000 from accounting unit 8235 Residential Treatment Program
- \$ 30,000 from accounting unit 8300 Financial Services
- \$ 10,000 from accounting unit 8301 Human Resources

Transfer \$261,000 to Class 010 *Personal Services-Permanent*:

- \$ 15,000 to accounting unit 7101 Commissioner's Office
- \$ 4,000 to accounting unit 7107 North End-Transitional Housing
- \$ 242,000 to accounting unit 8236 Pharmacy

Transfer \$7,922 to Class 011 *Personal Services-Unclassified*:

- \$ 7,922 to accounting unit 5929 Professional Standards

Transfer \$9,646 to Class 012 *Personal Services-Unclassified*:

- \$ 9,646 to accounting unit 8234 Medical-Dental

Transfer \$5,445,005 to Class 018 *Overtime*:

- \$3,319,505 to accounting unit 3372 NH State Prison for Men
- \$ 700,000 to accounting unit 3373 Northern NH Correctional Facility
- \$ 650,000 to accounting unit 3374 NH Correctional Facility/Women
- \$ 15,000 to accounting unit 5172 Shea Farm-Transitional Housing
- \$ 12,000 to accounting unit 5833 Secure Psychiatric Unit
- \$ 38,000 to accounting unit 6632 Maintenance
- \$ 18,000 to accounting unit 6633 Laundry
- \$ 115,000 to accounting unit 7107 North End-Transitional Housing
- \$ 15,000 to accounting unit 7874 Calumet-Transitional Housing
- \$ 1,500 to accounting unit 8231 Mental Health
- \$ 525,000 to accounting unit 8234 Medical-Dental
- \$ 28,000 to accounting unit 8235 Residential Treatment
- \$ 8,000 to accounting unit 8300 Financial Services

Transfer \$51,200 to Class 019 *Holiday Pay*:

- \$ 25,000 to accounting unit 3372 NH State Prison for Men
- \$ 11,200 to accounting unit 3373 Northern NH Correctional Facility
- \$ 15,000 to accounting unit 3374 NH Correctional Facility/Women

Transfer \$4,700 to Class 050 *Service-Temp/Appointed*:

- \$ 4,700 to accounting unit 6635 Warehouse

Transfer \$40,000 to Class 060 *Benefits*:

- \$ 40,000 to accounting unit 8236 Pharmacy

The following information is provided in accordance with the Budget Officer's instructional memorandum dated April 17, 1985 to support the above requested actions.

A. Does transfer involve continuing program or one-time projects?

These transfers involve continuing programs.

B. Is this transfer required to maintain existing program level or will it increase the program level?

All transfers listed will be used to maintain existing program levels.

C. Cite any requirements that make this program mandatory.

The requested action to transfer appropriations is required to maintain institutional security and the statutory responsibilities of the department as outlined in NH RSA 21-H Department of Corrections.

D. Identify the source of the funds on all accounts listed on this transfer.

All accounting units are General Funds.

E. Will there be any effect on revenue if this transfer is approved or disapproved?

There will not be any effect on revenue.


F. Are funds expected to lapse if this transfer is not approved?

General Funds- All Classes, if not fully expended, will lapse with the exception of Class 018 *Overtime* where any available balance is brought forward.

G. Are personnel services involved?

No new positions are being funded by this transfer.

Respectfully Submitted,


Helen E. Hanks
Commissioner



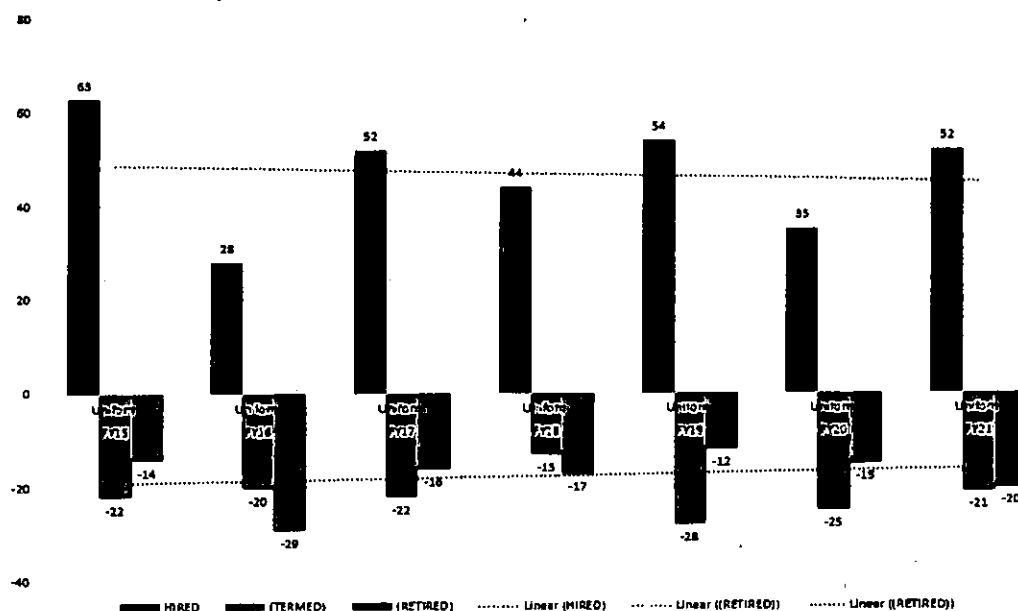
May 2022



NHDOC Recruiting and Retention Efforts

Through analysis of patterns of hiring and departures from employment, the Department continues to advance internal systems with a focus on retention without losing traction on recruitment – we have identified key areas of opportunities to improve. These areas include our onboarding process, offboarding process, employee recognition, staff training, and enhancement as well as internal communication efforts.

NH Department of Corrections Uniform Staff Trending by Fiscal Year



Recruitment Tracking SFY 2021 DOC

	Hired	(Termined)	(Retired)	Total Net Hire
Fiscal Year Totals				
Uniform	53	-26	-23	4
Civilian	45	-35	-33	-23

Recruitment Initiatives:

Job Fairs, Speaking Engagements:

2/9/2021	Nashua Community College class talk via ZOOM
4/15/2021	NHES VIRTUAL CAREER FAIR 11 AM TO 1 PM
5/25/2021	CJ class Speakers Dover H.S. 11:35 am to approx 2:30 pm
6/4/2021	DOVER H.S. CAREER CENTER
6/30/2021	NHDOC VIRTUAL CAREER FAIR THROUGH NHES 11:30 AM TO 1 PM
9/28/2021	COE-BROWN H.S. CAREER FAIR
9/28/2021	SEACOAST VIRTUAL CAREER FAIR NHES 11 TO 1
10/6/2021	SNHU VIRTUAL CAREER FAIR 2 PM TO 5 PM
10/19/2021	NHES VIRTUAL CAREER FAIR 1 PM TO 3 PM
10/22/2021	PLYMOUTH UNIVERSITY WITH PROFESSOR FRANCIS WILLIAMS CLASS TALK 9:05 AM TO 9:55 AM
10/26/2021	PLYMOUTH UNIVERSITY CJ PROGRAM AT NH ARMORY, PLYMOUTH 10 AM TO 2 PM
11/10/2021	WINNISQUAM REGIONAL H.S. 1 PM – 3 PM AND 4 PM – 6 PM
11/16/2021	CONCORD C.J. ADVISORY GROUP
11/17/2021	KINGWOOD REGIONAL H.S. AND PROSPECT MOUNTAIN H.S. 9 AM -11 AM AND 1:30 PM TO 3 PM
12/14/2021	DOVER H.S.
12/14/2021	MEMORIAL H.S.
DATE:	EVENT:
1/19/2022	Profile HS
1/19/2022	PROFILE H.S.
1/21/2022	WMRHS
1/21/2022	Berlin High School
1/31/2022	Lancaster Rotary Meeting
2/1/2022	NHES VIRTUAL CAREER FAIR 11-1
2/3/2022	NHES VIRTUAL CAREER FAIR 11-1
2/8/2022	NHES VIRTUAL CAREER FAIR 11-1
2/9/2022	PORTSMOUTH ARMY NATIONAL GUARD 4PM TO 7PM
2/15/2022	SNHU PSYCH AND JUSTICE STUDIES INFO AND CAREER FAIR
2/18/2022	Rotary Meeting
2/22/2022	NASHUA COMMUNITY COLLEGE CLASS TALK 3PM TO 4:30PM
3/1/2022	UNH JUSTICE STUDIES 11AM TO 2PM
3/1/2022	NASHUA COMMUNITY COLLEGE CJ CLASS
3/1/2022	NHES VIRTUAL CAREER FAIR 11-1
3/3/2022	NHES VIRTUAL CAREER FAIR 11-1
3/16/2022	Littleton HS Lunch table
3/19/2022	ARMY NATIONAL GUARD 11AM TO 1PM, DRIVING PARK ROAD, MANCHESTER, NH 03103
3/19/2022	North Country BBALL Tournament
3/23/2022	PLYMOUTH STATE UNIV. CJ CAREER AND INTERNSHIP FAIR 10-2
3/24/2022	Berlin HS CJ Class Talk
3/29/2022	Gorham Job Fair
3/31/2022	PLYMOUTH STATE
4/5/2022	Capital & Southern VJF NHES
4/6/2022	Rivier -Nursing Career Fair
4/7/2022	Lakes Region VJF NHES

4/7/2022	NEC CJ Fair
4/8/2022	HUOT CJ Program Tour NHSPM
4/8/2022	Colebrook Career Fair
4/12/2022	Berlin HS Lunch Table
4/12/2022	Seacoast VJF NHES
4/13/2022	Groveton High School
4/21/2022	Great Woods & White Mtn. VJF NHES
4/21/2022	CRTC Tour NHSPM & NHCWF
5/3/2022	Inter Lakes Job Fair
5/4/2022	Bow HS Career Fair
5/5/2022	WMRHS Job Fair
5/7/2022	PSTC STATE LAW ENFORCEMENT CAREER EVENT 10AM TO 1PM AT PSTC
5/9/2022	Berlin HS
5/10/2022	Great Bay CC
5/12/2022	NCF Tour Kennett High School
5/16/2022	Hillsboro-Deering HS
5/17/2022	Bedford High Schol
5/19/2022	Kennett HS Job Fair
5/21/2022	Great North Woods
5/24/2022	Alvirne HS Class Presentation
5/24/2022	NHES Lakes Region virtual career fair
5/25/2022	Hudson NH Job Fair
5/26/2022	NHES Seacoast Virtual Career Fair
5/26/2022	Nashua North HS Job Fair
5/27/2022	Tanger Touch A Truck
5/31/2022	Telstar High school
6/1/2022	Telstar High school
6/2/2022	NHES Monadnock Virtual Career Fair
6/6/2022	Manchester Memorial HS
6/6/2022	Concord Chamber Business Show
6/7/2022	NHES North Woods Virtual Career Fair
6/9/2022	Alvirne HS Job Fair
6/14/2022	Dover HS Presentation
6/14/2022	NHES capital Reg Virtual Career Fair
6/16/2022	NHES Lakes Region virtual career fair
6/28/2022	NHES North Woods Virtual Career Fair
8/5/2022	Jericho ATV Festival
8/6/2022	Jericho ATV Festival

Social Media:

Social media is a big part of our recruitment effort. Career opportunities as well as educational materials, including pictures and videos, are posted frequently and across platforms. Our goal isto educate the public on the reality of working in the corrections field, which in turn helps dispel some of the negative perceptions and fear often created by popular culture, such as in the movie "The Shawshank Redemption" and the TV program "Locked Up."

Want to be in the know?


 NH Department of
Corrections


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CALL (603)271-5645 OR TEXT "I'M IN" TO (603)848-4134

NOW/HIRING

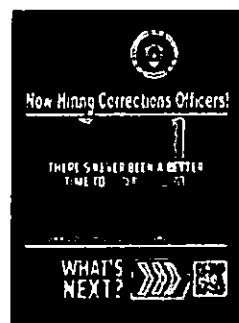
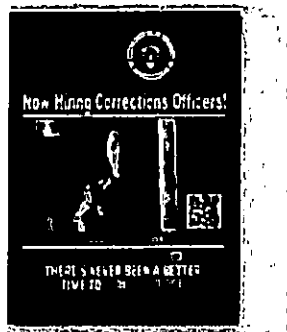



- \$21.36/Hr. Starting Pay
- +Shift Differential
- +Hazard Duty Pay
- +Defined Pension
- +Health, Vision, Dental
- +Sick and Paid Time Off
- And More...

(Must be 18 to Apply)

APPLY ONLINE @ WWW.NHDOCJOBS.COM/APPLY





Introduction To Corrections Program:

We are pleased this course, approved by the Berlin School Board, which focuses on Correctional Law Enforcement in NH will be offered as a credit course at Berlin High School. The inaugural class was offered for the fall 2021 semester with 5 participants. This class is one 90 minute block per week for 9 weeks. The 2nd class offered Doubled in size. Warden Riendeau oversees the class along with one of the teachers at the high school. It is set up to have a speaker assigned to a specific class or portion of the class with expertise in that topic, such as K9, forensic services, program delivery, and probation & parole. We are excited about the opportunities for recruitment and for staff to be able to engage with the students, which will both drive positive outcomes. The initial class feedback has been very positive.

We are working on coordinating with other local schools as well to see if this can be offered.

NHES Employee Portal:

www.nhjobs.nh.gov

[NHWorks Job Match - Job Seeker Services - Job Search Results](#)

Marketing RFP:

We used the experience we gained through working with m5 Marketing to re-formulate an RFP that will enhance our work in this area focusing on our unique agency needs related to hiring. This RFP was posted but unfortunately yielded no interest. We will be re-evaluating, making any needed improvements.

Rebranding:

All marketing materials were updated, and media assets created to include career-relevant videos and photos to be used in ads and on social media. This also includes brochures and career boards.

We created recruiting decals for our vehicle fleet and large signs to hang from our Concord Facility and Berlin Facility as well as yard signs for around the Berlin area.



Updating Supplemental Job Descriptions:

Adjustments have been drafted in the job descriptions of multiple NHDOC positions to align to current duties. The Department continues to work on this and utilize the reclassification and reallocation processes through the Department of Administrative Services: Division of Personnel.

Adjustments to Academy curriculum and certifications:

Working with numerous members of our team, we received support to engage in several new activities from the Police Standards and Training Council. These initiatives include:

- Correctional Line Personnel (Group II Civilian Staff) will now attend 4 ½ weeks of the academy as part of their law enforcement retirement curriculum certification, this initiative started in January 2022.
- Correctional Line Personnel (Group II Civilian Staff) can at the recommendation of their supervisor attain through successful completion of the full Corrections Academy dual certification and work overtime posts as a corrections officer.
- We received approval to initiate a part-time corrections officer certification program. Captain Towers and the training team are working through the implementation of this part-time corrections officer academy with the first Part Time Academy anticipated for Spring 2022. Administration has advertised this new opportunity with numerous partners (i.e. colleges, job fairs, employment security). Human Resources has increased the number of part-time officer positions to accommodate this new opportunity. These will be duty post limited part-time officers (not like our retired team members coming back and working posts). These positions are currently open for recruitment.
- The Full-Time Corrections Officer Academy will be 8 weeks as we requested to complete the Police Standards and Training Firearms Certification post the academy and prior to assigning any officers to armed posts. The training team will be working on separating the two and making advances in our firearms training curricula aligned to the state law enforcement certification standards but also providing more orientation and training exposure.
- The ability to evaluate and grant approval for prior Law Enforcement experience and training that aligns with the current NH correctional certification requirements, therefore, making the time of hire to NH certification much shorter.

- We continue to offer retirees part-time hours post-retirement

Tours:

Tours are offered and given on a case-by-case basis; we work closely with area schools that focus on Criminal Justice such as Berlin High School. HUOT CJ program and CRTC CJ program.

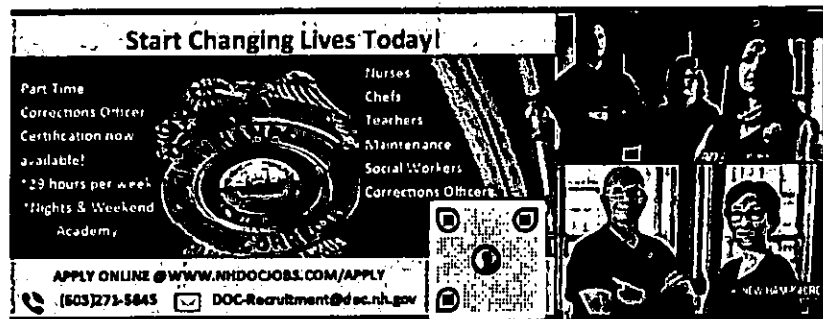
Recruiting Specific Positions:

We have solicited from our Sgt. ranks a 1-year temporary position re-assignment to be dedicated to job fairs, school events, security onboarding, and retention efforts to test this addition to the process as our recruiting numbers are dropping and retention continues to be an issue.

A Part Time Officer

Marketing Ads:

Ads are run each year in the NHTI Fall and Spring Athletics Calendar.



Retention Efforts:

NHDOC Recruiting and Retention Committee:

This working group is comprised of employees from all facilities and disciplines within the Department. The goal of the working group is to gather information and provide input and ideas on a variety of issues to aid in both recruitment and retention efforts.

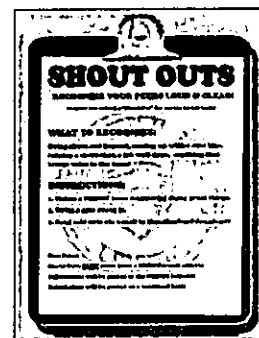
This policy has been updated to create a recruiting and retention committee at each facility as each facility has it's own unique culture and challenges from a recruitment and retention perspective.

Correctional Leaders Association Recruitment and Retention Committee:

This is a national working group of correctional leaders and correctional employees analyzing, sharing research and best practices to enhance recruitment and retention.

Employee Recognition:

We have been working hard to better recognize our staff, both internally and externally. Staff now have the opportunity to recognize their peers on the Department Intranet through "Shout Outs" as we branded them. This has been very popular. Longevity, service awards, promotions, and retirements are also posted internally and externally, if the employee approves. We are focused on continuing to standardize and improve these events and to make them part of our culture.



Employee Wellness Areas:

Employee wellness areas have been established and/or renovated at each facility to include a gym and break area. All facilities are complete except for NHSP-Men. This break area plan has recently received approval from the Fire Marshall and construction is currently underway.

Two new employee enhancement positions were created and filled to focus specifically on employee health and overall wellness. The goal is to reduce overtime, increase overall employee wellness, and improve employee morale while retaining staff. Our bigger goal is to provide a working environment that promotes willingness from our current staff to suggest the NHDOC as a viable career choice for family and friends.

Wellness staff have provided feedback and continue to work on streamlining and personalizing our onboarding process. Our current policy versus practice is antiquated and unfriendly. Our goal is to make our onboarding process more efficient and welcoming which in turn will help with not losing people to a long process as well as create investment from the very beginning of employment which will aid in retention. They have worked to map out other areas to work on to aid in retention including advancing our Field Training Officer program, our new employee orientation as well as our exit interview process to collect valuable data from exiting employees.

T.H.R.I.V.E Team

Current initiatives: NHDOC is continually engaged in Workforce Development with numerous activities: Wellness staff continues to engage staff with the goal of improving organizational culture by sending out information to staff on all 8 areas of health and wellness, we continue to work on leadership development, strategic planning, and collaborating with employment partners.

We have partnered with "Donate Life" much like the NHDMV does. We run educational information on the organ donation process on TV's that they provide. These TV's will be placed in employee areas in an effort to enhance communication efforts and provide another place to display information besides the traditional e-mail and written forms.

In Process Initiatives: Employee/Supervisor Enhancement Training, The final stages of a Peer-to-Peer Program. – in coordination with NH State Police and Forge VFR, to assist in developing trauma and other serious incident support teams within the department. Additionally, the department has also developed a plan to increase employee family engagement opportunities as well as created a comfort dog program. A policy has been created and approved, we are now in the process of developing a handler application and approval process which needs to be done prior to the selection and training of a comfort dog team.

Promoting Wellness and Resiliency in Correctional Staff | National Institute of Corrections (nicic.gov)
Role of a US-Norway Exchange in Placing Health and Well-Being at the Center of US Prison Reform (2020) |
National Institute of Corrections (nicic.gov)

T*eam* - to create a united team across all DOC facilities and occupations

H*ealthy* - To promote healthy habits and mindsets

R*etention* - To retain DOC employees

I*nvested* - To foster a culture of employees that are invested in the DOC, its mission, and core values

V*alued* - To create a culture that reflects the value of each employee

E*ngaged* - To promote an environment where employees are engaged in their personal and professional wellbeing

Your Employee Enhancement Experts:

Ashley Gray - 16946

Jessie Webb - 16807

Internship Program:

We are slowly regaining the momentum we had established before COVID-19 with our internship program. We have agreements in place with all NH Colleges except SNHU with whom we are working on a mutually agreed upon affiliation agreement.

All employers nationally are struggling with unmet labor shortages including law enforcement agencies and our Department is not immune (Workforce Issues in Corrections | National Institute of Justice (ojp.gov)). Recruiting and retention continue to be a priority for the Department, though, the fact we were able to recruit 53 new officers and 45 civilian staff members during the height of a pandemic demonstrates our continued investment and continued work to draw people to the corrections field.

Please find some additional resources below.

www.nhdocjobs.com has been moved to a state run site. www.jobs.nhdoc.nh.gov

[NH Department of Corrections | Facebook](#)

[NHDOC \(@NHDOC\) / Twitter](#)

<https://www.linkedin.com/company/nh-department-of-corrections-recruiting>

[NHDOC \(@nhdepartmentofcorrections\) • Instagram photos and videos](#)

<https://www.nh.gov/nhdoc/news/documents/2022-01-14-choose-love-graduation-final.pdf> -NHDOC Hosts First-Ever Corrections Choose Love Graduation

[posting.pdf \(nh.gov\)](#) - The FOCUS Program Saved My Life

[2022-03-24-nnhcf-Intro-to-corrections.pdf](#) - Department of Corrections Launches Intro to Corrections Course at Berlin High School.

[NH Chronicle: Parenting while in prison \(wmur.com\)](#)

For questions: Administrator Tina Thurber – tina.m.thurber@doc.nh.gov