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STATE OF NEW HAMPSHIRE  
DEPARTMENT OF CORRECTIONS  
OFFICE OF THE COMMISSIONER

Helen E. Hanks  
Commissioner

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November 21, 2019

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

**REQUESTED ACTION**

Authorize the NH Department of Corrections (NHDOC) to increase their fleet by one vehicle pursuant to Administrative Rule 611.08(g).

**EXPLANATION**

The NHDOC is requesting authorization of a fleet increase by one additional vehicle. The additional vehicle will be assigned to the Division of Field Services, Probation/Parole, Concord District Office (DO), to facilitate Probation/Parole Officer's supervision of probationers and parolees in the community by monitoring their homes and conducting job checks, and to attend court hearings, meetings and trainings.

The Concord DO currently has two vehicles shared between ten Probation/Parole Officers. Prior to 2011 three state vehicles were assigned to the Concord DO, but was reduced to two due to one vehicle being involved in an automobile accident. Budget constraints in subsequent fiscal years did not permit the Department to purchase a replacement vehicle.

There are currently 11 NHDOC Probation/Parole District Offices in the state. The Concord DO carries the second highest caseload of probationers and parolees under supervision amongst the 11 District Offices (average monthly caseload 890). Similar in size, the office with the third highest caseload (average caseload 720), the Exeter DO, has three vehicles to a ratio of ten probation parole officers, which affirms the Department's need to increase the fleet of the Concord DO in order to meet the requirements of supervision and monitoring.

Respectfully Submitted,

Helen E. Hanks  
Commissioner

# VAqR Approval Form

Vehicle: [ < | > ] Back

RQNumber: 199175  
Agency: Corrections Department  
Funding Source: 100.00% (100% General)

Received Date: 11/20/2019  
Division: Commissioner's Office  
RQ Amount: \$16,000

Business Supervisor: Melanie Carraher  
Bureau:  
Quantity: 1

Vehicle Information	Proposed Vehicle to be Surplussed	Requested Replacement Vehicle	DAS Alternate Recommendation
Purchase/Acquisition Type:		Fleet Increase / Used Purchase	
Vehicle Type:		Passenger Autos	
Model Year:		TBD	
Make:		Chevy	
Model:		Impala	
Description:		Used Chevy Impala - 5 passenger (6-cylinder)	

TCO:

### Vehicle History

Plate or ID Number:  
Purchase Price: \$16000.00  
Odometer (current):  
Prior FY Mileage:  
Prior FY MPG:  
Prior FY Repair Costs:  
Prior FY Maintenance Costs:

Fleet Management and Business Supervisors Recommendation  
Recommend Conditional Approval pending G&C Approval.

Submission for Authorization 11/20/2019

Requisition Approved:

Conditionally Approved:

Requisition Denied:

Search GSA:

General Bid Process:

Signatory Comments: \_\_\_\_\_

Authorizing Authority Signature: \_\_\_\_\_

Date: 11/20/19

Authorizing Authority Title: \_\_\_\_\_

Director, DPSS