

ATTORNEY GENERAL
DEPARTMENT OF JUSTICE

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CONCORD, NEW HAMPSHIRE 03301-6397

JOSEPH A. FOSTER
ATTORNEY GENERAL



ANN M. RICE
DEPUTY ATTORNEY GENERAL

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May 17, 2016

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 4, \$81,867.24 to Salary Group FF, Step 5, \$86,351.20 effective upon Governor and Council approval or June 10, 2016, whichever is the latter.

EXPLANATION

In accordance with NH RSA 94:1-a,I(a), 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 \$4,483.96.

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

Respectfully submitted,

A handwritten signature in black ink, appearing to read "J. Foster".
Joseph A. Foster
Attorney General

JAF/p

#1419916

Lynda W. Ruel

Qualifications

- Over 30 years of experience in the human services field.
- 28 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