



STATE OF NEW HAMPSHIRE
DEPARTMENT OF CORRECTIONS
DIVISION OF ADMINISTRATION
P.O. BOX 1806
CONCORD, NH 03302-1806
603-271-5607 FAX: 888-908-6609
TDD ACCESS: 1-800-735-2964
www.nh.gov/nhdoc

HELEN E. HANKS
COMMISSIONER

JONATHAN K. HANSON
DIRECTOR

MLK

64

February 24, 2023

The Honorable Ken Weyler, 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 \$8,722,394 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, 2023. 100% General Funds.

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

The remainder of this page intentionally left blank.

02-46-46-460010-59280000 Business Information Unit				
Class	Description	FY 2023 Modified Budget	Requested Action	FY 2023 Revised Budget
010-500100	Personal Services - Permanent	\$ 670,099	\$ (141,268)	\$ 528,831
020-500200	Current Expenses	\$ 194		\$ 194
039-500188	Telecommunications	\$ 2,466		\$ 2,466
060-500602	Benefits	\$ 315,546	\$ (62,737)	\$ 252,809
103-502664	Contracts for Operational Services	\$ 120		\$ 120
	Total	\$ 988,425	\$ (204,005)	\$ 784,420
	REVENUES			
	Total General Funds	\$ 988,425	\$ (204,005)	\$ 784,420

02-46-46-460010-71010000 Commissioner's Office				
Class	Description	FY 2023 Modified Budget	Requested Action	FY 2023 Revised Budget
010-500100	Personal Services - Permanent	\$ 214,430		\$ 214,430
011-500126	Personal Services - Unclassified	\$ 149,064		\$ 149,064
012-500128	Personal Services - Unclassified	\$ 142,435		\$ 142,435
020-500200	Current Expenses	\$ 13,264		\$ 13,264
022-500255	Rents - Leases Other Than State	\$ 2,098		\$ 2,098
026-500251	Organizational Dues	\$ 5,655		\$ 5,655
028-500292	Transfers to General Services	\$ 416,028		\$ 416,028
030-500331	Equipment New/Replacement	\$ 429,420		\$ 429,420
039-500188	Telecommunications	\$ 11,119		\$ 11,119
057-500531	Books Periodicals Subscriptions	\$ 965		\$ 965
060-500602	Benefits	\$ 294,237	\$ (22,747)	\$ 271,490
066-500546	Employee Training	\$ 30,538		\$ 30,538
070-500704	In-State Travel Reimbursement	\$ 2,154		\$ 2,154
080-500714	Out of State Travel	\$ 20,839		\$ 20,839
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	\$ 20,868		\$ 20,868
	Total	\$ 2,499,940	\$ (22,747)	\$ 2,477,193
	REVENUES			
	Total General Funds	\$ 2,499,940	\$ (22,747)	\$ 2,477,193

02-46-46-460010-83010000 Human Resources				
Class	Description	FY 2023 Modified Budget	Requested Action	FY 2023 Revised Budget
010-500100	Personal Services - Permanent	\$ 714,775	\$ (4,673)	\$ 710,102
020-500200	Current Expenses	\$ 29,832		\$ 29,832
022-500255	Rents - Leases Other than State	\$ 1,560		\$ 1,560
024-500225	Maint Other Than Build-Grn	\$ 3,797		\$ 3,797
030-500331	Equipment New/Replacement	\$ 676		\$ 676
039-500188	Telecommunications	\$ 6,105		\$ 6,105
050-500109	Personal Service-Temp/Appointed	\$ 95,974		\$ 95,974
060-500602	Benefits	\$ 462,363		\$ 462,363
070-500704	In-State Travel Reimbursement	\$ 1,347		\$ 1,347
101-500729	Medical Payments to Providers	\$ 19,951		\$ 19,951
103-502664	Contracts for Operational Services	\$ 299		\$ 299
	Total	\$ 1,336,679	\$ (4,673)	\$ 1,332,006
	REVENUES			
	Total General Funds	\$ 1,336,679	\$ (4,673)	\$ 1,332,006

02-46-46-461010-83000000 Financial Services				
Class	Description	FY 2023 Modified Budget	Requested Action	FY 2023 Revised Budget
010-500100	Personal Services - Permanent	\$ 1,089,699	\$ (173,084)	\$ 916,615
011-500126	Personal Services - Unclassified	\$ 118,935		\$ 118,935
018-500106	Overtime	\$ 14,655	\$ 70,065	\$ 84,720
020-500200	Current Expenses	\$ 2,663		\$ 2,663
022-500255	Rents - Leases Other than State	\$ 3,131		\$ 3,131
027-582703	Transfers to DoIT	\$ 4,995,428		\$ 4,995,428
039-500188	Telecommunications	\$ 89,946		\$ 89,946
050-500109	Personal Service-Temp/Appointed	\$ 80,085		\$ 80,085
060-500602	Benefits	\$ 698,331	\$ (115,981)	\$ 582,350
103-502664	Contracts for Operational Services	\$ 5,197		\$ 5,197
	Total	\$ 7,098,070	\$ (219,000)	\$ 6,879,070
	REVENUES			
	Total General Funds	\$ 7,098,070	\$ (219,000)	\$ 6,879,070

02-46-46-461510-55410000 Classifications & Offender Records				
Class	Description	FY 2023 Modified Budget	Requested Action	FY 2023 Revised Budget
010-500100	Personal Services - Permanent	\$ 768,423	\$ (61,426)	\$ 706,997
018-500106	Overtime	\$ 100		\$ 100
020-500200	Current Expenses	\$ 950		\$ 950
022-500255	Rents - Leases Other than State	\$ 3,601		\$ 3,601
039-500188	Telecommunications	\$ 5,466		\$ 5,466
060-500602	Benefits	\$ 493,315	\$ (33,667)	\$ 459,648
103-502664	Contracts for Operational Services	\$ 540		\$ 540
	Total	\$ 1,272,395	\$ (95,093)	\$ 1,177,302
	REVENUES			
	Total General Funds	\$ 1,272,395	\$ (95,093)	\$ 1,177,302

02-46-46-462510-59290000 Professional Standards				
Class	Description	FY 2023 Modified Budget	Requested Action	FY 2023 Revised Budget
010-500100	Personal Services - Permanent	\$ 1,551,518	\$ (102,306)	\$ 1,449,212
011-500126	Personal Services - Unclassified	\$ 130,025		\$ 130,025
018-500106	Overtime	\$ 23,149		\$ 23,149
019-500105	Holiday Pay	\$ 3,976		\$ 3,976
020-500200	Current Expenses	\$ 19,473		\$ 19,473
022-500255	Rents - Leases Other than State	\$ 1,524		\$ 1,524
030-500331	Equipment New/Replacement	\$ 2,952		\$ 2,952
039-500188	Telecommunications	\$ 13,374		\$ 13,374
050-500109	Personal Service-Temp/Appointed	\$ 148,484		\$ 148,484
057-500531	Books Periodicals Subscriptions	\$ 398		\$ 398
060-500602	Benefits	\$ 1,152,406		\$ 1,152,406
070-500704	In-State Travel Reimbursement	\$ 19,898		\$ 19,898
080-500714	Out of State Travel	\$ 100		\$ 100
102-500731	Contracts for Program Services	\$ 15,774		\$ 15,774
103-502664	Contracts for Operational Services	\$ 489		\$ 489
	Total	\$ 3,083,540	\$ (102,306)	\$ 2,981,234
	REVENUES			
	Total General Funds	\$ 3,083,540	\$ (102,306)	\$ 2,981,234

02-46-46-463510-33720000 NH State Prison for Men				
Class	Description	FY 2023 Modified Budget	Requested Action	FY 2023 Revised Budget
010-500100	Personal Services - Permanent	\$ 14,853,532	\$ (2,819,323)	\$ 12,034,209
011-500126	Personal Services - Unclassified	\$ 133,955		\$ 133,955
017-500147	FT Employees Special Payment	\$ 102,035		\$ 102,035
018-500106	Overtime	\$ 2,636,080	\$ 3,986,268	\$ 6,622,348
019-500105	Holiday Pay	\$ 455,873		\$ 455,873
020-500200	Current Expenses	\$ 156,117		\$ 156,117
022-500255	Rents - Leases Other than State	\$ 19,942		\$ 19,942
023-500291	Heat-Electricity-Water	\$ 2,501,023		\$ 2,501,023
024-500225	Maint Other Than Build-Grn	\$ 8,886		\$ 8,886
030-500331	Equipment New/Replacement	\$ 34,641		\$ 34,641
039-500188	Telecommunications	\$ 46,609		\$ 46,609
050-500109	Personal Service-Temp/Appointed	\$ 423,815		\$ 423,815
060-500602	Benefits	\$ 11,730,046		\$ 11,730,046
068-500565	Remuneration	\$ 485,601		\$ 485,601
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	\$ 5,061		\$ 5,061
	Total	\$ 33,765,336	\$ 1,166,945	\$ 34,932,281
	REVENUES			
	Total General Funds	\$ 33,765,336	\$ 1,166,945	\$ 34,932,281

02-46-46-463510-33730000 Northern NH Correctional Fclty				
Class	Description	FY 2023 Modified Budget	Requested Action	FY 2023 Revised Budget
010-500100	Personal Services - Permanent	\$ 7,490,610	\$ (1,469,684)	\$ 6,020,926
011-500126	Personal Services - Unclassified	\$ 125,820		\$ 125,820
017-500147	FT Employees Special Payment	\$ 54,066		\$ 54,066
018-500106	Overtime	\$ 1,139,823	\$ 2,201,943	\$ 3,341,766
019-500105	Holiday Pay	\$ 183,145		\$ 183,145
020-500200	Current Expenses	\$ 68,733		\$ 68,733
022-500255	Rents - Leases Other than State	\$ 3,559		\$ 3,559
023-500291	Heat-Electricity-Water	\$ 1,157,864		\$ 1,157,864
024-500225	Maint Other Than Build-Grn	\$ 9,945		\$ 9,945
030-500331	Equipment New/Replacement	\$ 49,794		\$ 49,794
039-500188	Telecommunications	\$ 49,799		\$ 49,799
050-500109	Personal Service-Temp/Appointed	\$ 164,009		\$ 164,009
060-500602	Benefits	\$ 5,640,637		\$ 5,640,637
068-500565	Remuneration	\$ 247,047		\$ 247,047
070-500704	In-State Travel Reimbursement	\$ 70,271		\$ 70,271
102-500731	Contracts for Program Services	\$ 52,362		\$ 52,362
103-502664	Contracts for Operational Services	\$ 19,931		\$ 19,931
	Total	\$ 16,527,415	\$ 732,259	\$ 17,259,674
	REVENUES			
	Total General Funds	\$ 16,527,415	\$ 732,259	\$ 17,259,674

02-46-46-463510-33740000 NH Correctional Facility/Women				
Class	Description	FY 2023 Modified Budget	Requested Action	FY 2023 Revised Budget
010-500100	Personal Services - Permanent	\$ 4,412,366	\$ (1,262,428)	\$ 3,149,938
011-500126	Personal Services - Unclassified	\$ 116,405		\$ 116,405
017-500147	FT Employees Special Payment	\$ 24,183		\$ 24,183
018-500106	Overtime	\$ 230,195	\$ 937,428	\$ 1,167,623
019-500105	Holiday Pay	\$ 105,752		\$ 105,752
020-500200	Current Expenses	\$ 49,156		\$ 49,156
022-500255	Rents - Leases Other than State	\$ 4,381		\$ 4,381
023-500291	Heat-Electricity-Water	\$ 372,577		\$ 372,577
024-500225	Maint Other Than Build-Grn	\$ 1,587		\$ 1,587
030-500331	Equipment New/Replacement	\$ 2,101		\$ 2,101
039-500188	Telecommunications	\$ 26,674		\$ 26,674
050-500109	Personal Service-Temp/Appointed	\$ 131,207		\$ 131,207
060-500602	Benefits	\$ 3,330,605		\$ 3,330,605
068-500565	Remuneration	\$ 71,804		\$ 71,804
070-500704	In-State Travel Reimbursement	\$ 6,865		\$ 6,865
102-500731	Contracts for Program Services	\$ 173,089		\$ 173,089
103-502664	Contracts for Operational Services	\$ 8,700		\$ 8,700
	Total	\$ 9,067,647	\$ (325,000)	\$ 8,742,647
	REVENUES			
	Total General Funds	\$ 9,067,647	\$ (325,000)	\$ 8,742,647

02-46-46-464510-41060000 Concord Transitional Work Ctr				
Class	Description	FY 2023 Modified Budget	Requested Action	FY 2023 Revised Budget
010-500100	Personal Services - Permanent	\$ 902,343	\$ (338,560)	\$ 563,783
017-500147	FT Employees Special Payment	\$ 5,955		\$ 5,955
018-500106	Overtime	\$ 95,080	\$ 158,560	\$ 253,640
019-500105	Holiday Pay	\$ 24,778		\$ 24,778
020-500200	Current Expenses	\$ 5,854		\$ 5,854
022-500255	Rents - Leases Other than State	\$ 1,723		\$ 1,723
024-500225	Maint Other Than Build-Grn	\$ 62,344		\$ 62,344
023-500291	Heat-Electricity-Water	\$ 528		\$ 528
030-500331	Equipment New/Replacement	\$ 23,953		\$ 23,953
039-500188	Telecommunications	\$ 2,679		\$ 2,679
050-500109	Personal Service-Temp/Appointed	\$ 32,802		\$ 32,802
060-500602	Benefits	\$ 614,411		\$ 614,411
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	\$ 1,904,700	\$ (180,000)	\$ 1,724,700
	REVENUES			
	Total General Funds	\$ 1,904,700	\$ (180,000)	\$ 1,724,700

02-46-46-464510-5172000 Shea Farm				
Class	Description	FY 2023 Modified Budget	Requested Action	FY 2023 Revised Budget
010-500100	Personal Services - Permanent	\$ 702,709	\$ (106,178)	\$ 596,531
017-500147	FT Employees Special Payment	\$ 5,839		\$ 5,839
018-500106	Overtime	\$ 40,881	\$ 128,178	\$ 169,059
019-500105	Holiday Pay	\$ 16,284		\$ 16,284
020-500200	Current Expenses	\$ 4,067		\$ 4,067
022-500255	Rents - Leases Other than State	\$ 1,596		\$ 1,596
023-500291	Heat-Electricity-Water	\$ 28,057		\$ 28,057
024-500225	Maint Other Than Build-Grn	\$ 528		\$ 528
030-500331	Equipment New/Replacement	\$ 79,158		\$ 79,158
039-500188	Telecommunications	\$ 5,734		\$ 5,734
060-500602	Benefits	\$ 468,165		\$ 468,165
070-500704	In-State Travel Reimbursement	\$ 1,912		\$ 1,912
103-502664	Contracts for Operational Services	\$ 2,499		\$ 2,499
	Total	\$ 1,357,429	\$ 22,000	\$ 1,379,429
	REVENUES			
	Total General Funds	\$ 1,357,429	\$ 22,000	\$ 1,379,429

02-46-46-464510-60430000 Community Corrections				
Class	Description	FY 2023 Modified Budget	Requested Action	FY 2023 Revised Budget
010-500100	Personal Services - Permanent	\$ 544,005	\$ (164,014)	\$ 379,991
011-500126	Personal Services - Unclassified	\$ 115,505		\$ 115,505
020-500200	Current Expenses	\$ 845		\$ 845
039-500188	Telecommunications	\$ 1,989		\$ 1,989
060-500602	Benefits	\$ 426,480	\$ (62,255)	\$ 364,225
068-500565	Remuneration	\$ 12,907		\$ 12,907
070-500704	In-State Travel Reimbursement	\$ 3,990		\$ 3,990
	Total	\$ 1,105,721	\$ (226,269)	\$ 879,452
	REVENUES			
	Total General Funds	\$ 1,105,721	\$ (226,269)	\$ 879,452

02-46-46-464510-71070000 North End House				
Class	Description	FY 2023 Modified Budget	Requested Action	FY 2023 Revised Budget
010-500100	Personal Services - Permanent	\$ 410,871		\$ 410,871
017-500147	FT Employees Special Payment	\$ 4,085		\$ 4,085
018-500106	Overtime	\$ 30,002	\$ 103,000	\$ 133,002
019-500105	Holiday Pay	\$ 9,004		\$ 9,004
020-500200	Current Expenses	\$ 3,440		\$ 3,440
022-500255	Rents - Leases Other than State	\$ 1,687		\$ 1,687
023-500291	Heat-Electricity-Water	\$ 35,367		\$ 35,367
024-500225	Maint Other Than Build-Grn	\$ 528		\$ 528
039-500188	Telecommunications	\$ 3,386		\$ 3,386
060-500602	Benefits	\$ 344,012		\$ 344,012
070-500704	In State Travel Reimbursement	\$ 55		\$ 55
	Total	\$ 842,437	\$ 103,000	\$ 945,437
	REVENUES			
	Total General Funds	\$ 842,437	\$ 103,000	\$ 945,437

02-46-46-464510-78740000 Calumet House				
Class	Description	FY 2023 Modified Budget	Requested Action	FY 2023 Revised Budget
010-500100	Personal Services - Permanent	\$ 741,604	\$ (132,599)	\$ 609,005
017-500147	FT Employees Special Payment	\$ 4,439		\$ 4,439
018-500106	Overtime	\$ 68,878	\$ 187,599	\$ 256,477
019-500105	Holiday Pay	\$ 22,739		\$ 22,739
020-500200	Current Expenses	\$ 5,997		\$ 5,997
022-500255	Rents - Leases Other than State	\$ 1,687		\$ 1,687
023-500291	Heat-Electricity-Water	\$ 52,585		\$ 52,585
024-500225	Maint Other Than Build-Grn	\$ 528		\$ 528
039-500188	Telecommunications	\$ 4,612		\$ 4,612
060-500602	Benefits	\$ 541,069		\$ 541,069
070-500704	In-State Travel Reimbursement	\$ 4,717		\$ 4,717
103-502664	Contracts for Operational Services	\$ 4,215		\$ 4,215
	Total	\$ 1,453,070	\$ 55,000	\$ 1,508,070
	REVENUES			
	Total General Funds	\$ 1,453,070	\$ 55,000	\$ 1,508,070

02-46-46-465010-58330000 Secure Psychiatric Unit				
Class	Description	FY 2023 Modified Budget	Requested Action	FY 2023 Revised Budget
010-500100	Personal Services - Permanent	\$ 2,282,464	\$ (325,397)	\$ 1,957,067
017-500147	FT Employees Special Payment	\$ 9,579		\$ 9,579
018-500106	Overtime	\$ 249,727	\$ 325,397	\$ 575,124
019-500105	Holiday Pay	\$ 62,279		\$ 62,279
020-500200	Current Expenses	\$ 28,479		\$ 28,479
022-500255	Rents - Leases Other than State	\$ 2,389		\$ 2,389
024-500225	Maint Other Than Build-Grn	\$ 18,105		\$ 18,105
039-500188	Telecommunications	\$ 9,093		\$ 9,093
050-500109	Personal Service-Temp/Appointed	\$ 65,604		\$ 65,604
060-500602	Benefits	\$ 1,547,928		\$ 1,547,928
068-500565	Remuneration	\$ 35,166		\$ 35,166
070-500704	In-State Travel Reimbursement	\$ 2,209		\$ 2,209
101-500730	Medical Payments to Providers	\$ 59,139		\$ 59,139
103-502664	Contracts for Operational Services	\$ 5,632		\$ 5,632
	Total	\$ 4,377,793	\$ -	\$ 4,377,793
	REVENUES			
	Total General Funds	\$ 4,377,793	\$ -	\$ 4,377,793

02-46-46-465010-82310000 Mental Health				
Class	Description	FY 2023 Modified Budget	Requested Action	FY 2023 Revised Budget
010-500100	Personal Services - Permanent	\$ 1,678,123		\$ 1,678,123
018-500106	Overtime	\$ 200		\$ 200
020-500200	Current Expenses	\$ 1,565		\$ 1,565
022-500255	Rents - Leases Other than State	\$ 2,805		\$ 2,805
039-500188	Telecommunications	\$ 4,659		\$ 4,659
049-584995	Transfer to Other State Agencies	\$ 31,258		\$ 31,258
057-500531	Books Periodicals Subscriptions	\$ 11,333		\$ 11,333
060-500602	Benefits	\$ 1,052,173	\$ (56,148)	\$ 996,025
070-500704	In State Travel Reimbursement	\$ 1,547		\$ 1,547
101-500730	Medical Payments to Providers	\$ 5,594,288		\$ 5,594,288
103-502664	Contracts for Operational Services	\$ 180		\$ 180
	Total	\$ 8,378,131	\$ (56,148)	\$ 8,321,983
	REVENUES			
	Total General Funds	\$ 8,378,131	\$ (56,148)	\$ 8,321,983

02-46-46-465010-82340000 Medical - Dental				
Class	Description	FY 2023 Modified Budget	Requested Action	FY 2023 Revised Budget
010-500100	Personal Services - Permanent	\$ 4,575,402		\$ 4,575,402
011-500126	Personal Services - Unclassified	\$ -		\$ -
012-500128	Personal Services - Unclassified	\$ 126,111		\$ 126,111
018-500106	Overtime	\$ 144,618	\$ 200,035	\$ 344,653
019-500105	Holiday Pay	\$ 71,984		\$ 71,984
020-500200	Current Expenses	\$ 217,296		\$ 217,296
022-500255	Rents - Leases Other than State	\$ 5,051		\$ 5,051
030-500331	Equipment New/Replacement	\$ 188,599		\$ 188,599
039-500188	Telecommunications	\$ 25,736		\$ 25,736
050-500109	Personal Service-Temp/Appointed	\$ 99,755		\$ 99,755
057-500531	Books Periodicals Subscriptions	\$ 199		\$ 199
060-500602	Benefits	\$ 3,001,095		\$ 3,001,095
070-500704	In State Travel Reimbursement	\$ 6,051		\$ 6,051
101-500729	Medical Payments to Providers	\$ 6,383,476		\$ 6,383,476
102-500731	Contracts for Program Services	\$ 18,233		\$ 18,233
103-502664	Medical Payments to Providers	\$ 4,868		\$ 4,868
230-500765	Interpreter Services	\$ 828		\$ 828
	Total	\$ 14,869,302	\$ 200,035	\$ 15,069,337
	REVENUES			
	Total General Funds	\$ 14,869,302	\$ 200,035	\$ 15,069,337

02-46-46-465010-82350000 Residential Treatment Program				
Class	Description	FY 2023 Modified Budget	Requested Action	FY 2023 Revised Budget
010-500100	Personal Services - Permanent	\$ 1,757,057	\$ (103,611)	\$ 1,653,446
017-500147	FT Employees Special Payment	\$ 5,021		\$ 5,021
018-500106	Overtime	\$ 151,564	\$ 103,611	\$ 255,175
019-500105	Holiday Pay	\$ 29,650		\$ 29,650
020-500200	Current Expenses	\$ 17,259		\$ 17,259
039-500188	Telecommunications	\$ 6,165		\$ 6,165
060-500602	Benefits	\$ 1,265,885		\$ 1,265,885
070-500704	In State Travel Reimbursement	\$ 2,093		\$ 2,093
103-502664	Contracts for Operational Services	\$ 900		\$ 900
	Total	\$ 3,235,594	\$ -	\$ 3,235,594
	REVENUES			
	Total General Funds	\$ 3,235,594	\$ -	\$ 3,235,594

02-46-46-465510-66320000 Maintenance				
Class	Description	FY 2023 Modified Budget	Requested Action	FY 2023 Revised Budget
010-500100	Personal Services - Permanent	\$ 1,298,937	\$ (115,893)	\$ 1,183,044
017-500147	FT Employees Special Payment	\$ 934		\$ 934
018-500106	Overtime	\$ 19,973	\$ 115,893	\$ 135,866
019-500105	Holiday Pay	\$ 5,340		\$ 5,340
020-500200	Current Expenses	\$ 78,655		\$ 78,655
022-500255	Rents - Leases Other than State	\$ 2,097		\$ 2,097
024-500225	Maint Other Than Build-Grn	\$ 87,800		\$ 87,800
030-500331	Equipment New/Replacement	\$ 106,914		\$ 106,914
039-500188	Telecommunications	\$ 14,053		\$ 14,053
047-500240	Own Forces Maint Build-Grn	\$ 305,480		\$ 305,480
048-500226	Contractual Maint Build-Grn	\$ 545,899		\$ 545,899
050-500109	Personal Service-Temp/Appointed	\$ 24,273		\$ 24,273
060-500602	Benefits	\$ 930,000		\$ 930,000
070-500704	In-State Travel Reimbursement	\$ 18,831		\$ 18,831
	Total	\$ 3,439,186	\$ -	\$ 3,439,186
	REVENUES			
	Total General Funds	\$ 3,439,186	\$ -	\$ 3,439,186

02-46-46-465510-66330000 Laundry				
Class	Description	FY 2023 Modified Budget	Requested Action	FY 2023 Revised Budget
010-500100	Personal Services - Permanent	\$ 194,358	\$ (7,563)	\$ 186,795
018-500106	Overtime	\$ 5,422	\$ 7,563	\$ 12,985
019-500105	Holiday Pay	\$ 2,111		\$ 2,111
020-500200	Current Expenses	\$ 47,048		\$ 47,048
039-500188	Telecommunications	\$ 531		\$ 531
060-500602	Benefits	\$ 161,968		\$ 161,968
	Total	\$ 411,438	\$ -	\$ 411,438
	REVENUES			
	Total General Funds	\$ 411,438	\$ -	\$ 411,438

The remainder of this page intentionally left blank.

02-46-46-465510-66340000 Kitchen				
Class	Description	FY 2023 Modified Budget	Requested Action	FY 2023 Revised Budget
010-500100	Personal Services - Permanent	\$ 947,896	\$ (159,343)	\$ 788,553
018-500106	Overtime	\$ 49,457	\$ 196,854	\$ 246,311
019-500105	Holiday Pay	\$ 27,009		\$ 27,009
020-500200	Current Expenses	\$ 98,878		\$ 98,878
021-500211	Food Institutions	\$ 2,843,945		\$ 2,843,945
022-500255	Rents - Leases Other than State	\$ 480		\$ 480
030-500331	Equipment New/Replacement	\$ 93,288		\$ 93,288
039-500188	Telecommunications	\$ 2,889		\$ 2,889
060-500602	Benefits	\$ 768,176		\$ 768,176
	Total	\$ 4,832,018	\$ 37,511	\$ 4,869,529
	REVENUES			
	Total General Funds	\$ 4,832,018	\$ 37,511	\$ 4,869,529

02-46-46-463010-66350000 Warehouse				
Class	Description	FY 2023 Modified Budget	Requested Action	FY 2023 Revised Budget
010-500100	Personal Services - Permanent	\$ 384,725	\$ (37,511)	\$ 347,214
018-500106	Overtime	\$ 800		\$ 800
019-500105	Holiday Pay	\$ 117		\$ 117
020-500200	Current Expenses	\$ 616,051		\$ 616,051
022-500255	Rents - Leases Other than State	\$ 3,065		\$ 3,065
023-500291	Heat-Electricity-Water	\$ 68,291		\$ 68,291
030-500331	Equipment New/Replacement	\$ 10,224		\$ 10,224
039-500188	Telecommunications	\$ 5,240		\$ 5,240
050-500109	Personal Service-Temp/Appointed	\$ 25,166		\$ 25,166
060-500602	Benefits	\$ 274,344		\$ 274,344
070-500704	In-State Travel Reimbursement	\$ 5,296		\$ 5,296
103-502664	Contracts for Operational Services	\$ 2,076		\$ 2,076
	Total	\$ 1,395,394	\$ (37,511)	\$ 1,357,883
	REVENUES			
	Total General Funds	\$ 1,395,394	\$ (37,511)	\$ 1,357,883

The remainder of this page intentionally left blank.

02-46-46-469010-82320000 Programs				
Class	Description	FY 2023 Modified Budget	Requested Action	FY 2023 Revised Budget
010-500100	Personal Services - Permanent	\$ 4,031,154	\$ (492,197)	\$ 3,538,957
018-500106	Overtime	\$ 498		\$ 498
019-500105	Holiday Pay	\$ 500		\$ 500
020-500200	Current Expenses	\$ 6,939		\$ 6,939
022-500255	Rents - Leases Other than State	\$ 7,916		\$ 7,916
023-500291	Heat-Electricity-Water	\$ 694		\$ 694
030-500331	Equipment New/Replacement	\$ 14,237		\$ 14,237
039-500188	Telecommunications	\$ 14,286		\$ 14,286
050-500109	Personal Service-Temp/Appointed	\$ 38,539		\$ 38,539
057-500531	Books Periodicals Subscriptions	\$ 5,000		\$ 5,000
060-500602	Benefits	\$ 2,639,058	\$ (351,801)	\$ 2,287,257
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	\$ 6,761,868	\$ (843,998)	\$ 5,917,870
	REVENUES			
	Total General Funds	\$ 6,761,868	\$ (843,998)	\$ 5,917,870

The remainder of this page intentionally left blank.

EXPLANATION

The Department requests to transfer \$8,722,394 among various General Fund accounting units, Class 010 *Personal Services-Permanent*, Class 018 *Overtime*, and Class 060 *Benefits* as summarized in the attached detail to address current and anticipated deficits in Class 018 *Overtime* in various accounting units.

Class 010 *Personal Services-Permanent* has an estimated net surplus of \$8,017,058 as a result of departmental vacancies. Critical needs exist to fill both security and other direct care positions.

Class 018 *Overtime* has an estimated deficit of \$13,828,266 at this time. Of this estimated deficit, \$8,722,394 will be resolved by this fiscal transfer. The remaining \$5,105,872 projected overtime shortfall will be addressed as additional surpluses are identified. Overtime continues to be a significant challenge due to the high vacancy rate (50.9% vacancy in corrections officers). To address the vacancies, please see the attached summary of all activities the department has engaged in to advance our recruitment and retention (See Attached).

Class 060 *Benefits* has an estimated net surplus of \$705,336 due to vacant positions.

Transfer \$8,017,058 from Class 010 *Personal Services-Permanent*:

- \$ 2,819,323 from accounting unit 3372 NH State Prison for Men
- \$ 1,469,684 from accounting unit 3373 Northern NH Correctional Facility
- \$ 1,262,428 from accounting unit 3374 NH Correctional Facility/Women
- \$ 338,560 from accounting unit 4106 Concord Transitional Work Ctr
- \$ 106,178 from accounting unit 5172 Shea Farm-Transitional Housing
- \$ 61,426 from accounting unit 5541 Classifications & Offender Records
- \$ 325,397 from accounting unit 5833 Secure Psychiatric Unit
- \$ 141,268 from accounting unit 5928 Business Information Unit
- \$ 102,306 from accounting unit 5929 Professional Standards
- \$ 164,014 from accounting unit 6043 Community Corrections
- \$ 115,893 from accounting unit 6632 Maintenance
- \$ 7,563 from accounting unit 6633 Laundry
- \$ 159,343 from accounting unit 6634 Kitchen
- \$ 37,511 from accounting unit 6635 Warehouse
- \$ 132,599 from accounting unit 7874 Calumet-Transitional Housing
- \$ 492,197 from accounting unit 8232 Programs
- \$ 103,611 from accounting unit 8235 Residential Treatment Program
- \$ 173,084 from accounting unit 8300 Financial Services
- \$ 4,673 from accounting unit 8301 Human Resources

Transfer \$705,336 from Class 060 *Benefits*:

- \$ 33,667 from accounting unit 5541 Classifications & Offender Records
- \$ 62,737 from accounting unit 5928 Business Information Unit
- \$ 62,255 from accounting unit 6043 Community Corrections
- \$ 22,747 from accounting unit 7101 Commissioner's Office
- \$ 56,148 from accounting unit 8231 Mental Health
- \$ 351,801 from accounting unit 8232 Programs
- \$ 115,981 from accounting unit 8300 Financial Services

Transfer \$8,722,394 to Class 018 *Overtime*:

- \$3,986,268 to accounting unit 3372 NH State Prison for Men
- \$2,201,943 to accounting unit 3373 Northern NH Correctional Facility
- \$ 937,428 to accounting unit 3374 NH Correctional Facility/Women
- \$ 158,560 to accounting unit 4106 Concord Transitional Work Ctr
- \$ 128,178 to accounting unit 5172 Shea Farm-Transitional Housing
- \$ 325,397 to accounting unit 5833 Secure Psychiatric Unit
- \$ 115,893 to accounting unit 6632 Maintenance
- \$ 7,563 to accounting unit 6633 Laundry
- \$ 196,854 to accounting unit 6634 Kitchen
- \$ 103,000 to accounting unit 7107 North End-Transitional Housing
- \$ 187,599 to accounting unit 7874 Calumet-Transitional Housing
- \$ 200,035 to accounting unit 8234 Medical-Dental
- \$ 103,611 to accounting unit 8235 Residential Treatment
- \$ 70,065 to accounting unit 8300 Financial Services

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?

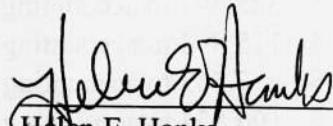
All transfers listed will be used to maintain existing program levels.

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.
- G. Are personnel services involved?
No new positions are being funded by this transfer.

Respectfully Submitted,


Helen E. Hanks
Commissioner



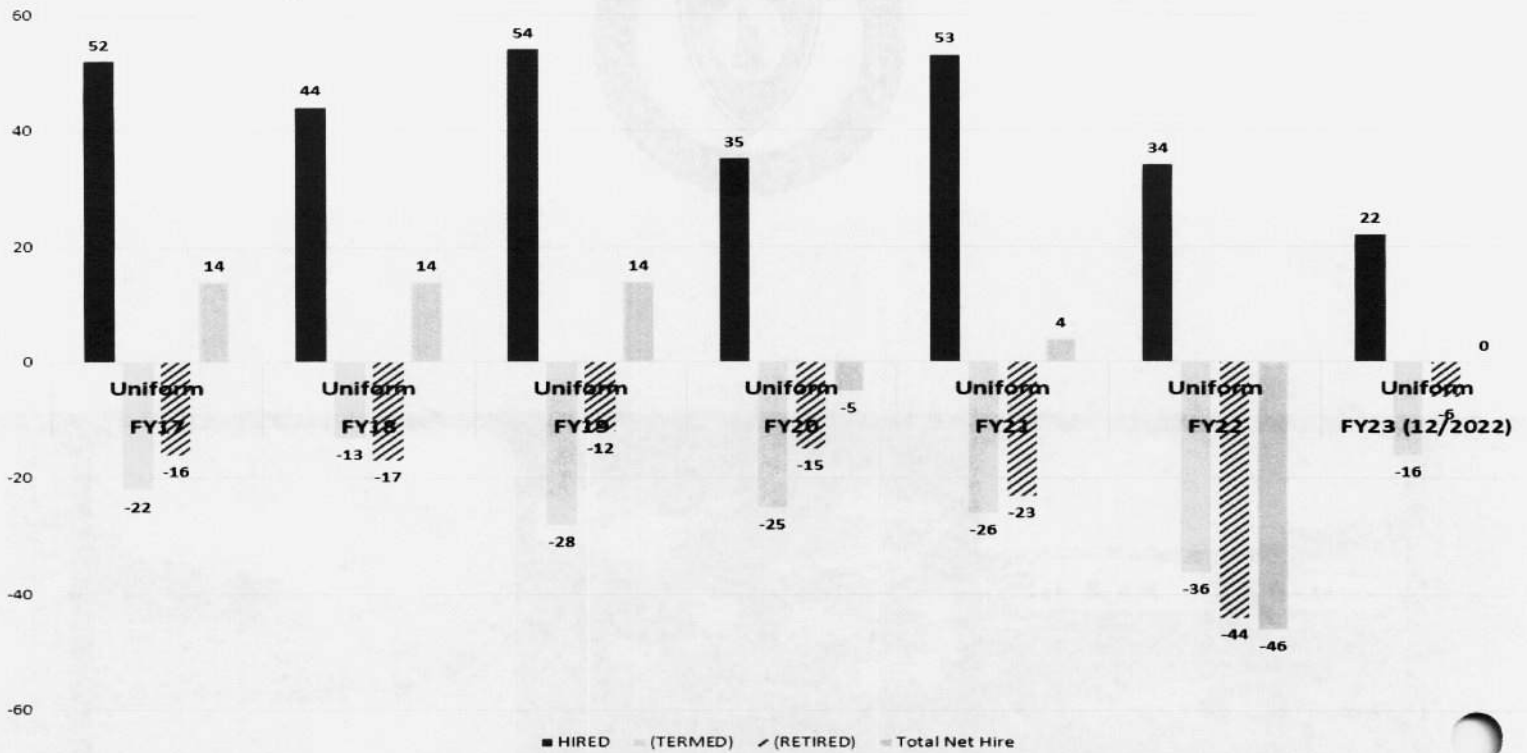
Recruitment & Retentions Initiatives

NH Department of Corrections Employee Services

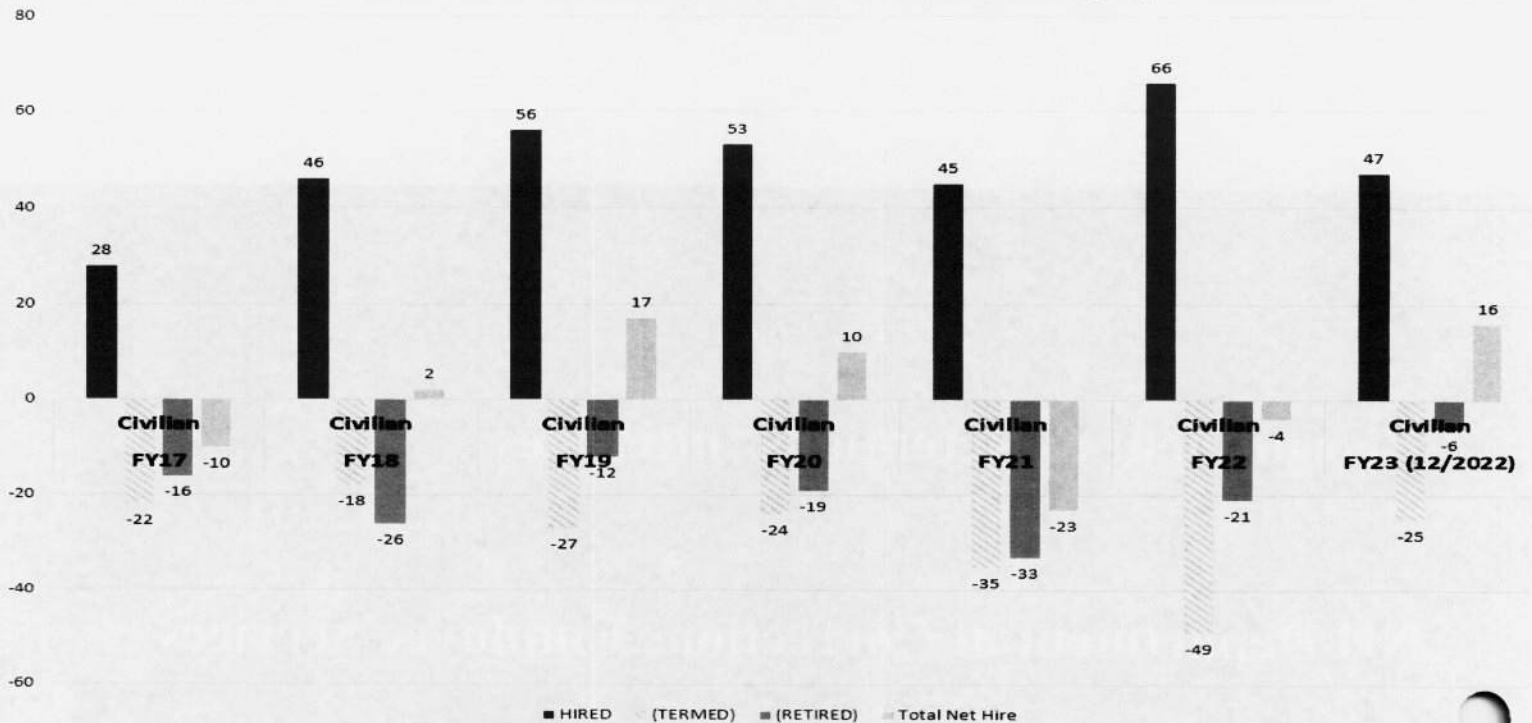
NHDOC Recruiting and Retention Efforts

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, employee enhancement, and internal communication efforts.

NH Department of Corrections Security Staffing Trending by Fiscal Year



NH Department of Corrections Civilian Staff Trending by Fiscal Year



Recruitment Initiatives:

NHDOC Recruiting and Retention Teams:

NHDOC has actively involved our incredible staff in our recruitment initiatives. The department has created regionalized Recruitment and Retention Teams. These teams, located at NCF and at NHSP-M are comprised of corrections officers who have adopted a recruitment/mentorship model. These teams attend job fairs and other community activities and promote positions with interested candidates. They are paired as a recruitment mentor with individuals who are interested in becoming a Corrections Officer Trainee and guide them through the application and on-boarding process, which includes becoming a certified law enforcement officer through attending the NH Corrections Academy. This program, which began as a pilot initiative at NCF has seen great success as we continue to increase our application rate.

In addition, the department has reassigned a Sgt. Level Corrections Officer to work in a temporary assignment as a dedicated Recruiter/Community Engagement Officer. This officer has had positive contact with 70 schools and has the goal of attending 2 career events per week in the last year. Multiple schools have requested he attend either a career fair or class talks, and the feedback has been fantastic.

NHDOC also employs a retired part-time team member in both regions to support the efficient processing of new applicants for specialized testing specific to hiring law enforcement officer candidates.

Job Fairs, Speaking Engagements: 63 Events were attended from January 1, - June 30, 2022.

Below are SFY 2023 events:

DATE:	EVENT:	DATE:	EVENT:
7/1/2022	Gorham 4th of July Celebration	11/1/2022	Capital & Southern Virtual Fair
7/2/2022	Gorham 4th of July Celebration	11/3/2022	Lakes Region VJF NHES
7/3/2022	Gorham 4th of July Celebration	11/8/2022	Seacoast VJF NHES
7/30/2022	Lancaster Block Party	11/8/2022	Groveton HS Tour
8/5/2022	Jericho ATV Festival	11/9/2022	Colby Sawyer -Share Table w/ HSEM
8/6/2022	Jericho ATV Festival	11/10/2022	NEC Class Talk
8/23/2022	NNHCF Career Fair	11/10/2022	Franklin Pierce Career Fair
8/30/2022	Colebrook NH Job Fair	11/10/2022	Monadnock VJF NHES
9/1/2022	Hopkinton State Fair	11/11/2022	NEC Career Fair
9/2/2022	Hopkinton State Fair	11/15/2022	New England VJF
9/3/2022	Hopkinton State Fair	11/16/2022	New England VJF
9/4/2022	Hopkinton State Fair	11/16/2022	Kingswood Career Fair 9-11am
9/5/2022	Hopkinton State Fair	11/16/2022	PMHS 1-2:30pm
9/1/2022	Lancaster Fair	11/17/2022	White Mtn. VJF NHES
9/2/2022	Lancaster Fair	11/19/2022	Concord Christmas Parade
9/3/2022	Lancaster Fair	11/22/2022	CRTC CJ Class Mock Interviews
9/4/2022	Lancaster Fair	11/25/2022	Berlin Parade of Lights
9/8/2022	Groveton High School	11/25/2022	Littleton Christmas Parade
9/13/2022	NEC Presentation	11/30/2022	Kingswood Career Fair 9-11am rescheduled from 11/16
9/13/2022	Capital & Southern Virtual Fair	11/30/2022	WMCC CJ Presentation
9/15/2022	Lakes Region VJF NHES	12/1/2022	Capital & Southern Virtual Fair
9/16/2022	Concord HS CJ Presentation	12/5/2022	Jay, Me paper mill career fair 1500-1900 (Cancelled date tbd)
9/20/2022	Lisbon High School Presentation	12/6/2022	Lakes Region VJF NHES
9/22/2022	Keene State College Night out	12/8/2022	Seacoast VJF NHES
9/23/2022	Pelham HS	12/9/2022	Souhegan High School Job Fair
9/27/2022	Portsmouth High CJ Presentation	12/13/2022	Monadnock VJF NHES
9/29/2022	Alton Library Event	12/15/2022	Great North Woods VJF
9/30/2022	Nute HS Presentation	12/19/2022	Newfound High School Career Tour NHCFW
10/4/2022	WMRHS visit	12/21/2022	Dover High School Presentation
10/6/2022	NEC Criminal Justice Club	1/5/2023	Kennett High School Presentation
10/7/2022	Berlin High Criminal Justice Class	1/5/2023	Capital & Southern Virtual Fair
10/11/2022	Capital & Southern Virtual Fair	1/10/2023	Lakes Region VJF NHES
10/13/2022	Lakes Region VJF NHES	1/12/2023	NCF Tour Kennett High School
10/19/2022	Newfound High School Career Fair	1/17/2023	Colebrook HS Tour NNHCF
10/19/2022	Gilford High School Career Fair	1/17/2023	Monadnock VJF NHES
10/19/2022	Interlakes High School Career Fair	1/18/2023	Berlin High School Presentation
10/20/2022	Laconia High School Career Fair	1/19/2023	Great North Woods VJF
10/20/2022	Belmont High School Career Fair	1/19/2023	UNH Law Public Interest & Gov Career Fair 11-12:15
10/20/2022	Winnisquam High School Career Fair	1/22/2023	Cannan Mtn. Military Appreciation Day
10/21/2022	Berlin High School	1/25/2022	Berlin High School Tour
10/25/2022	Alvirne HS CJ Presentation	1/27/2023	Telstar High School Presentation
10/26/2022	Alvirne HS CJ Presentation	1/31/2023	Berlin High School Presentation
		2/2/2023	Capital & Southern Virtual Fair
		2/8/2023	SNHU Career & Internship Fair

Introduction To Corrections Program:

New Hampshire Department of Corrections, in partnership with Berlin High School began offering a credit-approved course focused on Correctional Law Enforcement in fall of 2021. This class, structured as a 90-minute classroom block, scheduled once weekly for 9 weeks has continued to expand in size as we enter our 4th semester. The class offers a team-taught approach, pairing our North Country Facility (NCF) Warden, Corey Riendeau with a teacher at the school. Special topics include Working with K9's in Law Enforcement, Forensic Services, Correctional Program Delivery, and Probation and Parole. NHDOC provides employee guest speakers who are subject matter experts in each of these areas.

The NHDOC has received positive feedback from students and parents in the community and is pleased to report that we are expanding this program to Groveton High School. These opportunities for positive

community engagement serve to create local interest in future law enforcement related careers, and provide a positive path for local youth. We continue to pursue expansion of this model to southern New Hampshire.

NHES Employee Portal:

www.nhjobs.nh.gov

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

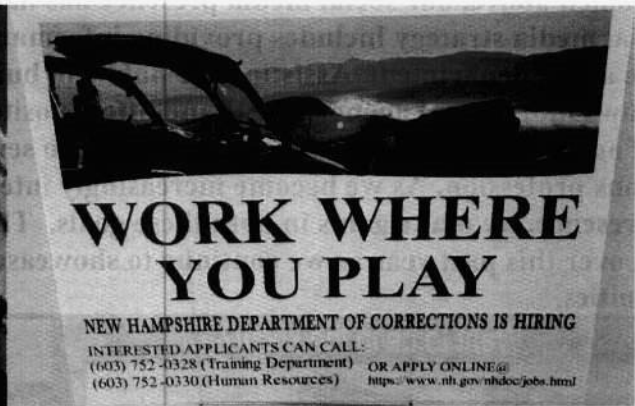
Marketing RFP:

NHDOC had partnered with m5 Marketing in 2018 to enhance our external media presence in a multilayered approach to support recruitment. Work to enhance our digital and media presence continues even as the contract with M5 has concluded. A subsequent Request for Proposal was posted for external bid but received little interest during FY22. The department has decided to suspend a repost and has redirected efforts toward expanding our social media footprint. This decision is based on recruitment data that identified our candidate pool had been influenced by our social media presence. We have expanded our social footprint to include two additional platforms and have increased our post rate and following. We have actively utilized the current incentive program being offered to drive our recruitment efforts.

Rebranding:

The State of NHDOC is 40 this year and our branding celebrates this. We have updated our logo and rebranded all marketing materials to support this milestone. Our marketing assets are central to recruitment and focus on career-relevant videos and photos to support interest in our department. We continue to expand this portfolio and have a daily presence on social media with a fresh updated look and feel to attract candidates.

NHDOC has branded our fleet of vehicles to “drive the recruitment message”. We also utilize posted messaging, such as billboards at our facilities throughout NH.



New Hampshire Department of Corrections

Start Changing Lives Today



Correctional Officers



Clinicians



Correctional Nurses



Teachers



Logistical Staff

NOW HIRING



OPEN THE DOOR TO

- JOB SECURITY
- A CAREER TO BE PROUD OF
- COMPETITIVE SALARY & BENEFITS
- PENSION PROGRAM
- HIRING INCENTIVES

APPLY TODAY
VISIT WWW.JOBS.NHDOC.NH.GOV

Social Media:

As mentioned above, our social media presence has had a notable impact on our success in recruiting talent. Our social media strategy includes providing information regarding the depth and breadth of opportunities available at the department. Assisting the public in building insight into understanding that NHDOC is the largest law enforcement agency in NH and offers positions across a wide section of professions continues to be a goal of our marketing. Education and insight also serve to reduce the stigma that can be associated with the corrections profession. As we become increasingly interactive through community engagement and our social media presence, we make gains in both these goals. The look and feel of our social media presence has changed over this past year as we continue to showcase our talented staff and our varied employment opportunities.

Want to be in the know?

NH Department of Corrections

NHDOC

NHDOC

NHDOC

NH Department of Corrections

NH Department of Corrections

Follow us!

Start Changing Lives Today!

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...

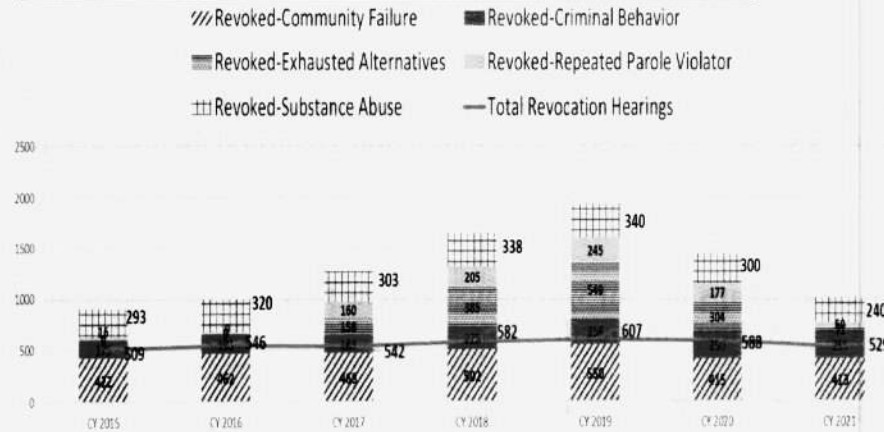
(Must be 18 to Apply)

APPLY ONLINE @ WWW.NHDOCJOBS.COM/APPLY

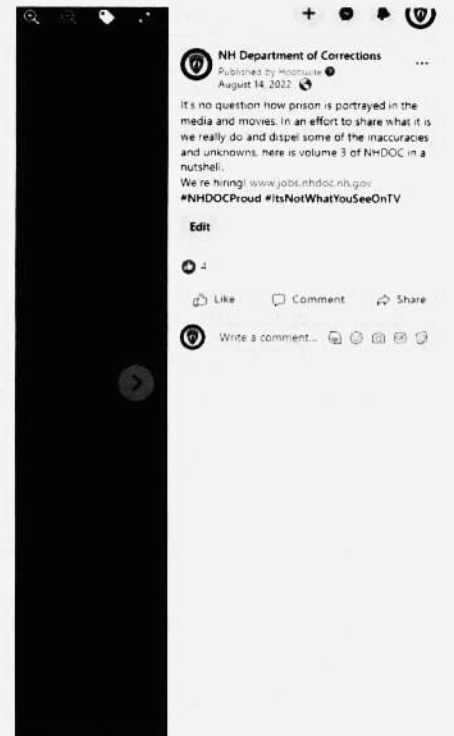


Parole Revocation Reasons

Data Trended by the NH Department of Corrections from -
Adult Parole Board - Parole Revocation Reason Outcomes
CY2015 through CY2021



*The Adult Parole Board is an independent agency that reports directly to the governor. The Board consists of five members appointed by the Governor and approved by the Executive Council. Members serve five-year terms and may serve no more than two consecutive terms. Three Board members must preside over each hearing. Members are present at the prison only when scheduled for Parole or Revocation hearings.



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



Posters with take-away cards with recruitment information on them have been created and hung in highly visible areas and bulletin boards around NH.

- A radio ad ran April 1, 2022 using the NHAB NCSA Program and ran for the month. Report: 1,088 messages were aired with a total value of \$26,217.02 for a \$5,000 investment.
- The same \$5,000 campaign ran in July 2022. Report: 1,071 messages were aired with a total value of \$22,947.60! Our \$10,000 investment turned into approximately \$50,000 in on-air messaging value with 0 hires resulting. Though this number only reflects people hired not applications received. They do not currently have a report that can pull by referral source.
- We are working with NHAB to develop new messaging for 2023

Tours:

Tours are offered and given on a case-by-case basis; we work closely with many area high schools and colleges that focus on Criminal Justice-related courses such as Berlin High School. Huot Criminal Justice program and Concord Regional Technical Center Criminal Justice program.

Other Marketing Items:

We are seeking pricing for billboards as well as wraps for our warehouse trucks that run between Concord and Berlin frequently. It would function as a traveling billboard.

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 ¾ weeks of the academy as part of their law enforcement retirement curriculum certification, this initiative started in January 2022.

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, and 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 part-time certification is an area that we need better market as an opportunity, though it is spoken about frequently to the student population that we recruit to, we have not had any interest thus far.**

The Department would request continued access to the Police Standards and Training Center classroom space and simunitions resources to carry out the post-academy curriculum to facilitate Pol 404.03.

Pol 404.03 Firearms Training Requirement

(a) Prior to the issuance or carrying of a firearm or other defensive weapon and every calendar year thereafter, all law enforcement, corrections or probation/parole officers who are authorized to use force in the course of their employment shall meet the minimum standards established in Pol 302.02 including proficiency with each such weapon subject to the following

Proposed Hours for Part-Time Corrections Officer Certification, Correctional Line Personnel training hours and Post Types

NH CORRECTIONS ACADEMY						
Full Academy			Part-time Floorwalker	Part-time Unit Control Rm	Corr. Line	PT Nights/WE
CLASS	Hours					
ABLE (Once created)	8	Y	Y	Y	Y	Y
Academy Orientation	4	Y	Y	Y	Y	Y
Anatomy of a Setup	2.5	Y	Y	Y	Y	Y
Constitutional Law	8	Y	Y	Y	Y	Y
Contraband	3	Y	Y	Y	Y	Y
CPR, Med. Em., Bleeding Control	5.5	Y	Y	Y	Y	Y
Cultural Diversity (will be 8 hrs.)	2.5	Y	Y	Y	Y	Y
Defensive Tactics Practical	38.5	Y	Y*	Y*	Y*	Y*
Emergency Management	8	Y	Y	Y	Y	Y
Ethics	8	Y	Y	Y	Y	Y
ICAT	4	Y	Y	Y	Y	Y
Inmate Discipline	2.5	Y	Y	Y	Y	Y
Inmate Movements/ Counts	2	Y	Y	Y	Y	Y
Legal Issues	4	Y	Y	Y	Y	Y
Medication Principles	2.5	Y	Y	Y	Y	Y
Mental Illness Dynamics	16	Y	Y	Y	Y	Y
Report Writing	5	Y	Y	Y	Y	Y
Rules and Guidance	2.5	Y	Y	Y	Y	Y
Scenarios	16.5	Y	Y	Y	Y	Y
Searches	3.5	Y	Y	Y	Y	Y
Security Threat Groups	3.5	Y	Y	Y	Y	Y
The Resilience Advantage	4	Y	Y	Y	Y	Y
Trauma Informed Corrections	2.5	Y	Y	Y	Y	Y
Use of Force Classroom	4	Y	Y	Y	Y	Y
Victim Services	2.5	Y	Y	Y	Y	Y

Full Academy			Part-time Floorwalker	Part-time Unit Control Rm	Corr. Line	PT Nights/WE
CLASS	Hours					
Basic officer duties	1	Y	Y			Y
Drill & Ceremony	2	Y	Y			
Physical Fitness Classroom	4	Y	Y			Y
Physical Fitness Practical	46	Y	Y			
Alco Sensor	1	Y				Y
Arrest Laws	12					
Baton	8	Y				Y
Cell Extraction	11	Y				Y
Crime Scenes and the First Responder	8	Y				Y
Oleoresin Capsicum	8	Y				Y
Search and Seizure in Corrections	8					
Urine Drug Testing	2.5	Y				Y
K-9 Demo	1	Y				Y
Hours			254	214	161	206
Lowlight	5.5					
Firearms (Range - Rifle and Pistol)	33					
Inmate Transportation	5.5					
M.V./Perimeter Safety and Security	8.5					
Planning for the Future	2.5					
Simunitions	11					
Skill builder	5.5					
Weapons Safety	2.5					
Study Techniques	4	Y	Y	Y	Y	Y

Y* - these are modified defensive tactics skills

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 as aligned to state administrative rule Pol.

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.

Additional Staff Resource Development:

The Commissioner through Employee Services offers all Correctional Line Personnel (Group II Civilian Staff) at the recommendation of their supervisor, or at time of hire, can attain through successful completion of the full Corrections Academy dual certification and work overtime posts as a certified corrections officer.

The Commissioner has created a process post successful completion of training and skill acquisition attainment for non-certified staff members of the department to fill voluntarily non-armed and non-direct supervision posts within the department at the direction of each facility to assist in the overtime burden on our sworn law enforcement corrections officers.

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.

Retention Efforts:

Correctional Leaders Association Recruitment and Retention Committee:

This is a national working group of correctional leaders and correctional employees analyzing and sharing research and best practices to enhance recruitment and retention. The agency is an active participant on this committee.

Employee Wellness Areas:

Employee wellness areas have been established and/or renovated at each facility to include a gym and break/wellness area. These areas provide a serene “non-prison-like” environment for staff to enjoy and decompress while working many long shifts per week.

Reorganization:

As the NHDOC believes its employees are fundamental to the success of our mission, we have made organizational shifts to address and reinforce key support areas.

In 2021, the department shifted from the Division of Security and Training to the Division of Personnel and Information. Under the leadership of former Director Paul Raymond (now Asst Commissioner Raymond) and current Director Fallon Reed, additional reorganizational efforts have been completed to support the health, wellness, and staff development that we believe are essential to our staff resiliency and development, which are an integral part of our core values and mission.

Updating Supplemental Job Descriptions:

Pursuant to State Personnel Rules (Per 102.49 Reallocation; Per 301.03 Supplemental Job Description; and Per 303 Reallocation and Reclassification of Full-Time Positions, appropriate updates have been remitted of the security rank and file’s supplemental job descriptions of multiple NHDOC positions to align to current duties. These SJDs were significantly outdated and did not reflect the accountabilities, certification, and other requirements of the positions both affected by normal progression in correctional practice as well as changes in state law. The Department has additional SJDs to remit and continues to work on this and utilize the reclassification and reallocation processes through the Department of Administrative Services: Division of Personnel (DOP).

We have completed the Probation and Parole Officer position series which occurred as a result of their last collective bargaining agreement. The department collaborated with the PPO membership as they facilitated this with the Division of Personnel and Employee Relations. We are now working on the Major and Internal Investigator series positions. This process has been long and arduous due to the back and forth with DOP. All other positions are currently awaiting their review, comments, and consideration for adjustment in labor grade.

Employee Recognition:

We have been working hard to increase recognition of our staff 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 make them part of our culture.

Our traditional Human Resources Department has been expanded and reimaged as the New Hampshire Department of Corrections Employee Services. Within the area of Employee Services we now have the following divisions:

- Core Human Resources staff, Payroll, Recruitment and Onboarding, as well as our redesigned wellness program. That program, formerly known as "Thrive" had been a stand-alone program housed in a different area of the department. In December of 2022, the department moved this program under Employee Services and recruited and hired a licensed mental health clinician as administrator of these services.

NHDOC has redesigned and rebranded Thrive as NHDOC CORP- Corrections Organization Resiliency Program. Program staff in employee services will provide the following programming and services to our employees:

CORP staff will provide our NHDOC active employees, retirees, and their families with confidential and voluntary assistance in addressing issues that may affect their overall well-being. CORP will work closely to assess and address these concerns to mitigate impacts to a person's personal and professional well-being. CORP has an established and vetted referral network which maximizes our existing health benefits network. CORP is also poised to support delivery of services to our staff in place, understanding the unique challenges that our employees face due to work schedules and locations. CORP Staff are available 24 hours a day and seven days a week, as our organization is built on this schedule as well. We're motivated by a deep commitment to assist our employees, retirees, and their families in times of need.

Additional services related to CORP will include:

Peer to Peer

A group of selected personnel who are formally established and specially trained and recognized as a peer support team within agency guidelines. This team will be called upon to provide peer support, in the form of defusing, providing psychological first aid and Critical Incident Stress Management and Debriefing (CISM) under the advisement or supervision of a mental health professional.

Comfort Dog Program

Used in conjunction with the Peer-to-Peer program, this model is adopted as a support mechanism to augment CISM and other interventions during critical incidents. This dog will also be used for community engagement and recruitment activities. The Department is in the final stages of implementing the program. A policy has been drafted and approved, a handler has been selected and training of the comfort dog team will take place March 6 – 11, 2023 at Brevard County Paws and Stripes College in Cocoa Florida. (This course

prepares K-9 teams to complete the necessary requirements of becoming a Nationally Registered Therapy Dog Team.) Regardless, if it is helping with the recovery of a child victim, helping veterans and first responders suffering from anxiety disorder, or a citizen of our community in need of animal-assisted comfort, this unique program has just the right pet to help just the right person and in the process, the program has saved hundreds of dogs that were at risk of being euthanized. Source: Paws & Stripes College: Brevard County Sheriff's Office (brevardsheriff.com)

Benefit/Resources Education and Utilization

Staff in our facilities have difficulty accessing care based on the demands of the schedule. CORP will introduce opportunities for expanded access to both mental/physical health care through the use of telehealth opportunities and other programs offered in conjunction with our Anthem benefits. CORP staff will work to reduce barriers to our employees, to support their overall health and well-being.

Family Services Organization (FSO)

The FSO is a new, voluntary initiative of the Department of Corrections & Employee families to keep significant others and family members of NHDOC employees informed and supported. The FSO will distribute any relevant command information to the corrections staff family members, Act as a support and communication bridge between DOC leadership and the families of employees, and help connect family to, and advocate for the community resources at their disposal. We have piloted this program at the New State Prison for Men and with great feedback thus far are seeking family volunteers from each of the other units.

In Conclusion:

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 \(wmur.com\)](#)