



STATE OF NEW HAMPSHIRE  
 DEPARTMENT OF CORRECTIONS  
 DIVISION OF ADMINISTRATION

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William L. Wrenn  
 Commissioner

Bob Mullen  
 Director

January 7, 2013

The Honorable Mary Jane Wallner, Chairman  
 Fiscal Committee of the General Court  
 State House  
 Concord, NH 03301

*J. Hassan* 2/1/13  
 Approved by Fiscal Committee Date

Her Excellency, Governor Margaret Wood Hassan  
 and the Honorable Executive Council  
 State House  
 Concord, NH 03301

**REQUESTED ACTION**

Pursuant to the provisions of Chapter 155, Laws of 2012, the New Hampshire Department of Corrections respectfully requests permission to transfer appropriated funds in the amount of \$40,000 within and among accounts listed on the attached detailed exhibit to cover projected shortfalls for the remainder of state fiscal year 2013, and summarized as follows: #02-46-46-462510-59290000-018 Professional Standards; #02-46-46-463010-71200000-010 NHSP/M - Security; and #02-46-46-468010-82500000-010 Berlin Prison (NCF); effective upon Fiscal Committee and Governor & Executive Council approval. 100% General Funds.

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

02-46-46-462510-59290000 Professional Standards				
Class	Description	Current Modified Budget	This Request	Current Revised Budget
010	Personal Services - Permanent	\$ 611,986	\$ -	\$ 611,986
011	Personal Services - Unclassified	\$ 83,918	\$ -	\$ 83,918
018	Overtime	\$ -	\$ 40,000	\$ 40,000
030	Equipment New/Replacement	\$ 300	\$ -	\$ 300
060	Benefits	\$ 374,421	\$ -	\$ 374,421
	Total	\$ 1,070,625	\$ 40,000	\$ 1,110,625
	REVENUES			
	Total General Funds	\$ 1,070,625	\$ 40,000	\$ 1,110,625

<b>02-46-46-463010-71200000 NHSP/M - Security</b>				
Class	Description	Current Modified Budget	This Request	Current Revised Budget
010	Personal Services - Permanent	\$ 11,593,715	\$ (30,000)	\$ 11,563,715
018	Overtime	\$ 2,097,835	\$ -	\$ 2,097,835
019	Holiday Pay	\$ 483,225	\$ -	\$ 483,225
020	Current Expenses	\$ 152,871	\$ -	\$ 152,871
022	Rents & Leases Other than State	\$ 12,121	\$ -	\$ 12,121
024	Maint. Other than Build. & Grnds.	\$ 4,097	\$ -	\$ 4,097
050	Personal Service-Temp/Appointe	\$ 24,282	\$ -	\$ 24,282
060	Benefits	\$ 7,977,094	\$ -	\$ 7,977,094
068	Remuneration	\$ 509,190	\$ -	\$ 509,190
242	Transportation of Inmates	\$ 1,088	\$ -	\$ 1,088
	Total	\$ 22,855,518	\$ (30,000)	\$ 22,825,518
	REVENUES			
	Total General Funds	\$ 22,855,518	\$ (30,000)	\$ 22,825,518

<b>02-46-46-468010-82500000 Berlin Prison (NCF)</b>				
Class	Description	Current Modified Budget	This Request	Current Revised Budget
010	Personal Services - Permanent	\$ 6,604,254	\$ (10,000)	\$ 6,594,254
011	Personal Services - Unclassified	\$ 99,890	\$ -	\$ 99,890
018	Overtime	\$ 165,590	\$ -	\$ 165,590
019	Holiday Pay	\$ 229,705	\$ -	\$ 229,705
020	Current Expenses	\$ 488,150	\$ -	\$ 488,150
021	Food Institutions	\$ 674,306	\$ -	\$ 674,306
022	Rents & Leases Other than State	\$ 11,203	\$ -	\$ 11,203
023	Heat, Electricity & Water	\$ 1,498,835	\$ -	\$ 1,498,835
024	Maint. Other than Build. & Grnds.	\$ 8,223	\$ -	\$ 8,223
030	Equipment New/Replacement	\$ 23,680	\$ -	\$ 23,680
047	Own Forces Maint. Build. & Grnds.	\$ 74,575	\$ -	\$ 74,575
048	Contractual Maint. Build. & Grnds.	\$ 138,480	\$ -	\$ 138,480
050	Personal Service-Temp/Appointe	\$ 38,746	\$ -	\$ 38,746
060	Benefits	\$ 4,336,329	\$ -	\$ 4,336,329
068	Remuneration	\$ 324,129	\$ -	\$ 324,129
070	In-State Travel	\$ 81,876	\$ -	\$ 81,876
	Total	\$ 14,797,971	\$ (10,000)	\$ 14,787,971
	REVENUES			
	Total General Funds	\$ 14,797,971	\$ (10,000)	\$ 14,787,971

## EXPLANATION

The Department requests to transfer \$40,000 of appropriated funds from Class 010 Personal Service – Permanent, through multiple accounting units and establish the expenditure Class 018 Overtime within the accounting unit Professional Standards in order to match expenditures to appropriations. Class 018 Overtime is to be used for the payment of overtime incurred by the staff of the Bureau of Professional Standards.

The Bureau of Professional Standards is the Department's internal investigations unit. It's responsible for PREA (Prison Rape Elimination Act), administrative and criminal investigations for the Department. The Bureau of Professional Standards is staffed by seven full-time investigators. Two investigators are assigned to the Northern Correctional Facility in Berlin and are responsible for investigations conducted at that facility. Five investigators are assigned to the New Hampshire State Prison for Men in Concord, and cover all other facilities.

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.  
Investigators from the Bureau of Professional Standards are required to respond to and investigate allegations of staff and offender criminal misconduct, violations of departmental policy and procedures and STG (Security Threat Group) activity. Overtime is paid to investigative staff when the need for their services is required during 'off' hours.
- D. Identify the source of the funds on all accounts listed on this transfer.  
All accounts listed are 100% 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?  
Funds are not expected to lapse if this transfer is not approved. If the transfer is not approved, overtime expenditures currently incurred by the Bureau of Professional Standards will be charged to the overtime budgets for the New Hampshire State Prison for Men and the Northern Correctional Facility. The goal of this transfer is to assign overtime expenditures to the proper functional unit.
- G. Are personnel services involved?  
Yes, Class 010 Personal Services Permanent and Class 018 Overtime.

H-1: Number of positions budgeted in each account (Full-time Classified)

02-46-46-462510-59290000 Professional Standards (10)

02-46-46-463010-71200000 NHSP/M – Security (277)

02-46-46-468010-82500000 Berlin Prison - NCF (139)

H-2: Number of positions filled in each account (Full-time Classified)

02-46-46-462510-59290000 Professional Standards (10)

02-46-46-463010-71200000 NHSP/M – Security (23)

02-46-46-468010-82500000 Berlin Prison - NCF (14)

Appropriations available for this transfer represent unspent appropriations during the vacancy period.

H-3: Reason for vacant positions.

Vacancies are the result of resignations and retirements.

H-4: Have any positions been transferred previously in these accounts?

No.

H-5: Will any positions be transferred as a result of this request?

No.

Respectfully Submitted,



William L. Wrenn

Commissioner

STATE OF NEW HAMPSHIRE

*In the Year of Our Lord Two Thousand Twelve*

AN ACT authorizing accounting transfers by the department of corrections.

*Be it Enacted by the Senate and House of Representatives in General Court convened:*

155:1 Department of Corrections; Transfers. Notwithstanding any provision of law to the contrary and subject to the approval of the fiscal committee of the general court and governor and council, for the biennium ending June 30, 2013, the commissioner of the department of corrections is authorized to transfer funds within and among all accounting units within the department and to create accounting units and expenditure classes as required and as the commissioner deems necessary and appropriate to address present or projected budget deficits, or to respond to changes in federal law, regulations, or programs, and otherwise as necessary for the efficient management of the department.

155:2 Effective Date. This act shall take effect upon its passage.

Approved: June 7, 2012

Effective Date: June 7, 2012

