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State of New Hampshire

DEPARTMENT OF SAFETY
OFFICE OF THE COMMISSIONER
33 HAZEN DR. CONCORD, NH 03305
603/271-2791

JOHN J. BARTHELMES
COMMISSIONER

May 23, 2016

Her Excellency, Governor Margaret Wood Hassan
and the Honorable Council
State House
Concord, New Hampshire 03301

Requested Action

Pursuant to MOP 1102 (L), the Department of Safety, Division of State Police, requests authorization for one Trooper to travel over 300 miles one way in a State Police issued unmarked state vehicle in the amount of \$4,343.83 to attend the Northeast Counterdrug Training Center Polygraph Institute Polygraph Examiner Course in Annville, Pennsylvania from June 20 through September 17, 2016 upon Governor and Council approval. Funding source: 94.33% Agency Income (Plea by Mail), 5.67% General Funds.

Funds are available in the SFY2016/2017 operating budget as follows:

02-23-23-234010-54120000 Department of Safety – Division of State Police – Detective Bureau
080-500715 Out of State Travel Reimbursement – Operation-State Car (Out of State)
Amount: \$4,343.83

Explanation


This request is for approval to travel outside a 300 mile radius for one Trooper in a State Police issued unmarked state vehicle for the purpose of attending the Northeast Counterdrug Training Center (NCTC) Polygraph Institute Polygraph Examiner Course conducted at the Fort Indiantown Gap National Guard Training Center in Annville, Pennsylvania from June 20 through September 17, 2016. The round trip mileage from Concord, New Hampshire to Annville, Pennsylvania is 843.2 miles. The total cost for travel by air and use of a rental car for the 84 days time frame in Annville is \$7,072.32. The cost to travel by state vehicle is \$4,343.83. The savings to travel by state vehicle versus travel by air is \$2,728.49 (see Attachment A for comparisons). The employee will not be paid overtime during the time frame of this travel.

The purpose of this travel is to attend the NCTC Polygraph Institute Polygraph Examiner Course. This nationally accredited polygraph course, available only through this Institute, uses current Department of Defense (DoD) forensic psychophysiological detection of deception formats and techniques as its curriculum foundation, while presenting other currently accepted polygraph formats, thus producing very capable examiners. This 12 week course covers a wide range of training as detailed on the attached travel authorization.

The Trooper was selected from a number of quality candidates to fill a vacancy in the New Hampshire State Police Polygraph Unit. Due to the current demands on the Polygraph Unit, as well as the need to balance criminal case loads, the Polygraph Unit has a definite need for new examiners to continue to provide this specialized service to the State Police as well as other federal, state, county and local law enforcement agencies throughout New Hampshire.

All maintenance on the State Police issued unmarked state vehicle is up to date. The Division of State Police has a policy in place for breakdowns and maintenance of vehicles. If a mechanical issue should occur, notification will be made to the attendees' supervisor and maintenance will be handled through a local contractor in the area.

Respectfully submitted,


John J. Barthelmes
Commissioner of Safety

REQUEST FOR AUTHORIZATION FOR OUT OF-STATE TRAVEL

Date: May 18, 2016

TO THE HONORABLE GOVERNOR & COUNCIL:

The Department of Safety, Division of State Police requests permission

For one employee or their designees to travel to Annville, Pennsylvania

For 84 days of out-of-state travel status from June 20, 2016 to September 17, 2016

Conference/Workshop/Seminar Title

Northeast Counterdrug Training Center Polygraph Institute Polygraph Examiner Course

Reason for Trip

Pursuant to Manual of Procedure (MOP) 1102 (L), the Department of Safety, Division of State Police, requests approval for travel outside a 300 miles radius for one Trooper in a State Police issued unmarked state vehicle for the purpose of attending the Northeast Counterdrug Training Center (NCTC) Polygraph Institute Polygraph Examiner Course from June 20, 2016 through September 17, 2016 at the Fort Indiantown Gap (FITG) National Guard Training Center in Annville, Pennsylvania. The roundtrip mileage from Concord, NH to (FITG – NCTC) Annville, Pennsylvania is 843.2 miles. The total cost for travel by air and use of rental car for the 84 day time from in Annville is \$7,072.32. **The savings to travel by state vehicle versus travel by air is \$2,728.49** (see Attachment A for comparisons). This employee will not be paid overtime during the time of this travel.

The purpose of this travel is to attend the Northeast Counterdrug Training Center's (NCTC) Polygraph Institute Polygraph Examiner Course. The NCTC Polygraph Institute is a nationally recognized and accredited polygraph course that uses current Department of Defense (DoD) forensic psycho-physiological detection of deception formats and techniques as its curriculum foundation and also instructs students in all other currently accepted polygraph formats making students of this polygraph institute some of the most well-rounded examiners available. This type of multi-facet polygraph training is only available through NCTC Polygraph Institute and is not available through the New Hampshire Police Standards & Training Academy and, therefore, the New Hampshire State Police has exclusively been using this Polygraph Institute for its polygraph training needs since 2004.

The 12 week course covers everything from the history and development of polygraph and forensic psycho-physiology, instrumentation and mechanics, physiological, psychological and psycho-physiological aspects of polygraph, question construction and testing techniques, test data analysis to interview and interrogation, legal and ethical aspects, polygraph skills and various labs as well as numerous written and practical tests and evaluations.

The Trooper had been selected out of a number of quality candidates to fill a vacancy in the New Hampshire State Police Polygraph Unit. Given the current demands on the Polygraph Unit, as well as the need to balance criminal case loads, the Polygraph Unit is in desperate need of new examiners to continue to provide this specialized service to the State Police as well as other federal, state, county and local law enforcement agencies throughout New Hampshire.

All maintenance on the State Police issued unmarked state vehicle is up to date. The Division of State Police has a policy in place for breakdowns and maintenance of vehicles. If a mechanical issue should occur, notification will be made to one of the attendee's supervisors and maintenance will be handled

through a local contractor in the area.

Advance Requested: None Payable To: _____

Attendees and their Titles

1. Trooper Matthew A. Amatucci Detective – Major Crime Unit	4.
2.	5.
3.	6.

Fiscal Information – Summary

<u>Obit</u>	<u>Description</u>	<u>Amount</u>		<u>Amount</u>
0710	Common Carries	\$	Appropriation of Out-of-State Travel	\$ 40,000.00
0711	Per Diem In Lieu	\$	Amount Expended to Date	\$ 13,825.12
0712	Meals	\$ 3,838.50	Available Balance	\$ 26,174.88
0713	Hotel	\$ *	Amount requested this authorization	\$ 4,343.83
0714	Mileage	\$	Estimated Balance Available	\$ 21,831.05
0715	Operation State Car	\$ **455.33		\$
0717	Miscellaneous	\$ ***50.00	*Hotel – Lodging Provided by NCTC	
0719	Registration Fees	\$	**State Mileage Reimbursement Rate – Round Trip = \$.54 per mile x 843.2 miles	
	TOTAL	\$ 4,343.83	***Tolls – Approx. (Round Trip)	

Fund 010 Agcy 2300 Orgn 54120000 Rev/Src

Source of Funds 94.33% Agency Income (Plea by Mail), 5.67% General Funds.

Division Director: *Ed: [Signature]* Commissioner of Safety: *[Signature]*

ATTACHMENT A

AIR TRAVEL BREAKDOWN

TRAVEL BY AIR – TIME REQUIRED:

Round Trip (R/T) to Manchester Airport in Vehicle from State Police Headquarters in Concord, NH [0.40 Hours = 0.20 Hours One Way]	.40 Hours
Round Trip (R/T) in Vehicle between Harrisburg Airport and NCTC [1.5 Hours = 0.75 Hours One Way]	1.5 Hours
Arrival Time at Airport Prior to Departure(s) (R/T) [3.0 Hours = 1.5 Hours One Way]	3.0 Hours
Air Travel from Manchester Airport to Harrisburg, PA [4 Hours One Way]	4.0 Hours
Air Travel from Harrisburg Airport to Manchester Airport [3.25 Hours One Way]	3.25 Hours
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	12.15 Hours – Round Trip

TRAVEL BY AIR – TRIP COST INCLUDING AIR TRAVEL:

State Mileage Reimbursement Rate – R/T [From Headquarters in Concord, NH to Manchester Airport in Private vehicle: 35.8 Miles R/T x \$.54]	\$19.33
Airfare	\$454.49
Baggage Fee – Round Trip [\$25.00/per bag x 2 bags each way] [50 lbs. max per bag (gear, supplies, clothes, etc...)]	\$100.00
Rental Car – Approximate for 84 Days [includes taxes & fees]	\$2,660.00
Meals – (\$33.25 each travel day x 2; \$46.00 days x 82 days)	\$3,838.50
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TOTAL COST TO TRAVEL BY AIR	\$7,072.32

TRAVEL BY VEHICLE COST BREAKDOWN

TRAVEL BY VEHICLE – TIME REQUIRED:

Concord, New Hampshire to (NCTC) Annville, Pennsylvania 13.5 Hours
[6.75 Hours One Way = 13.5 Hours Round Trip]

TRAVEL BY VEHICLE – TRIP COST:

State Mileage Reimbursement Rate – R/T Concord, NH	
To (NCTC) Annville, PA [\$.54 per mile x 843.2 miles]	\$455.33
Tolls (R/T) – Approximate	50.00
Meals – (\$33.25 each travel day x 2; \$46.00 days x 82 days)	\$3,838.50

TOTAL COST TO TRAVEL BY VEHICLE: \$4,343.83

COST COMPARISON USING MOTOR VEHICLE TRAVEL:

AIR TRAVEL:	\$7,072.32
VEHICLE TRAVEL:	\$4,343.83
SAVINGS IF DRIVEN:	\$2,728.49

DEPARTMENT OF ADMINISTRATIVE SERVICES – MANUAL OF PROCEDURES

- (F) Heads of departments, assistants, and employees shall not be allowed the expense of travel between their residence and their official headquarters.
- (G) Travel reimbursement shall not include any costs that are incurred solely for the convenience or enjoyment of the employee.
- (H) All requests for out-of-state travel requiring authorization of Governor and Council shall be made on the prescribed, "Request for Authorization of Out-of-State Travel," showing the full detail of expense to be incurred and the justification for the request.
- (I) All requests for out-of-state travel requiring authorization of Governor and Council shall be transmitted through the budget office with an original and three copies.
- (J) The mode of travel, performed within a 300 mile radius of the employee's official headquarters, shall be at the discretion of the employee's department head or designee.
- (K) The mode of travel, performed outside of a 300 mile radius of the employee's official headquarters, shall be economy class airfare on commercial airlines.
- * (L) Governor and Council approval shall be required for travel, performed outside of a 300-mile radius of the employee's official headquarters, by any mode other than economy class airfare on commercial airlines flying.
- (M) The Commissioner of the Department of Administrative Services, or designee, may approve exceptions to provisions of this policy, to the extent justified and approved by the employee's department head or designee.
- (N) The Governor and Executive Council shall make the final determination in dispute concerning the reimbursement of travel expense.

Section 1103 Travel Reimbursement Request Policy

- (A) Travel Reimbursement Requests (TRR) shall be completed properly, signed by the employee, approved by the department head and submitted timely.