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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

December 4, 2013

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 \$5,210.87 to attend the Basic Explosive Detection K-9 Handler Course in Southern Pines, North Carolina from January 2 through February 4, 2014. Effective upon Governor and Council approval. Funding source: 100% Agency Income.

Funds are available in the SFY2014 operating budget as follows:

02-23-23-234010-54120000 Department of Safety – Division of State Police – Traffic Bureau  
080-0715 – Out of State Travel Reimbursement/Operation – State Car (Out of State)  
Amount: \$5,210.87

### 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 Basic Explosive Detection K-9 Handler Course conducted at K2 Solutions, Inc. in Southern Pines, North Carolina from January 2 through February 4, 2014. The round trip mileage from Concord, New Hampshire to Southern Pines, North Carolina is 1,698 miles. The cost to travel by state vehicle is \$5,210.87 (see Attachment A). There is no air travel comparison due to the requirement of the Trooper to travel with his canine. The employee will not be paid overtime during the time frame of this travel.

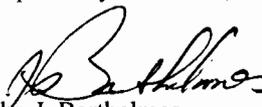
The purpose of travel is to attend the Basic Explosive Detection K-9 Handler Course conducted by K2 Solutions, Inc. in Southern Pines. K2 Solutions, Inc. was selected after an exhaustive process of determining who could provide the best quality explosive detection canine in combination with a four week handler's course that would result in certification for deployment immediately upon conclusion of the course. There is no local option that would provide for both the canine and training in this format. K2 Solutions, Inc. utilizes training methods and practices already in use by State Police explosive detection canine handlers.

The purpose of the school is to train the Trooper, who is a new K-9 handler, and his new K-9 in the specialized field of Explosives Detection. The Trooper will meet his new K-9 in Southern Pines where the training process to work and hone their skills as a team will begin. The Explosives Disposal Unit has been in need of another Explosive Detection Team. The canine is trained to rapidly detect and indicate the presence of commercial and home-made explosives with a totally passive indication that ensures both the safety of the team and integrity of evidence. Training includes conducting searches in buildings, occupied and unoccupied; vehicles (i.e., commercial, cars and aircraft, etc.); areas and routes both urban and rural; and baggage, both hard and soft shell, and parcels. This training will be a long term asset to the Explosives Disposal Unit.

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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. Also, the attendee will be traveling with an issued credit card if a minor mechanical issue arises.

Respectfully submitted,



John J. Barthelmes  
Commissioner of Safety

# REQUEST FOR AUTHORIZATION FOR OUT-OF-STATE TRAVEL

Date: November 18, 2013

## TO THE HONORABLE GOVERNOR & COUNCIL:

The Department of Safety, Division of State Police, requests permission for Trooper Lawrence Lundt from Troop B to travel to Southern Pines, North Carolina for 30 days of out-of-state-travel status from January 4 through February 2, 2014.

### Conference/Workshop/Seminar Title

Basic Explosive Detection K-9 Handler Course

### Purpose of Travel

Pursuant to Manual of Procedure (MOP) 1102 (L), the Department of Safety, Division of State Police, requests approval for travel outside a 300 mile radius for one Trooper in a State Police issued unmarked state vehicle for the purpose of attending the Basic Explosive Detection K-9 Handler Course conducted at K-2 Solutions, Inc. from January 4 through February 2, 2014 in Southern Pines, North Carolina. The round trip mileage from Concord, New Hampshire to Southern Pines, North Carolina is approximately 1,698 miles. The cost to travel by state vehicle is \$959.37, along with other expenses for meals and hotel totaling \$5,210.87. Due to the requirement of the Trooper to travel with his K-9, there will be no air travel comparison (see Attachment A). This employee will not be paid overtime during the time frame of this travel.

Purpose of Travel is to attend the Basic Explosive Detection K-9 Handler Course conducted by K2 Solutions, Inc. in Southern Pines. K2 Solutions, Inc. was selected after an exhaustive process of determining who could provide the best quality explosive detection canine *in combination with* a four week handler's course that would result in certification for deployment immediately upon conclusion of the course. There is no local option that would provide for both the canine and training in *this* format. K2 Solutions, Inc. utilizes training methods and practices already in use by State Police explosive detection canine handlers.

The purpose of the school is to train Trooper Lundt, who is a new K-9 handler, and his new K-9 Partner in the specialized field of explosives detection. Trooper Lundt will meet his new K-9 Partner in Southern Pines where the training process to work and hone their skills as a team will begin. The Explosives Disposal Unit has been in need of a replacement explosive detection canine team for two years. The K-9 is trained to rapidly detect and indicate the presence of commercial and home-made explosives with a totally passive indication that ensures both the safety of the team and integrity of evidence. Training includes conducting searches in buildings, occupied and unoccupied; vehicles, commercial, cars and aircraft; areas and routes both urban and rural; and baggage, hard and soft shell and parcels. This training will be a long term asset to the Explosives Disposal Unit.

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. Also, the attendee will be traveling with an issued credit card if a minor mechanical issue arises.

(T-14-002)

### Attendees and their Titles

Trooper Lawrence Lundt – Troop B

**Fiscal Information – Summary**

<u>Obit</u>	<u>Description</u>	<u>Amount</u>		<u>Amount</u>
0710	Common Carrier	\$	Appropriation of Out-of-State Travel	\$ 30,000.00
0711	Per Diem In Lieu	\$	Amount Expended to Date	\$ 13,131.76
0712	Meals	\$ 1,081.50	Available Balance	\$ 16,868.24
0713	Hotel	\$ *3,110.00	Amount requested this authorization	\$ 5,210.87
0714	Mileage	\$	Estimated Balance Available	\$ 11,657.37
0715	Operation State Car	\$ **959.37		\$
0717	Miscellaneous	\$ ***60.00	*Hotel Approx. – Plus Tax & Includes Breakfast	
0719	Registration Fees	\$	**State Mileage Reimbursement Rate – Round Trip = \$.56.5 per mile x 1,698 Miles)	
	TOTAL	\$ 5,210.87	***Tolls – Approx. (Round Trip)	

Appropriation Code: 02-23-23-234010-54120000-080

Source of Funds: 100% Agency Income

Division Director: 

Commissioner of Safety: 

## ATTACHMENT A

### TRAVEL BY VEHICLE COST BREAKDOWN

#### TRAVEL BY VEHICLE - TIME REQUIRED:

Concord, New Hampshire to Southern Pines, North Carolina 30 Hours – Round Trip  
[15 Hours Approx. One Way]

#### TRAVEL BY VEHICLE - TRIP COST:

State Mileage Reimbursement Rate – R/T Concord, NH to Southern Pines, NC <i>[\$.565 per mile x 1,698 miles]</i>	\$ 959.37
Tolls (R/T) - Approximate	\$ 60.00
Hotel (30 Nights) – Approximate Plus Tax	\$3,110.00
Meals (30 Days) <i>[GSA Rate]</i>	<u>\$1,081.50</u>
<b>TOTAL</b>	<b>\$5,210.87</b>

### AIR TRAVEL BREAKDOWN

Due to the requirement of the Trooper to travel with his K-9, there will be no air travel comparison.

**VEHICLE TRAVEL: \$5,210.87**

## **ATTACHMENT B**

### DEPARTMENT OF ADMINISTRATIVE SERVICES – MANUAL OF PROCEDURES

#### Section 1102 General Reimbursement Policy

- (A) These policies apply to all Executive Branch agencies.
- (B) It is the State's policy to limit costs to only those expenses that are necessary to conduct State business.
- (C) Employees who are on travel status are required to keep costs within reasonable limits.
- (D) These policies are intended to provide clear and consistent guidelines and procedures to ensure:
  - 1. Employees are reimbursed fairly and in a consistent manner.
  - 2. Employees are provided with clear and consistent travel expense reimbursement instructions.
  - 3. Compliance with applicable state and federal regulations (RSA 4:15, OMB Circular A-87, etc) and meet the Internal Revenue Service (IRS) definition of an accountable plan.
  - 4. Expenses and reimbursements that conform to this policy are not reported as taxable income to the individual with the exception of call back commuter mileage.
- (E) Only travel performed in the course of State duties shall be reimbursable under the provisions of RSA 4:15.
- (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.