

1A
MLC



State of New Hampshire

18 AM 11:01 DAS

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

JOHN J. BARTHELMES
COMMISSIONER

November 27, 2018

His Excellency, Governor Christopher T. Sununu
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 \$2,714.70 to attend the K2 Solutions Explosives Detection Canine School in Southern Pines, North Carolina from January 19, 2019 through February 16, 2019. Effective upon Governor and Council approval. Funding source: 49.9% General, 27.6% Turnpike, 22.5% Highway.

Funds are available in the SFY2019 operating budget as follows:

02-23-23-234015-4003000 Department of Safety – Division of State Police – Traffic Bureau
080-500715 Out of State Travel Reimbursement – Operation - State Car (Out-of-State)
Amount: \$2,714.70


Explanation

This request is for approval for one Trooper to travel outside a 300 mile radius in a State Police issued unmarked state vehicle for the purpose of attending the K2 Solutions Explosives Detection Canine School in Southern Pines, North Carolina from January 19, 2019 through February 16, 2019. The round trip mileage from Bow, New Hampshire to Southern Pines, North Carolina is 1,660 miles. The total cost for travel by air and use of a rental car for the 29 days in Southern Pines is \$2,825.86. The total cost for travel by state vehicle for the 29 days is \$2,714.70. The savings to travel by state vehicle versus travel by air is \$111.16 (see Attachment A for comparisons). The employee will not be paid overtime during the time frame of this travel.

The school is a four-week Single Purpose Handler Training Course of specialized instruction designed to provide the K-9 handler with a highly trained canine well versed in all explosive detection related tasks. This training course covers a wide range of training as detailed in the attached Travel Authorization. Upon graduation, the K-9 Team will have successfully completed a rigorous evaluation and will have received not only a certificate of completion, but also the opportunity for third party nationally accredited certification. The Trooper will then transport his canine back to NH in the unmarked vehicle.

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: November 27, 2018

TO THE HONORABLE GOVERNOR & COUNCIL:

The Department of Safety, Division of State Police, requests permission for Trooper First Class Edward Flynn from the Explosives Disposal Unit to travel to Southern Pines, North Carolina for 29 days of out-of-state-travel status from January 19, 2019 through February 16, 2019.

Conference/Workshop/Seminar Title

K2 Solutions Explosives Detection Canine School

Purpose of Travel

Pursuant to the Department of Administrative Services Manual of Procedure (MOP) 1102 (L), the Department of Safety, Division of State Police, requests approval for travel outside a 300 mile radius (see Attachment B) for one Trooper in a State Police issued unmarked state vehicle for the purpose of attending the K2 Solutions Explosives Detection Canine School from January 19, 2019 through February 16, 2019 in Southern Pines, North Carolina. The round trip mileage from Bow, New Hampshire to Southern Pines, North Carolina is 1,660 miles. The total cost for travel by air and use of a rental car for the 29 days time frame in Southern Pines is \$2,825.86. The cost to travel by state vehicle for the 29 days time frame is \$2,714.70. **The savings to travel by state vehicle versus travel by air is \$111.16** (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 K2 Solutions Explosives Detection Canine School in Southern Pines, North Carolina. The school is a four week Single Purpose Handler Training Course of specialized instruction designed to provide the K-9 handler with a highly trained canine well versed in all explosive detection related tasks. Training includes proper handling of a Single Purpose Canine including best detection techniques and patterns to search open areas, vehicles, buildings, freight, luggage and optional areas; maintain control of their canine through obedience, agility training for K-9 Team physical conditioning and bond; K-9 and handler safety and risk mitigation; basic K-9 care and wellness instruction conducted by a K2 Veterinarian which includes grooming, learning to recognize illness and disease, general sanitation, identification of parasites, administration of medications and basic first aid, how to conduct Canine CPR and feeding/nutrition and disinfection of equipment; K2 specific and proven training methodology and techniques; safe handling, storage, security and transportation of explosives; documentation and recordkeeping for data collection and more. Upon graduation, the K-9 Team will have successfully completed a rigorous evaluation, received a certificate of completion and the opportunity for third party nationally accredited certification. Funding for the new Canine, the cost for the four week training and lodging for the handler's overnight stay for the training school has been taken care of on a separate purchase order.

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. *(T-19-003)*

Attendees and their Titles

Trooper First Class Edward Flynn – Explosives Disposal Unit

ATTACHMENT A

AIR TRAVEL BREAKDOWN

TRAVEL BY AIR - TIME REQUIRED:

Round Trip (R/T) to Manchester Airport in Vehicle from Residence in Bow, NH	1.25 Hours
Arrival Time at Manchester Airport Prior to Departure	1.5 Hours
Air Travel from Manchester Airport to Fayetteville, North Carolina Airport	5.5 Hours
Ground Transportation from Fayetteville, North Carolina Airport to Hotel	1 Hour
Ground Transportation from Hotel to Fayetteville, North Carolina Airport	1 Hour
Arrival Time at Fayetteville, North Carolina Airport Prior to Departure	1.5 Hours
Air Travel from Fayetteville, North Carolina Airport to Manchester, NH	<u>5.5 Hours</u>
	17.25 Hours – Round Trip

TRAVEL BY AIR - TRIP COST INCLUDING AIR TRAVEL:

Airfare [American Airlines – Round Trip]	\$ 485.59
Baggage Fee [Round Trip]	\$ 60.00
Rental Car – Approximate for 29 Days [1-19-19 to 2-16-19]	\$ 830.27
Meals (\$50.00 x 29 days) [GSA Rate]	\$ 1,450.00

TOTAL COST TO TRAVEL BY AIR **\$2,825.86**

TRAVEL BY VEHICLE COST BREAKDOWN

TRAVEL BY VEHICLE - TIME REQUIRED:

Bow, New Hampshire to Southern Pines, North Carolina 26.5 Hours – Round Trip

TRAVEL BY VEHICLE - TRIP COST:

State Mileage Reimbursement Rate – R/T Bow, NH to Southern Pines, NC [<i>\$.545 per mile x 1,660 miles</i>] [29 Days = 1-19-19 to 2-16-19]	\$ 904.70
Tolls (R/T) - Approximate	\$ 60.00
Meals (\$50.00 x 29 days) [<i>GSA Rate</i>]	\$1,450.00
Hotel – Approximate – Plus Tax [For Travel Days 1-19-19 and 2-15-19]	\$ <u>300.00</u>
TOTAL	\$2,714.70

COST COMPARISON USING MOTOR VEHICLE TRAVEL

AIR TRAVEL:	\$2,825.86
VEHICLE TRAVEL:	\$2,714.70
SAVINGS IF DRIVING:	\$ 111.16

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.