



ROBERT L. QUINN  
COMMISSIONER

## State of New Hampshire

DEPARTMENT OF SAFETY  
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September 14, 2021

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 \$7,580.95 to procure and train a new explosive detection canine at K2 Solutions in Jackson Springs, North Carolina from October 23 through November 20, 2021. Effective upon Governor and Council approval. Funding source: 25% Turnpike Funds, 41% Highway Funds, 34% General Funds.

Funds are available in the SFY2022 operating budget as follows:

02-23-23-234015-40030000	Department of Safety	Division of State Police	Traffic Bureau	<u>Amount</u>
080 - 500716	Out of State Travel Reimbursement - Operation - State Car (Out-of-State)			\$7,580.95


### EXPLANATION

Pursuant to the Department of Administrative Services Manual of Procedure (MOP) 1102 (L), the Department of Safety, Division of State Police (NHSP), requests approval for travel outside a 300-mile radius (see Attachment B) for one Trooper in a State Police issued state vehicle for the purpose of procuring a new explosive detection canine and attend the 4 week handlers course at K2 Solutions Inc. from October 23 through November 20, 2021 in Jackson Springs, North Carolina. The round trip mileage from Merrimack, New Hampshire to Jackson Springs, North Carolina is 1,666 miles. The total cost for travel by air and use of a rental car for the 26 days' time frame in Jackson Springs, North Carolina is \$8,855.36. The cost to travel by state vehicle for the 28 days' time frame is \$7,580.95. Traveling by state vehicle will be a savings of \$1,274.41 than traveling by air. (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 procure and train a new explosives training canine. Explosives Detection Canine Marsh is due to be retired in December 2021. With this imminent retirement the Explosives Disposal Unit is requesting to continue their current requirement of explosive detection canine with the "standoff" capability that they currently have and that the handler's and canines receive a minimum 4-week handlers course that results in a Phase 1 and Phase 2 certification from the International Police Work Dog Association (IPWDA). K2 Solutions provides single purpose explosive detection canines (Labrador retriever), with "standoff" capability and meet the training certification requirements. NHSP has obtained the last seven explosive detection canines trained through K2 Solutions and all have been above satisfactory.

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,

  
Robert L. Quinn  
Commissioner of Safety

# REQUEST FOR AUTHORIZATION FOR OUT-OF-STATE TRAVEL

Date: August 21, 2021

## TO THE HONORABLE GOVERNOR & COUNCIL:

The Department of Safety, Division of State Police, requests permission for Trooper Daniel Roger from the Explosives Disposal Unit to travel to Jackson Springs, North Carolina for 29 days of out-of-state-travel status from October 23 through November 20, 2021.

### Conference/Workshop/Seminar Title

K2 Solutions Inc.

### 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 state vehicle for the purpose of procuring a new explosive detection canine and attend the 4 week handlers course at K2 Solutions Inc. from October 23 through November 20, 2021 in Jackson Springs, North Carolina. The round trip mileage from Merrimack, New Hampshire to Jackson Springs, North Carolina is 1,666 miles. The total cost for travel by air and use of a rental car for the 26 days' time frame in Jackson Springs, North Carolina is \$8,855.36. The cost to travel by state vehicle for the 28 days' time frame is \$7,580.95. **Traveling by state vehicle will be a savings of \$1,274.41** than traveling by air. (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 procure and train a new explosives training canine. Explosives Detection Canine Marsh is due to be retired in December 2021. With this imminent retirement the Explosives Disposal Unit is requesting to continue their current requirement of explosive detection canine with the "standoff" capability that they currently have and that the handler's and canines receive a minimum 4-week handlers course that results in a Phase 1 and Phase 2 certification from the International Police Work Dog Association (IPWDA). Currently, the only vendor that can provide single purpose explosive detection canines (Labrador Retriever), with "standoff" capability and meet the training certification requirements we require is K2 Solutions Inc. K2 solutions is the same vendor where we have obtained the last seven explosive detection canines and all have been above satisfactory. The company remains reputable and the trainers are all highly recommended.

All maintenance on the State Police issued state vehicles are 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.

### Attendee and their Title

Trooper Daniel Roger – Explosives Disposal  
Unit / Troop B

**Fiscal Information - Summary**

Obit	Description	Amount		Amount
0710	Common Carrier	\$		Appropriation of Out-of-State Travel \$ 50,000.00
0711	Per Diem In Lieu	\$		Amount Expended to Date \$ 602.32
0712	Meals	\$	1,400.00	Available Balance \$ 49,397.68
0713	Hotel	\$	1,623.00	Amount requested this authorization \$ 7,580.95
0714	Mileage	\$		Estimated Balance Available \$ 41,816.73
0715	Operation State Car	\$	*957.95	*State Mileage Reimbursement Rate - Round Trip = \$.575 per mile x 1,666 Miles)
0717	Miscellaneous	\$	**100.00	**Tolls - Approx. (Round Trip)
0719	Registration Fees	\$	3,500.00	
	TOTAL	\$	7,580.95	

Appropriation Code: 02-23-23-234015-40030000-080-500716

Funding Source 25% Turnpike Funds, 41% Highway Funds, 34% General Funds

Division Director: *Michael S. Shapiro*

Commissioner of Safety: *[Signature]*

# ATTACHMENT A

## AIR TRAVEL BREAKDOWN

### TRAVEL BY AIR - TIME REQUIRED:

Round Trip (R/T) to Manchester Airport in Vehicle from Residence in Merrimack	1 Hour
Arrival Time at Manchester Airport Prior to Departure	1.5 Hours
Air Travel from Manchester Airport to Fayetteville, North Carolina Airport	4.5 Hours
Ground Transportation from Fayetteville, North Carolina Airport to Hotel	1.5 Hours
Ground Transportation from Hotel to Fayetteville, North Carolina Airport	1.5 Hours
Arrival Time at Fayetteville, North Carolina Airport Prior to Departure	1.5 Hours
Air Travel from Fayetteville, North Carolina Airport to Manchester, NH	<u>4.5 Hours</u>
	16 Hours - Round Trip

### TRAVEL BY AIR - TRIP COST INCLUDING AIR TRAVEL:

Airfare [American Airlines]	\$ 488.40
Rental Car - Approximate for 27 Days [10/24/21 to 11/19/21]	\$ 2243.96
Meals (not covered in training) [GSA Rate]	\$ 1300.00
Lodging	\$ 1323.00
Registration Fee	\$ 3000.00

**TOTAL COST TO TRAVEL BY AIR**

**\$8,855.36**

TRAVEL BY VEHICLE COST BREAKDOWN

TRAVEL BY VEHICLE - TIME REQUIRED:

Merrimack, New Hampshire to Jackson Springs, North Carolina 26 Hours - Round Trip

TRAVEL BY VEHICLE - TRIP COST:

State Mileage Reimbursement Rate -RJT Merrimack, NH to Jackson Springs, NC[\$.575 per mile x 1,666 miles] [ Days = 10/23/21 to 11/20/21]	\$ 957.95
Tolls (RJT) - Approximate	\$ 100.00
Hotel (Two Nights travel and lodging during training) - Approximate Plus Tax	\$ 1623.00
Meals (\$51.00 x 29 days) [GSA Rate]	\$ 1400.00
Registration Fee	\$ 3500.00
<b>TOTAL</b>	<b>\$7,580.95</b>

COST COMPARISON USING MOTOR VEHICLE TRAVEL

AIR TRAVEL:	\$8,855.36
VEHICLE TRAVEL:	\$7,580.95
SAVINGS IF DRIVING:	\$1,274.41

## 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.