

125 Jm



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 11, 2017

His Excellency, Governor Christopher T. Sununu
and the Honorable Council
State House
Concord, New Hampshire 03301

Retroactive

Requested Action

Pursuant to MOP 1102 (L), the Department of Safety, Division of State Police, requests **retroactive** authorization for one Trooper to travel over 300 miles one way in a State Police issued unmarked state vehicle in the amount of \$4,308.64 to attend the Northeast Counterdrug Training Center Polygraph Institute Polygraph Examiner School in Annville, Pennsylvania from June 5 through August 25, 2017 upon Governor and Council approval. Funding source: 94% Agency Income, 6% General Funds.

Funds are available in the SFY2018 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: \$4,308.64

Explanation

This request is **retroactive** due to a notification from the Northeast Counterdrug Training Center of a date change for the session, received by the Trooper on May 11, 2017. 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 School conducted at the Fort Indiantown Gap National Guard Training Center in Annville, Pennsylvania from June 5, 2017 through August 25, 2017. The round trip mileage from Hampton, New Hampshire to Annville, Pennsylvania is 816 miles. The total cost for travel by air and use of a rental car for the 83 days time frame in Annville is \$6,686.69. The cost to travel by state vehicle is \$4,308.64. The savings to travel by state vehicle versus travel by air is \$2,378.05 (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 School. 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. 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 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 3, 2017

TO THE HONORABLE GOVERNOR & COUNCIL:

The Department of Safety, Division of State Police, requests permission for Trooper John S. Kelly from the Major Crime Unit to travel to Annville, Pennsylvania for 83 days of out-of-state-travel status from June 5 to August 25, 2017.

Conference/Workshop/Seminar Title

Polygraph Examiner 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 Northeast Counter Drug Training Center (NCTC) Polygraph School from June 5 to August 25, 2017 at the Fort Indiantown Gap National Guard Training Center in Annville, Pennsylvania. The round trip mileage from Hampton, NH to Annville, Pennsylvania is 816 miles. The total cost for travel by air and use of a rental car for the 83 day time frame in Annville is \$6,686.69. The cost to travel by state vehicle is \$4,308.64. **The savings to travel by state vehicle versus travel by air is \$2,378.05** (see Attachment A for comparisons). This employee will not be paid overtime during the time frame of his travel.

The purpose of this travel is to attend the Northeast Counterdrug Training Center's (NCTC) Polygraph Institute Polygraph Examiner School. 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, but 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 has been selected out of a number of quality candidates to fill vacancies 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 the attendees' supervisor and maintenance will be handled through a local contractor in the area. *(T-17-060)*

Attendees and their Titles

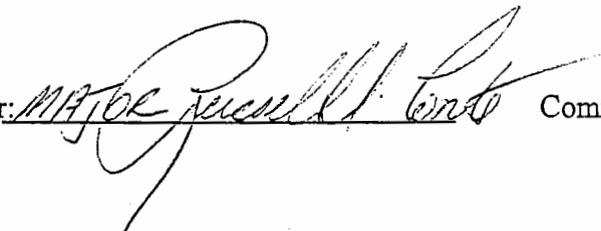
Trooper John S. Kelly – Major Crime Unit

Fiscal Information – Summary

<u>Obit</u>	<u>Description</u>	<u>Amount</u>		<u>Amount</u>
0710	Common Carrier	\$	Appropriation of Out-of-State Travel	\$ 65,000.00
0711	Per Diem In Lieu	\$	Amount Expended to Date	\$ 00.00
0712	Meals	\$ 3,818.00	Available Balance	\$ 65,000.00
0713	Hotel	\$ *	Amount requested this authorization	\$ 4,308.64
0714	Mileage	\$	Estimated Balance Available	\$ 60,691.36
0715	Operation State Car	\$ **440.64		\$
0717	Miscellaneous	\$ ***50.00	*Lodging Provided by NCTC	
0719	Registration Fees	\$	**State Mileage Reimbursement Rate – Round Trip = \$.54 per mile x 816 Miles)	
	TOTAL	\$ 4,308.64	***Tolls – Approx. (Round Trip)	

Appropriation Code: 10-023-5412-080

Source of Funds: 94% Agency Income, 6% General Funds

FOR:  Division Director: Major Russell W. Lingo Commissioner of Safety:  J.S. Kelly

ATTACHMENT A

AIR TRAVEL BREAKDOWN

TRAVEL BY AIR - TIME REQUIRED:

Round Trip (R/T) to Manchester Airport in Vehicle from Residence in Hampton [<i>1.5 Hrs. Approx. = ..45 Minutes Approx. One Way</i>]	1.5 Hours
Arrival Time at Manchester Airport Prior to Departure	1.5 Hours
Air Travel from Manchester Airport to Harrisburg, PA	3.5 Hours
Arrival Time at Harrisburg Airport Prior to Departure)	1.5 Hours
Air Travel from Harrisburg Airport to Manchester, NH	<u>4.75 Hours</u>
	12.75 Hours – Round Trip

TRAVEL BY AIR - TRIP COST INCLUDING AIR TRAVEL:

Airfare	\$ 464.09
Baggage Fee – Round Trip <i>[\$25.00/Each One Way]</i>	\$ 50.00
Rental Car – Approximate for 83 Days	\$ 2,354.60
Meals (83 days x \$46.00/Day) [<i>GSA Rate</i>]	\$ <u>3,818.00</u>
TOTAL COST TO TRAVEL BY AIR	\$ 6,686.69

TRAVEL BY VEHICLE COST BREAKDOWN

TRAVEL BY VEHICLE – TIME REQUIRED:

Hampton, New Hampshire to Annville, Pennsylvania 14 Hours - Round Trip
[7 Hours One Way = 14 Hours Round Trip]

TRAVEL BY VEHICLE – TRIP COST:

State Mileage Reimbursement Rate – R/T Hampton, NH to Annville, PA <i>[\$.54 per mile x 816 miles]</i>	\$ 440.64
Tolls (R/T) – Approximate	\$ 50.00
Meals (83 days x \$46.00/Day) <i>[GSA Rate]</i>	<u>\$3,818.00</u>

TOTAL COST TO TRAVEL BY VEHICLE: \$4,308.64

COST COMPARISON USING MOTOR VEHICLE TRAVEL

AIR TRAVEL:	\$6,686.69
VEHICLE TRAVEL:	\$4,308.64
SAVINGS IF DRIVEN:	\$2,378.05

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.
- ~~X~~(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.