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# State of New Hampshire

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

ROBERT L. QUINN  
COMMISSIONER OF SAFETY

June 17, 2019

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 **retroactive** authorization for two Marine Patrol Officers to travel over 300 miles one way in a State Police issued unmarked state vehicle in the amount of \$1,409.24 to attend the Aquatic Death and Homicidal Drowning Investigations Course in Canandaigua, New York from April 21, 2019 to April 24, 2019. Effective upon Governor and Council approval. Funding source: 100% Revolving Funds.

Funds are available in the SFY 2020 operating budget as follows:

02-23-23-234010-50010000	Dept. of Safety – Division of State Police – Watercraft Safety	<u>SFY 2020</u>
080-500715	Out of State Travel Reimbursement – Operation-State Car (Out-of-State)	\$1,409.24

### Explanation

This request is **retroactive** because once the course became available and the request to attend was submitted, it was too late for Governor and Council approval to travel outside a 300-mile radius. The registration fee for each employee was waived and the cost savings to drive versus travel by air was significant. The total cost for travel by air and use of a rental car for the four-day timeframe in Canandaigua, NY would have been \$3,015.57. The total cost to travel by state vehicle was \$1,409.24, thereby saving the state \$1,606.33 (see Attachment A for comparisons). The employees were not paid overtime during the timeframe of this travel.

The two Marine Patrol Officers attended the Aquatic Death and Homicidal Drowning Investigations Course at the Finger Lakes Law Enforcement Academy in Canandaigua, NY. This course dealt with the investigation of aquatic deaths and was specific to marine patrol officers, investigators, prosecutors, medical examiners, and coroners. The course covered, but was not limited to, such topics as the types of drowning fatalities, investigating and profiling procedures relating to open water, locating a body in and recovering evidence from the open water, investigating vehicle suicides in water, and other crucial topics. This training increased the institutional knowledge already developed and that knowledge has been shared with fellow Marine Patrol Officers and other members of the Division.

All maintenance on the State Police issued unmarked state vehicle was up to date. The Division of State Police has a policy in place for breakdowns and maintenance of vehicles. If a mechanical issue had occurred, notification would have been made to the attendees' supervisor and maintenance would have been 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: June 18, 2019

## TO THE HONORABLE GOVERNOR & COUNCIL:

The Department of Safety, Division of State Police, requests permission for Sergeant Dave Ouellette and Sergeant Joshua Dirth from Marine Patrol to travel to Canandaigua, New York for four days of out-of-state-travel status from April 21 to 24, 2019, **retroactively**.

### Conference/Workshop/Seminar Title

Aquatic Death and Homicidal Drowning Investigations Course

### 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 two Marine Patrol Officers in a State Police issued unmarked state vehicle for the purpose of attending the Aquatic Death and Homicidal Drowning Investigations Course from April 21 to 24, 2019 in Canandaigua, New York. The round trip mileage from Gilford, New Hampshire to Canandaigua, New York is 778 miles. The total cost for travel by air and use of a rental car for the four day time frame in Canandaigua is \$3,015.57. The cost to travel by state vehicle is \$1,409.24. **The savings to travel by state vehicle versus travel by air is \$1,606.33** (see Attachment A for comparisons). These employees will not be paid overtime during the time frame of this travel.

The purpose of this travel is to attend the Aquatic Death and Homicidal Drowning Investigations Course at the Finger Lakes Law Enforcement Academy in Canandaigua, New York. The purpose of the course is intended for personnel associated with the investigation of an aquatic death and is tailored to Marine Patrol Officers, Investigators, Prosecutors, Medical Examiners and Coroners. Some of the topics covered in this course are Types of Drowning Fatalities and Child Near Drowning, Case History Debriefings, Witness Interviewing Procedures, Investigation Procedures on the Scene, Profiling an Open Water Investigation, Post Mortem Physiology Forensics, Retrieval and Care of Evidence Recovered from the Water, Vehicle Water Suicides, Where to Look and Procedures for Locating a Body in Open Water, Dive Team Effectiveness and more. This training will help bolster the institutional knowledge already developed and knowledge gained will be shared with fellow Marine Patrol Officers and other members of the Division.

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-19-064)

### Attendees and their Titles

Sergeant Dave Ouellette – Marine Patrol  
Sergeant Joshua Dirth – Marine Patrol

**Fiscal Information – Summary**

<u>Obit</u>	<u>Description</u>	<u>Amount</u>		<u>Amount</u>
0710	Common Carrier	\$	Appropriation of Out-of-State Travel	\$ 10,000.00
0711	Per Diem In Lieu	\$	Amount Expended to Date	\$ 3,821.72
0712	Meals	\$ 400.00	Available Balance	\$ 6,178.28
0713	Hotel	\$ *558.00	Amount requested this authorization	\$ 1,409.24
0714	Mileage	\$	Estimated Balance Available	\$ 4,769.04
0715	Operation State Car	\$ **451.24		\$
0717	Miscellaneous	\$	*Hotel Approx. – Plus Tax	
0719	Registration Fees	\$	**State Mileage Reimbursement Rate – Round Trip = \$.580 per mile x 778 Miles)	
	TOTAL	\$ 1,409.24		

Appropriation Code: 10-023-5001-080

Source of Funds: 100% Revolving Funds

Division Director: XO *Matt Shapiro*  
*106-20-19*

Commissioner of Safety: *[Signature]*

# ATTACHMENT A

## AIR TRAVEL BREAKDOWN

### TRAVEL BY AIR - TIME REQUIRED:

Round Trip (R/T) to Manchester Airport in Vehicle from Residences in Laconia and Sanbornton	4.00 Hours
Arrival Time at Manchester Airport Prior to Departure	1.50 Hours
Air Travel from Manchester Airport to Greater Rochester International Airport	3.00 Hours
Ground Transportation from Airport to Hotel in Canandaigua, New York	.75 Hours
Ground Transportation from Canandaigua to Greater Rochester Int'l. Airport	.75 Hours
Arrival Time at Greater Rochester International Airport Prior to Departure	1.50 Hours
Air Travel from Greater Rochester International Airport to Manchester, NH	<u>3.75 Hours</u>
	15.25 Hours – Round Trip

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

Parking at Manchester Airport [\$10.00/day x 4/days = \$40.00 x 2 Vehicles]	\$ 80.00
Airfare [United Airlines - \$849.00/pp]	\$1,698.00
Baggage Fee (\$30.00/one way pp)	\$ 120.00
Rental Car – Approximate for 4 Days	\$ 159.57
Hotel (Three Nights) – Approximate Plus Tax	\$ 558.00
Meals (\$200.00/each – 4 days x 2 Troopers) [GSA Rate]	<u>\$ 400.00</u>
<b>TOTAL COST TO TRAVEL BY AIR</b>	<b>\$3,015.57</b>

## TRAVEL BY VEHICLE COST BREAKDOWN

### TRAVEL BY VEHICLE - TIME REQUIRED:

Gilford, New Hampshire to Canandaigua, New York

14.00 Hours – Round Trip

### TRAVEL BY VEHICLE - TRIP COST:

State Mileage Reimbursement Rate – R/T Gilford, NH to Canandaigua, NY

*[\$.580 per mile x 778 miles]*

\$ 451.24

Hotel (Three Nights) – Approximate Plus Tax

\$ 558.00

Meals (\$200.00/each – 4 days x 2 Troopers) *[GSA Rate]*

\$ 400.00

**TOTAL**

**\$1,409.24**

## COST COMPARISON USING MOTOR VEHICLE TRAVEL

**AIR TRAVEL: \$3,015.57**

**VEHICLE TRAVEL: \$1,409.24**

**SAVINGS IF DRIVEN: \$1,606.33**

## **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.