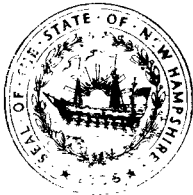


28
Chm



State of New Hampshire

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

JOHN J. BARTHELMES
COMMISSIONER

January 29, 2013

Her Excellency, Governor Maggie W. Hassan
and the Honorable Council
State House
Concord, New Hampshire 03301

Retroactive

Requested Action

Pursuant to Manual of Procedures (MOP) 1102 (L), the Department of Safety, Division of State Police, requests **retroactive** authorization for two Troopers to travel over 300 miles one way in a State Police issued unmarked state vehicle in the amount of \$1,946.72 to accept the donation of three Labrador Retrievers from the United States Marine Corps Military Working Dog Program in Southern Pines, North Carolina. Funding source: 81% Highway/19% Turnpike.

02-23-23-234015-40030000 Department of Safety Division of State Police Traffic Bureau
080 – Out of State Travel Reimbursement
Amount: \$1,946.72

Explanation

This request is **retroactive** because once approval was granted by Governor and Council to accept the donated canines, there was a misunderstanding by the State Police that the travel was included into the prior G&C request. The original request to accept the three canines was approved by Governor and Council on December 5, 2012, Item #1E (see Attachment A).

The round-trip mileage from Concord, New Hampshire to Southern Pines, North Carolina was approximately 1,702 miles. The Troopers left on December 16, 2012 and returned on December 20, 2012 by state-owned vehicle.

This request for travel to Southern Pines, North Carolina is due to the approval by Governor and Council on December 5, 2012 to accept the donation of three canines from the United States Marine Corps Military Working Dog Program. The animals are valued at approximately \$3,000.00 each and meet the criteria for explosive detection. Due to the drastic reduction of combat troops this past year and the continued withdrawals to come, the United States Marines are looking to transfer suitable explosive detector canines to civilian law enforcement with the only expense to the agency is for the transportation.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "J. Barthelmes".
John J. Barthelmes
Commissioner of Safety



JOHN J. BARTHELMES
COMMISSIONER

State of New Hampshire

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

November 14, 2012

His Excellency, Governor John Lynch
and the Honorable Council
State House
Concord, New Hampshire 03301

Requested Action

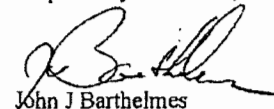
Pursuant to RSA 4:8, authorize the Department of Safety, Division of State of Police, to accept the donation of three (3) Labrador Retrievers from the United States Marine Corps Military Working Dog Program (MWD). The animals are valued at approximately \$3,000.00 and meet the criteria for explosive detection. Effective upon Governor and Council approval.

Explanation

The Canine Unit, within the Division of State Police, began in 1965 and currently consists of sixteen (16) canine teams. These donated canines will replace one canine that will be retiring and one canine that has passed. The State Police are also requesting an additional canine to be assigned to a new handler who is to be determined. The veterinary care, food, and other support materials will be supported through the traffic bureau account (40030000) while the canine is a member of the Division. Upon retirement, in most cases, the canines will be relinquished to the handler to live out his years as a family pet.

The Military Working Dog program built a K-9 corps of approximately 650 single-purpose off leash explosive detection canines and deployed them overseas. With the drastic reductions of combat troops this past year and the continued withdrawals to come, the United State Marines are looking to transfer suitable explosive detector canines to civilian law enforcement with the only expense to the agency being the transportation expense.

Respectfully submitted,


John J Barthelmes
Commissioner
Department of Safety

12-05-12
Passed ✓
GAC

Subject: [BDC] USMC Working Dog Adoptions
To: bdc@leo.gov

Date: 10/15/12 09:35 AM
From: Nancy Mason <nancy.mason@leo.gov>
Sender: owner-bdc@listserv.leo.gov

Greetings -

The U.S. Marine Corps has about 50 - single purpose, explosive detection dogs available for adoption. This number will increase as the IDD Program is discontinued. The point of contact for the MWD Program is listed below.

The process is relatively easy. Once a department states that they want a dog, the only thing that will take any time is to have the Ft Bragg vet do a final exam and copy the medical records for the adoptive agency. This normally takes 1-2 days. There is no adoption fee; however, the adopting agency will be responsible for all transportation expenses involved.

Richard J. Landgrebe
Operations Manager, USMC MWD Program
1320 Truemper Street, Suite #2
Lackland AFB, TX 78236
Comm: (210)671-3583
DSN: 473-3583
Cell: (830)743-2246
Fax: (210)671-0161
richard.landgrebe.1@us.af.mil

This message may be disseminated to all civilian and law enforcement entities that may be interested in adopting an explosive detection canine.

TITLE I THE STATE AND ITS GOVERNMENT

CHAPTER 4 POWERS OF THE GOVERNOR AND COUNCIL IN CERTAIN CASES

Section 4:8

4:8 Gifts to the State. –

I. The governor is authorized to accept in the name of the state gifts of personal property made to the state or for the benefit of its inhabitants, and to execute such instruments as are necessary to carry out the terms and conditions of gifts in trust of personal property for the benefit of the inhabitants of the state.

II. Notwithstanding paragraph I, the commissioner of corrections may accept gifts of personal property for the benefit of the department of corrections valued at \$1,000 or less.

Source. 1923, 32:1, 2. PL 19:8. RL 27:13. 2009, 140:1, eff. Aug. 28, 2009.

DEPARTMENT OF ADMINISTRATIVE SERVICES – MANUAL OF PROCEDURES

- (I) **“Residence”** The primary residence of any State employee. In no instance shall an employee’s residence be deemed the official headquarters of the employee without the prior written approval of the department head.
- (J) **“Travel Status”** The authorized status of an employee when conducting state business at a location other than the employee’s official headquarters.
- (K) **“Travel Reimbursement Request (TRR)”** The prescribed form (hard copy or electronic) used to report and claim travel reimbursement.
- (L) **“Valid receipt”** An original itemized bill that clearly details the items for which reimbursement is being requested. A credit card receipt does not constitute a valid receipt for travel expenses unless sufficient information is provided on the receipt to support the reimbursement request.

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.

DEPARTMENT OF ADMINISTRATIVE SERVICES – MANUAL OF PROCEDURES

- (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.