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State of New Hampshire

DEPARTMENT OF SAFETY
OFFICE OF THE COMMISSIONER

33 HAZEN DR. CONCORD, NH 03305

603/271-2791

JOHN J. BARTHELMES
COMMISSIONER

December 15, 2017

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 \$2,222.19 to attend the K2 Solutions Explosives Detection Canine School in Southern Pines, North Carolina, from January 21, 2018 through February 17, 2018. Effective upon Governor and Council approval. Funding source: 49.11% General, 23.84% Highway, 27.05% Turnpike.

Funds are available in the SFY2018 operating budget as follows:

02-23-23-234015-40030000 Department of Safety – Division of State Police – Traffic Bureau
080-500715 Out of State Travel Reimbursement – Operation-State Car (Out-of-State)
Amount: \$2,222.19

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 21, 2018 through February 17, 2018. The round trip mileage from Hampton, New Hampshire, to Southern Pines, North Carolina, is 1,634 miles. The total cost for travel by air and use of a rental car for the 28 days in Southern Pines is \$2,628.49. The total cost for travel by state vehicle for the 28 days is \$2,222.19. The savings to travel by state vehicle versus travel by air is \$406.30 (see Attachment A for comparisons). The employee will not be paid overtime during the timeframe 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. On the second day of training, the Trooper will select the canine for which he will act as handler then both handler and canine will train together. 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
John J. Barthelmes
Commissioner of Safety

REQUEST FOR AUTHORIZATION FOR OUT-OF-STATE TRAVEL

Date: December 15, 2017

TO THE HONORABLE GOVERNOR & COUNCIL:

The Department of Safety, Division of State Police, requests permission for Trooper First Class Nicholas Cyr from Troop A to travel to Southern Pines, North Carolina for 28 days of out-of-state-travel status from January 21, 2018 through February 17, 2018.

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 21, 2018 through February 17, 2018 in Southern Pines, North Carolina. The round trip mileage from Hampton, New Hampshire to Southern Pines, North Carolina is 1,634 miles. The total cost for travel by air and use of a rental car for the 28 days time frame in Southern Pines is \$2,628.49. The cost to travel by state vehicle for the 28 days time frame is \$2,222.19. **The savings to travel by state vehicle versus travel by air is \$406.30** (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-18-004)*

Attendees and their Titles

Trooper First Class Nicholas Cyr – Troop A

Fiscal Information – Summary

<u>Obit</u>	<u>Description</u>	<u>Amount</u>		<u>Amount</u>
0710	Common Carrier	\$	Appropriation of Out-of-State Travel	\$ 70,000.00
0711	Per Diem In Lieu	\$	Amount Expended to Date	\$ 29,434.48
0712	Meals	\$ 1,288.00	Available Balance	\$ 40,565.52
0713	Hotel	\$ *	Amount requested this authorization	\$ 2,222.19
0714	Mileage	\$	Estimated Balance Available	\$ 38,343.33
0715	Operation State Car	\$ **874.19		\$
0717	Miscellaneous	\$ ***60.00	*PO Approved and Issued for Hotel and Registration Fee	
0719	Registration Fees	\$ *	**State Mileage Reimbursement Rate – Round Trip = \$.535 per mile x 1,634 Miles)	
	TOTAL	\$ 2,222.19	***Tolls – Approx. (Round Trip)	

Appropriation Code: 15-023-4003-080

Source of Funds: 49.11% General, 23.84% Highway, 27.05% Turnpike

Division Director: David Parenteau for
Col Wagner

Commissioner of Safety: 

ATTACHMENT A

AIR TRAVEL BREAKDOWN

TRAVEL BY AIR - TIME REQUIRED:

Round Trip (R/T) to Manchester Airport in Vehicle from Residence in Hampton, NH	1.5 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>
	17.5 Hours – Round Trip

TRAVEL BY AIR - TRIP COST INCLUDING AIR TRAVEL:

Airfare [American Airlines – Round Trip]	\$ 410.59
Baggage Fee [Round Trip]	\$ 50.00
Rental Car – Approximate for 28 Days [1-21-18 to 2-17-18]	\$ 879.90
Meals (\$46.00 x 28 days) [GSA Rate]	\$ 1,288.00
TOTAL COST TO TRAVEL BY AIR	\$2,628.49

TRAVEL BY VEHICLE COST BREAKDOWN

TRAVEL BY VEHICLE - TIME REQUIRED:

Hampton, New Hampshire to Southern Pines, North Carolina 27.5 Hours – Round Trip

TRAVEL BY VEHICLE - TRIP COST:

State Mileage Reimbursement Rate – R/T Hampton, NH to Southern Pines, NC [<i>\$.535 per mile x 1,634 miles</i>] [28 Days = 1-21-18 to 2-17-18]	\$ 874.19
Tolls (R/T) - Approximate	\$ 60.00
Meals (\$46.00 x 28 days) [<i>GSA Rate</i>]	<u>\$1,288.00</u>
TOTAL	\$2,222.19

COST COMPARISON USING MOTOR VEHICLE TRAVEL

AIR TRAVEL:	\$2,628.49
VEHICLE TRAVEL:	\$2,222.19
SAVINGS IF DRIVING:	\$ 406.30