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State of New Hampshire

DEPARTMENT OF SAFETY
OFFICE OF THE COMMISSIONER
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603/271-2791

JOHN J. BARTHELMES
COMMISSIONER

January 23, 2014

Her Excellency, Governor Margaret Wood Hassan
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 \$4,047.54 to attend the Northeast Counterdrug Training Center Polygraph Institute's Polygraph Examiner Course in Annville, Pennsylvania from April 7 through June 29, 2014 upon Governor and Council approval. Funding source: 100% Agency Income (Plea by Mail).

Funds are available in the SFY2014 operating budget as follows:

02-23-23-234010-54120000 Department of Safety – Division of State Police – Traffic Bureau
080-0715 – Out of State Travel Reimbursement/Operation-State Car (Out of State)
Amount: \$4,047.54

Explanation

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's Polygraph Examiner Course conducted at the Fort Indiantown Gap National Guard Training Center in Annville, Pennsylvania from April 7 through June 29, 2014. The round trip mileage from North Conway, New Hampshire to Annville, Pennsylvania is 1,016 miles. The total cost for travel by air and use of a rental car for the 84 days time frame in Annville is \$6,759.18. The cost to travel by state vehicle is \$4,047.54. The savings to travel by state vehicle versus travel by air is \$2,711.64 (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's Polygraph Examiner Course. This nationally accredited polygraph course, available only through this Institute, uses current Department of Defense (DoD) forensic psycho-physiological 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 attending this course was selected to fill a vacancy in the New Hampshire State Police Polygraph Unit in order to continue providing 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. Also, the attendee will be traveling with an issued credit card if a minor mechanical issue arises.

Respectfully submitted,

John J. Barthelmes
Commissioner of Safety

REQUEST FOR AUTHORIZATION FOR OUT-OF-STATE TRAVEL

Date: January 23, 2014

TO THE HONORABLE GOVERNOR & COUNCIL:

The Department of Safety, Division of State Police, requests permission for Trooper First Class Nathan Zipf from the Major Crime Unit to travel to Annville, Pennsylvania for 84 consecutive days of out-of-state-travel status from April 7, 2014 through June 29, 2014.

Conference/Workshop/Seminar Title

Northeast Counterdrug Training Center Polygraph Institute Polygraph Examiner Course

Purpose of Travel

Pursuant to Manual of Procedure (MOP) 1102 (L), the Department of Safety, Division of State Police, requests approval for 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 Course from April 7, 2014 through June 29, 2014 at the Fort Indiantown Gap (FITG) National Guard Training Center in Annville, Pennsylvania. The round trip mileage from North Conway, NH to (FITG - NCTC) Annville, Pennsylvania is 1,016 miles. The total cost for travel by air and use of a rental car for the 84 day time frame in Annville is \$6,759.18. The cost to travel by state vehicle is \$4,047.54. **The savings to travel by state vehicle versus travel by air is \$2,711.64** (see Attachment A for comparisons). This employee will not be paid overtime during the time frame of this travel.

The purpose of this travel is to attend the Northeast Counterdrug Training Center's (NCTC) Polygraph Institute Polygraph Examiner Course. 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 the 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 had been selected out of 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 one of the attendee's supervisors and maintenance will be handled through a local contractor in the area. Also, the attendee will be traveling with an issued credit card if a minor mechanical issue arises. (T-14-012)

Attendees and their Titles

Trooper First Class Nathan Zipf – Detective - 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 | \$ 30,000.00 |
| 0711 | Per Diem In Lieu | \$ | | Amount Expended to Date | \$ 20,133.76 |
| 0712 | Meals | \$ | 3,423.50 | Available Balance | \$ 9,866.24 |
| 0713 | Hotel | \$ | * | Amount requested this authorization | \$ 4,047.54 |
| 0714 | Mileage | \$ | | Estimated Balance Available | \$ 5,818.70 |
| 0715 | Operation State Car | \$ | **574.04 | | \$ |
| 0717 | Miscellaneous | \$ | ****50.00 | *Hotel - Lodging Provided by NCTC | |
| 0719 | Registration Fees | \$ | | **State Mileage Reimbursement Rate – Round Trip = \$.56.5 per mile x 1,016 Miles) | |
| | TOTAL | \$ | 4,047.54 | ****Tolls – Approx. (Round Trip) | |

Appropriation Code: 10-023-5412-080

Source of Funds: 100% Agency Income

Division Director: 

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 North Conway, NH <i>[4.5 Hours = 2.25 Hours One Way]</i> | 4.5 Hours |
| Round Trip (R/T) in Vehicle Between Harrisburg Airport and NCTC <i>[1.5 Hours = .75 Hours one way]</i> | 1.5 Hours |
| Arrival Time at Airport Prior to Departure(s) (R/T) <i>[3.0 Hours = 1.5 Hours One Way]</i> | 3.0 Hours |
| Air Travel from Manchester Airport to Harrisburg, PA <i>[4 Hours One Way]</i> | 4.0 Hours |
| Air Travel from Harrisburg Airport to Manchester Airport <i>[3.25 Hours One Way]</i> | 3.25 Hours |
| | <hr/> |
| | 16.25 Hours – Round Trip |

TRAVEL BY AIR - TRIP COST INCLUDING AIR TRAVEL:

| | |
|--|-------------------|
| State Mileage Reimbursement Rate – R/T <i>[From Residence in North Conway to Manchester Airport in Private Vehicle: 214.5 Miles R/T x \$.565]</i> | \$ 121.19 |
| Airfare | \$ 454.49 |
| Baggage Fee – Round Trip <i>[\$25.00/per bag x 2 bags each way]</i> <i>[50 lbs. max per bag (gear, supplies, clothes, etc....)]</i> | \$ 100.00 |
| Rental Car – Approximate for 84 Days <i>[includes taxes & fees]</i> | \$2,660.00 |
| Meals – 84 Days <i>[\$30.75 for each travel day = \$61.50,</i> <i>\$41.00 for each day at course = \$3,362.00]</i> | \$3,423.50 |
| | <hr/> |
| TOTAL COST TO TRAVEL BY AIR | \$6,759.18 |

