



## State of New Hampshire

DEPARTMENT OF SAFETY  
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November 3, 2021

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 \$5,684.40 to attend the Northeast Counterdrug Training Center (NCTC) Polygraph Institute Polygraph Program in Annville, Pennsylvania from January 4, 2022 through March 31, 2022 upon Governor and Council approval. Funding source: 13% Agency Income, 87% General Funds.

Funds are available in the SFY2022 operating budget as follows:

02-23-23-234010-54120000	Department of Safety - Division of State Police - Detective Bureau	<u>SFY2022</u>
080-500715	Out of State Travel Reimbursement - Operation - State Car (Out of State)	\$5,684.40

### 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 Polygraph Program conducted at the Fort Indiantown Gap National Guard Training Center in Annville, Pennsylvania from January 4, 2022 through March 31, 2022. The round trip mileage from Alton, New Hampshire to Annville, Pennsylvania is 915 miles. The total cost for travel by air and use of a rental car for the 86-day time frame in Annville is \$11,008.16. The cost to travel by state vehicle is \$5,684.40. The savings to travel by state vehicle versus travel by air is \$5,323.76 (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 12-week, 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. The Trooper was selected from 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 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,

Robert L. Quinn  
 Commissioner of Safety

**Example of Governor and Council Letter**

**REQUEST FOR AUTHORIZATION FOR OUT-OF-STATE TRAVEL**

Date: October 27, 2021

**TO THE HONORABLE GOVERNOR & COUNCIL:**

The Department of Safety, Division of State Police, requests permission for Trooper First Class Alexander Davis from the Major Crime Unit to travel to Annville, Pennsylvania for 86 days of out-of-state-travel status from January 4, 2022 to March 31, 2022.

**Conference/Workshop/Seminar Title**

NCTC Polygraph Program

**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 their own State Police issued unmarked state vehicle for the purpose of attending the Northeast Counter Drug Training Center (NCTC) Polygraph Program from January 4, 2022 to March 31, 2022 at the Fort Indiantown Gap National Guard Training Center in Annville, Pennsylvania. The total round trip mileage for one Trooper from Alton, NH to Annville, Pennsylvania is 915 miles. The total cost for travel by air and use of a rental car for the 86 days time frame in Annville is \$11,008.16. The cost to travel by state vehicle is \$5,684.40. **The savings to travel by state vehicle versus travel by air is \$5,323.76** (see Attachment A for comparisons). This employee will not be paid overtime during the time frame of their travel.

The purpose of this travel is to attend the Northeast Counterdrug Training Center's (NCTC) Polygraph Institute Polygraph Program. 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 weeks 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.

The Trooper is traveling in their own cruiser due to several reasons. They will be living in a dorm room type facility for over three months. They will need to bring their own bedding such as sheets, blankets and pillows, clothing, personal supplies, State Police uniforms and computer. The living quarters are not in the same area as the training facility. During the program, the candidates will be assigned to different groups with candidates from around the United States.

All maintenance on State Police issued unmarked state vehicles are 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-21-088)

**Attendee and Title**

Trooper First Class Alexander Davis – 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	\$ 49,000.00
0711	Per Diem In Lieu	\$	Amount Expended to Date	\$ 8,609.28
0712	Meals	\$ 5,074.00	Available Balance	\$ 40,390.72
0713	Hotel	\$ *	Amount requested this authorization	\$ 5,684.40
0714	Mileage	\$	Estimated Balance Available	\$ 34,706.32
0715	Operation State Car	\$ **512.40		\$
0717	Miscellaneous	\$ ***100.00	*Lodging Provided by NCTC	
0719	Registration Fees	\$	**State Mileage Reimbursement Rate – Round Trip = \$.56 per mile x 915)	
	TOTAL	\$ 5,684.40	***Tolls – Approx. (Round Trip)	

Appropriation Code: 10-023-5412-080

Source of Funds: 13% Agency Income, 87% General Funds

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 Residences in Alton <i>[Alton = .92 Hours One Way = 1.84 Hours Round Trip]</i>	1.84 Hours
Arrival Time at Manchester Airport Prior to Departure	1.50 Hours
Air Travel from Manchester Airport to Harrisburg, PA	4.40 Hours
Arrival Time at Harrisburg Airport Prior to Departure)	1.50 Hours
Air Travel from Harrisburg Airport to Manchester, NH	<u>2.75 Hours</u>
Round Trip	10.15 Hours –

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

Airfare [For one Trooper]	\$ 437.40
*Baggage Fee – Round Trip <i>[\$30.00/Each One Way]</i>	\$ 120.00
Rental Car – Approximate for 86 Days	\$ 5,376.76
Meals (86 Days x \$59.00/Day) <i>[GSA Rate]</i>	\$ 5,074.00
<b>TOTAL COST TO TRAVEL BY AIR</b>	<b>\$ 11,008.16</b>

\*Please Note: Additional costs will be incurred for shipping items needed to set up for individual dorm room living for Trooper for 12 weeks – cost unknown at this time.

**TRAVEL BY VEHICLE COST BREAKDOWN**

**TRAVEL BY VEHICLE – TIME REQUIRED:**

Alton, New Hampshire to Annville, Pennsylvania 15.00 Hours – Round Trip

**TRAVEL BY VEHICLE – TRIP COST:**

State Mileage Reimbursement Rate – R/T for One State Vehicle from  
Alton, NH to Annville, PA

*[\$.56 per mile x 915 total miles]*

\$ 512.40

Tolls (R/T) – Approximate

\$ 100.00

Meals (86 Days x \$50.00/Day) *[GSA Rate]*

\$ 5,074.00

**TOTAL COST TO TRAVEL BY VEHICLE:**

**\$5,684.40**

**COST COMPARISON USING MOTOR VEHICLE TRAVEL**

AIR TRAVEL: \$11,008.16

VEHICLE TRAVEL: \$5,684.40

**SAVINGS IF DRIVEN: \$5,323.76**

## **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.