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State of New Hampshire

DEPARTMENT OF SAFETY
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April 24, 2023

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 their own State Police issued unmarked state vehicle in the amount of \$3,362.30 to attend Explosive Detection Canine Handlers Course at K2 Solutions Inc. in Southern Pines, NC, from June 10, 2023 through July 8, 2023, upon Governor and Council approval. 41% Highway Funds; 35% General Funds, and 24% Turnpike Funds.

Funds are available in the SFY2023 operating budget as follows:

02-23-23-234015-40030000 – Depart. of Safety – Div. of State Police – Traffic Bureau	SFY 2023
080-500715 – Out of State Travel Reimbursement - Operation – State Car (Out of State)	\$3,362.30

EXPLANATION

This request is for approval to travel outside a 300-mile radius for one trooper in their own State Police issued state vehicle for the purpose of attending Explosive Detection Canine Handlers Course at K2 Solutions Inc., in Southern Pines, NC. The Trooper will travel in a State Police issued unmarked state vehicle. The course runs from June 12, 2023 through July 7, 2023.

The round-trip mileage from Gorham, New Hampshire to Southern Pines, North Carolina is 1,860 miles. The total cost of travel by air and use of a rental car for the 29-day time frame in Southern Pines is \$6,229.24. The cost to travel by state vehicle is \$3,362.30. The savings to travel by state vehicle versus travel by air is \$2,866.94 (see Attachment A for comparisons). The employee will not be paid overtime during travel time.

The purpose of this travel is to attend the Explosive Detection Canine Handlers Course at K2 Solutions, in Southern Pines, North Carolina with a that was purchased canine just prior to training from K2 Solutions. K2 Solutions is a vendor that can provide single purpose explosive detection canines, with "standoff" capability. The handler and canine receive a minimum 4-week handlers' course that results in a Phase 1 and Phase 2 certification from the International Police Work Dog Association (IPWDA) to meet the training and certification requirements. K2 is the nation's leading provider in canine security and training and have provided the last eight (8) explosive detections canines to NHSP Bomb Squad. Once training is completed, the Trooper will transport the canine back to New Hampshire via his cruiser which is outfitted to transport the canine.

All maintenance on the State Police issued vehicle is up to date.

Respectfully Submitted,

Robert L. Quinn
Commissioner of Safety

REQUEST FOR AUTHORIZATION FOR OUT-OF-STATE TRAVEL

Date: March 23, 2023

TO THE HONORABLE GOVERNOR & COUNCIL:

The Department of Safety, Division of State Police, requests permission for Trooper Neil Chapdelaine from Troop F and a member of the Bomb Squad to travel to Southern Pines, North Carolina for 29 days of out-of-state travel status from June 10 through July 8, 2023.

Conference/Workshop/Seminar Title

Explosive Detection Canine Handlers 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 one Trooper in their own State Police issued unmarked state vehicle for the purpose of attending the Explosive Detection Canine Handlers Course from June 10, through July 8, 2023, in Southern Pines, North Carolina. The total round trip mileage for one Trooper from Gorham, NH to Southern Pines, North Carolina, is 1,860 miles. The total cost for travel by air and use of a rental car for the 29-day time frame in Southern Pines, NC is \$6,229.24. The cost to travel by state vehicle is \$3,362.30. **The savings to travel by state vehicle versus travel by air is \$2,866.94** (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 Explosive Detection Canine Handlers Course at K2 Solutions, in Southern Pines, North Carolina. The canine will be purchased just prior to training from K2 Solutions. K2 Solutions is a vendor that can provide single purpose explosive detection canines, with "standoff" capability. The handler and canine receive a minimum 4-week handlers' course that results in a Phase 1 and Phase 2 certification from the International Police Work Dog Association (IPWDA) to meet the training and certification that is required. They are the nation's leading provider in canine security and training. They have also provided the last eight (8) explosive detection canines to NHSP Bomb Squad. Once training is completed the Trooper will transport the canine back to New Hampshire via his cruiser which is outfitted to transport the canine.

All maintenance on State Police issued cruisers 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.

Attendee and Title

Trooper Neil Chapdelaine – Troop F/Bomb Squad

Fiscal Information – Summary

Obit	Description	Amount		Amount
0710	Common Carrier	\$	Appropriation of Out-of-State Travel	\$ 50,000.00
0711	Per Diem In Lieu	\$	Amount Expended to Date	\$ 22,439.34
0712	Meals	\$ 1684.00	Available Balance	\$ 27,560.66
0713	Hotel	\$ **400.00	Amount requested this authorization	\$ 3,362.30
0714	Mileage	\$ 1860	Estimated Balance Available	\$ 24,198.36
0715	Operation State Car	\$ **1,218.30	*Hotel for 2 nights during travel to and from facility.	
0717	Miscellaneous	\$ ***60.00		
0719	Registration Fees	\$	**State Mileage Reimbursement Rate – Round Trip = \$.655 per mile x 1860 miles)	
	TOTAL	\$ 3,362.30	***Tolls – \$60.00 Approx. (Round Trip);	

Appropriation Code: 15-023-4003-080-500715

Source of Funds: 41% Highway Funds; 35% General Funds, 24% Turnpike 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 Gorham, NH <i>[Gorham = 2.10 Hours One Way = 4.20 Hours Round Trip]</i>	4.20 Hours
Arrival Time at Manchester Airport Prior to Departure	1.50 Hours
Air Travel from Manchester Airport to Baltimore, MD	3.03 Hours
Arrival Time at Baltimore Airport Prior to Departure	1.50 Hours
Air Travel from Baltimore Airport to Manchester, NH	<u>4.58 Hours</u>
	10.61 Hours – Round Trip

TRAVEL BY AIR - TRIP COST INCLUDING AIR TRAVEL:

State Mileage Reimbursement Rate –R/T	\$ 167.29
<i>[From Residence to Manchester Airport in private vehicle: 255.4 miles R/T x \$.655]</i>	
Airfare [For one Trooper]	\$ 828.40
*Baggage Fee – Round Trip [\$30.00/Each One Way]	\$ 120.00
Rental Car – Approximate for 28 Days	\$3,488.55
Meals (26 Days x \$59.00/Day) <i>[GSA Rate]</i>	\$1,534.00
Meals (2 Days x \$45.50/Day) <i>[GSA Rate]</i>	\$ 91.00

TOTAL COST TO TRAVEL BY AIR **\$ 6,229.24**

TRAVEL BY VEHICLE COST BREAKDOWN

TRAVEL BY VEHICLE – TIME REQUIRED:

Gorham, New Hampshire to Southern Pines, North Carolina 28.86Hours – Round Trip

TRAVEL BY VEHICLE – TRIP COST:

State Mileage Reimbursement Rate – R/T for One State Vehicle from Gorham, NH to Southern Pines, NC <i>[\$.6550per mile x 1860 total miles]</i>	\$1,218.30
Hotel – Approximate Plus Tax – Two Nights (one each way)	\$ 400.00
Tolls (R/T) – Approximate	\$ 60.00
Meals (27 Days x \$59.00/Day) <i>[GSA Rate]</i>	\$1,593.00
Meals (2 Days x \$45.50/Day) <i>[GSA Rate]</i>	\$ 91.00
<u>TOTAL COST TO TRAVEL BY VEHICLE:</u>	\$3,362.30

COST COMPARISON USING MOTOR VEHICLE TRAVEL

AIR TRAVEL: \$6,229.24

VEHICLE TRAVEL: \$3,362.30

SAVINGS IF DRIVEN: \$2,866.94