



ROBERT L. QUINN
COMMISSIONER

State of New Hampshire

DEPARTMENT OF SAFETY
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ASSISTANT COMMISSIONER

STEVEN R. LAVOIE
ASSISTANT COMMISSIONER

July 13, 2023

His Excellency, Governor Christopher T. Sununu
and the Honorable Council
State House
Concord, New Hampshire 03301

REQUESTED ACTION

Pursuant to MOP 1102(L), authorize Department of Safety, Division of State Police, to allow Trooper Geoffrey S. Miller to travel outside of a 300-mile radius of the employee's office headquarters, by any mode other than economy class airfare on commercial airlines, in the amount of \$5,396.44 to Annville, Pennsylvania to attend the Northeast Counter Drug Training Center (NCTC) Polygraph Program from August 15, 2023, to November 10, 2023. Effective upon Governor and Council approval. 13% Agency Income 87% General Funds

Funds are available in the SFY 2024 operating budget.

02-23-23-234010-54120000 - Dept. of Safety – NHSP - Detective Bureau
080-500715 – Out of State Travel

SFY 2024
\$5,396.44

EXPLANATION

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. 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 psychophysiology, 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.

Trooper Geoffrey Miller was selected from a number of quality candidates to fill one of many 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 his own cruiser due to several reasons. The Trooper will be living in a dorm room type facility for over three months; he will need to bring his 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

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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-23-102)

Respectfully submitted,



Robert L. Quinn
Commissioner of Safety

Example of Governor and Council Letter

REQUEST FOR AUTHORIZATION FOR OUT-OF-STATE TRAVEL

Date: June 29, 2023

TO THE HONORABLE GOVERNOR & COUNCIL:

The Department of Safety, Division of State Police, requests permission for Trooper Geoffrey S. Miller from NHSP Troop A to travel to Annville, Pennsylvania for 88 days of out-of-state-travel status from August 15, 2023 to November 10, 2023.

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 August 15, 2023 to November 10, 2023 at the Fort Indiantown Gap National Guard Training Center in Annville, Pennsylvania. The total round trip mileage for one Trooper from North Hampton, NH to Annville, Pennsylvania is 831.2 miles. The total cost for travel by air and use of a rental car for the 88day time frame in Annville is \$11,610.82. The cost to travel by state vehicle is \$5,396.44. The savings to travel by state vehicle versus travel by air is \$6,214.38 (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-23-102)

Attendee and Title

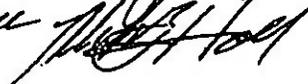
Trooper Geoffrey S. Miller – Troop A

Fiscal Information – Summary

<u>Obit</u>	<u>Description</u>	<u>Amount</u>		<u>Amount</u>
0710	Common Carrier	\$	Appropriation of Out-of-State Travel	\$ 120,586.00
0711	Per Diem In Lieu	\$	Amount Expended to Date	\$ 0.00
0712	Meals	\$ 4,752.00	Available Balance	\$ 120,586.00
0713	Hotel	\$ *	Amount requested this authorization	\$ 5,396.44
0714	Mileage	\$	Estimated Balance Available	\$ 115,189.56
0715	Operation State Car	\$ **544.44		\$
0717	Miscellaneous	\$ ***100.00	*Lodging Provided by NCTC	
0719	Registration Fees	\$	**State Mileage Reimbursement Rate – Round Trip = \$.655 per mile x 831.2 miles)	
	TOTAL	\$ 5,396.44	***Tolls – Approx. (Round Trip)	

Appropriation Code: 10-023-5412-080-500715

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

Division Director: For Executive Major, Sgt. Commissioner of Safety: 
Major Mark B. Hall 

ATTACHMENT A

AIR TRAVEL BREAKDOWN

TRAVEL BY AIR - TIME REQUIRED:

Round Trip (R/T) to Manchester Airport in Vehicle from Residences in North Hampton <i>[North Hampton .39 Hours One Way = 1.08 Hours Round Trip]</i>	1.08 Hours
Arrival Time at Manchester Airport Prior to Departure	1.30 Hours
Air Travel from Manchester Airport to Harrisburg, PA	5.03 Hours
Arrival Time at Harrisburg Airport Prior to Departure)	1.30 Hours
Air Travel from Harrisburg Airport to Manchester, NH	<u>3.14 Hours</u>
Round Trip	12.25 Hours –

TRAVEL BY AIR - TRIP COST INCLUDING AIR TRAVEL:

Airfare [For one Trooper]	\$ 534.00
*Baggage Fee – Round Trip <i>[\$30.00 1st bag/\$40 2nd bag/\$150 3rd bag]</i>	\$ 210.00
Rental Car – Approximate for 88 Days	\$ 6,114.82
Meals (88 Days x \$54.00/Day) <i>[GSA Rate]</i>	\$ 4,752.00
TOTAL COST TO TRAVEL BY AIR	\$ 11,610.82

*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:

North Hampton, New Hampshire to Annnville, Pennsylvania Trip .13.24 Hours – Round

TRAVEL BY VEHICLE – TRIP COST:

State Mileage Reimbursement Rate – R/T for One State Vehicle from
North Hampton, NH to Annnville, PA
[\$.655 per mile x 831.2 total miles] \$ 544.44
Tolls (R/T) – Approximate \$ 100.00
Meals (88 Days x \$54.00/Day) *[GSA Rate]* \$ 4,752.00

TOTAL COST TO TRAVEL BY VEHICLE: **\$5,396.44**

COST COMPARISON USING MOTOR VEHICLE TRAVEL

AIR TRAVEL: \$11,610.82

VEHICLE TRAVEL: \$5,396.44

SAVINGS IF DRIVEN: \$6,214.38

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.