



State of New Hampshire

DEPARTMENT OF SAFETY
JAMES H. HAYES BLDG. 33 HAZEN DR.
CONCORD, N.H. 03305
(603) 271-2791

EDDIE EDWARDS
ASSISTANT COMMISSIONER

STEVEN R. LAVOIE
ASSISTANT COMMISSIONER

ROBERT L. QUINN
COMMISSIONER

September 6, 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 three Troopers and their canine partners to travel over 300 miles one way in their own State Police issued unmarked state vehicle in the amount of \$4,269.34 to attend Large Source Human Recovery K9 Training at Western Carolina University in Cullowhee, NC, from October 5, 2023, through October 9, 2023, upon Governor and Council approval. 41% Highway Funds; 34% General Funds, and 25% Turnpike Funds.

Funds are available in the SFY2024 operating budget as follows:

02-23-23-234015-40030000 – Dept. of Safety – Div. of State Police – Traffic Bureau	<u>SFY 2024</u>
080-500715 – Operation – State Car (Out of State)	\$4,269.34

EXPLANATION

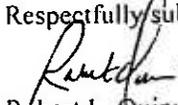
This request is for approval to travel outside a 300-mile radius for Troopers Barry, Devlin and Lyon and their canine partners in the Divisions 15 passenger vehicle for the purpose of attending attend Large Source Human Recovery K9 Training at Western Carolina University in Cullowhee, NC. The State Police 15 passenger van will accommodate the three Troopers along with three canines and equipment. The course runs from October 5, 2023, through October 9, 2023.

The round-trip mileage from Concord, New Hampshire to Cullowhee, North Carolina is 2,018 miles. The total cost of travel by air and use of 3 large rental cars for the 5-day time frame in Cullowhee \$10,588.24. The cost to travel by 1 state vehicle is \$4,269.34. The savings to travel by state vehicle versus travel by air is \$6,318.90 (see Attachment A for comparisons). The employee will not be paid overtime during the time frame of travel.

The purpose of this travel is to attend the Large Source Human Recovery K9 Training at Western Carolina University in Cullowhee, NC. The training course is being presented by Western Carolina University and is being taught exclusively to NESPAC cadaver teams. The Massachusetts State Police Canine Unit has reserved a class for cadaver handlers in NESPAC. Course topics include the legal use of police and Search and Rescue (S.A.R.) K9s in criminal and recovery cases, the different disciplines of working K9s such as tracking, trailing, air scent, explosive and bomb, accelerant and human remains recovery. Each Trooper is given over 20 hours of continuing education credit and WCU will present each K9/Handler team with participation certificates.

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: August 28, 2023

TO THE HONORABLE GOVERNOR & COUNCIL:

The Department of Safety, Division of State Police, requests permission for Trooper First Class Kevin Devlin and canine partner Wyatt from the Canine Unit, Trooper David Lyon and canine partner from Troop G , and Trooper Brett Barry and canine partner from Troop C to travel to Cullowhee, North Carolina for 5 days of out-of-state travel status from October 5, through October 9, 2023.

Conference/Workshop/Seminar Title

Large Source Human Recovery K9 Training

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 three Troopers and their canine partners in a State Police 15 passenger vehicle for the purpose of attending the Large Source Human Recovery K9 Training from October 5, through October 9, 2023, in Cullowhee, North Carolina. The total round trip mileage for three Troopers and respective canines to travel from Concord, NH to Cullowhee, North Carolina, is 2,018 miles. The total cost for travel by air and use of 3 large rental cars (to accommodate canines and equipment) for the 5-day time frame in Cullowhee, NC is \$10,588.24. The cost to travel by state vehicle is \$4,269.34. **The savings to travel by state vehicle versus travel by air is \$6,318.90** (see Attachment A for comparisons). The employees will not be paid overtime during the time frame of their travel.

The purpose of this travel is to attend the Large Source Human Recovery K9 Training at Western Carolina University, North Carolina. The training course is being presented by Western Carolina University and is being taught exclusively to NESPAC cadaver teams. The Massachusetts State Police Canine Unit has reserved a class for cadaver handlers in NESPAC. Course topics include the legal use of police and S.A.R. K9s in criminal and recovery cases, the different disciplines of working K9s such as tracking, trailing, air scent, explosive and bomb, accelerant and human remains recovery. Each Trooper is given over 20 hours of continuing education credit and WCU will present each K9/Handler team with participation certificates.

Transportation by airplane to Cullowhee, NC may prove to be difficult due to multiple restrictions. These would include, the maximum size dog crate allowed by airlines may be too small for the canines attending. They are unable to fly in the passenger compartment due to

the size of seats and restrictions on dog crates inside the passenger compartment. There are limited flights if any that have a pressured cargo if crate sized worked.

All maintenance on the State Police passenger van will be 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

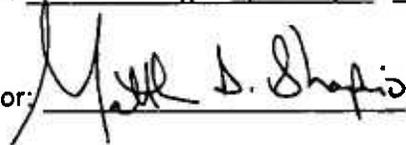
Trooper First Class Kevin Devlin and K9 Wyatt – Canine Unit
Trooper David Lyon and K9 Amos - Troop G
Trooper Brett Barry and K9 Oakley – Troop C

Fiscal Information – Summary

	<u>Description</u>	<u>Amount</u>		<u>Amount</u>
0710	Common Carrier	\$	Appropriation of Out-of-State Travel	\$ 180,755.50
0711	Per Diem In Lieu	\$	Amount Expended to Date	\$ 6,831.31
0712	Meals	\$ 804.00	Available Balance	\$ 173,924.19
0713	Hotel	\$ 2043.54	Amount requested this authorization	\$ 4,269.34
0714	Mileage	2018	Estimated Balance Available	\$ 169,654.85
0715	Operation State Car	\$ *1321.80		
0717	Miscellaneous	\$ **100.00		
0719	Registration Fees	\$	*State Mileage Reimbursement Rate – Round Trip = \$.655 per mile x 2018 miles	
	TOTAL	\$ 4,269.34	**Tolls – \$100.00 Approx. (Round Trip)	

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

Source of Funds: 41% Highway Funds; 34 % General Funds, 25% Turnpike Funds

Division Director:  Commissioner of Safety: 

ATTACHMENT A

AIR TRAVEL BREAKDOWN

TRAVEL BY AIR - TIME REQUIRED:

Round Trip (R/T) to Boston Logan Airport from NHSP Headquarters Concord NH <i>[Concord = 2.10 Hours One Way = 4.20 Hours Round Trip]</i>	2.13 Hours
Arrival Time at Boston Logan Airport Prior to Departure	2.00 Hours
Air Travel from Boston Logan Airport to Asheville, NC	4.78 Hours
Arrival Time at Asheville, NC Prior to Departure	2.00 Hours
Air Travel from Asheville, NC to Boston Logan Airport	<u>4.15 Hours</u>
	15.10 Hours – Round Trip

TRAVEL BY AIR - TRIP COST INCLUDING AIR TRAVEL:

Parking Fee for State Vehicle at Boston Logan Airport	\$ 205.00
Airfare [For Three Troopers]	\$3,016.23
K9 Airfare Cargo Rate [3 canines]	\$1,848.75
Baggage Fee – Round Trip [\$140.00/Per Trooper]	\$ 420.00
Rental SUV – 1/per Trooper Approximately @ \$1431.42 For 5 days[SUV to accommodate K9 & Crate]	\$4,294.26
Meals [3 Days x \$59.00/Day x 3] <i>[GSA Rate]</i>	\$ 531.00
Meals [2 Days x \$45.50.00/Day x 3] <i>[GSA Rate]</i>	\$ 273.00
TOTAL COST TO TRAVEL BY AIR	\$10,588.24

TRAVEL BY VEHICLE COST BREAKDOWN

TRAVEL BY VEHICLE -- TIME REQUIRED:

Concord, New Hampshire to Cullowhee, North Carolina 32.58Hours – Round Trip

TRAVEL BY VEHICLE – TRIP COST:

State Mileage Reimbursement Rate – R/T for One State Vehicle from Concord, NH to Cullowhee, NC <i>[\$.655 per mile x 2018 total miles]</i>	\$1,321.80
Hotel – Approximate Plus Tax – Four Nights (for 3 Troopers)	\$ 2043.54
Tolls (R/T) – Approximate	\$ 100.00
Meals (3 Days x \$59.00/Day) [GSA Rate for 3 Troopers]	\$ 531.00
Meals (2 Days x \$45.50/Day) [GSA Rate for 3 Troopers]	\$ 273.00

TOTAL COST TO TRAVEL BY VEHICLE: **\$4,269.34**

COST COMPARISON USING MOTOR VEHICLE TRAVEL

AIR TRAVEL: \$10,588.24

VEHICLE TRAVEL: \$4,269.34

SAVINGS IF DRIVEN: \$6,318.90

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.