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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

January 10, 2024

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

REQUESTED ACTION

Pursuant to MOP 1301, VI, D the Department of Safety, Division of State Police, requests authorization for Sargeant Gary Ingham, Trooper First Class Kevin Devlin and Trooper James Powers to travel outside a 300-mile Radius of the office headquarters in a rented vehicle, in the amount of \$3,989.73 to Shallow Creek Kennels Inc. in Sharpsville, Pennsylvania from February 5, 2024, through February 8, 2024 to purchase two police canines, upon Governor and Council approval. 41 % Highway Funds; 34% General Funds, and 25% Turnpike Funds.

Funds are available in the SFY 2024 operating budget as follows:

02-23-23-234015-40030000 - Department of Safety - Division of State Police – Traffic Bureau	<u>SFY 2024</u>
080-500715 – Operation – State Car (Out of State)	\$3,989.73

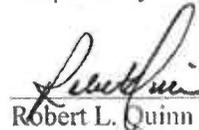
EXPLANATION

This request is for approval to travel outside a 300-mile radius for three Troopers to travel in a rented SUV for the purpose of purchasing two police canines from Shallow Creek Kennels Inc. located in Sharpsville, Pennsylvania. The SUV will be able to accommodate the three Troopers along with the two newly acquired canines and equipment on the return trip. The travel is scheduled from February 5, 2024, through February 8, 2024.

The round-trip mileage from Concord, New Hampshire to Sharpsville, Pennsylvania is 1,270.40 miles. The total cost of travel by air and 1 large rental car for the 4-day time frame in Sharpsville \$7,221.52. The cost to travel by 1 rental vehicle is \$3,989.73. The savings to travel by rental vehicle versus travel by air is \$3,231.79 (see Attachment A for comparisons). The employees will not be paid overtime during the time frame of travel.

The purpose of this travel is to screen, evaluate, and purchase 2 police canines from Shallow Creek Kennels Inc. in Sharpsville, Pennsylvania. The New Hampshire State Police canine commander and a canine handler have toured and evaluated this facility in the past. New Hampshire State Police has also purchased canines from Shallow Creek Kennels Inc. last year with positive outcomes. Transporting police dogs commercially within the states has made it difficult with the restrictions from airlines and driving also saves the delivery fee for two canines.

Respectfully submitted,


Robert L. Quinn
Commissioner of Safety

REQUEST FOR AUTHORIZATION FOR OUT-OF-STATE TRAVEL

Date: January 3, 2024

TO THE HONORABLE GOVERNOR & COUNCIL:

The Department of Safety, Division of State Police, requests permission for Sergeant Gary Ingham, Trooper First Class Kevin Devlin from the Canine Unit and Trooper James Powers from Troop A, to travel to Sharpsville, Pennsylvania for 4 days of out-of-state travel status from February 5, 2024, through February 8, 2024.

Conference/Workshop/Seminar Title

2024 K-9 Patrol School Dog Purchase

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 in a rented SUV for the purpose of attending Shallow Creek Kennels Inc. from February 5, 2024, through February 8, 2024, in Sharpsville, Pennsylvania. The total round-trip mileage for three Troopers to travel from Concord, NH to Sharpsville, Pennsylvania, is 1,270.40 miles. The total cost for travel by air and use of 1 rental car for the 4-day time frame in Sharpsville, PA is \$7221.52. The cost to travel by rental vehicle is \$3,989.73. **The savings to travel by vehicle versus travel by air is \$3231.79** (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 Shallow Creek Kennels Inc. in Sharpsville, Pennsylvania to screen, evaluate, and purchase two police canines. New Hampshire State Police have previously toured and purchased police canines from Shallow Creek Kennels with great success. They produce quality and healthy police dogs.

Transportation by airplane on the return trip from Sharpsville may prove to be difficult due to multiple airline restrictions. These would include, the maximum size dog crate allowed by airlines may be too small for the canines being purchased. 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 pressurized cargo if crate sized worked.

Renting a vehicle would enable NHSP to accommodate the dog crates and equipment needed for the canines after purchasing them during the visit.

Attendee and Title

Sergeant Gary Ingham – Canine Unit
Trooper First Class Kevin Devlin – Canine Unit
Trooper James Powers – Troop A

Fiscal Information – Summary

	<u>Description</u>		<u>Amount</u>		<u>Amount</u>
0710	Common Carrier	\$	841.87	Appropriation of Out-of-State Travel	\$ 158,755.50
0711	Per Diem In Lieu	\$		Amount Expended to Date	\$ 30,082.62
0712	Meals	\$	627.00	Available Balance	\$ 128,672.88
0713	Hotel	\$	1,569.69	Amount requested this authorization	\$ 3,989.73
0714	Mileage		1270.40	Estimated Balance Available	\$ 124,683.15
0715	Operation State Car	\$	*851.17		
0717	Miscellaneous	\$	**100.00		
0719	Registration Fees	\$		*State Mileage Reimbursement Rate – Round Trip = \$.67 per mile x 1270.40 miles	
	TOTAL	\$	3,989.73	**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 Manchester Regional 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 Manchester Regional Airport Prior to Departure [2 hours for each Trooper (x3) = 6 hours]	2.00 Hours
Air Travel from Manchester Regional Airport to Pittsburg, PA [5.55 hours for each Trooper (x3) = 16.65 hours]	5.55 Hours
Arrival Time at Pittsburgh, PA Prior to Departure [2 hours for each Trooper (x3) = 6 hours]	2.00 Hours
Air Travel from Pittsburgh, PA to Manchester Regional Airport [5.38 hours for each Trooper (x3) = 16.23 hours]	<u>5.38 Hours</u>
	14.56 Hours – Round Trip per Trooper

TRAVEL BY AIR - TRIP COST INCLUDING AIR TRAVEL:

Parking Fee for State Vehicle at Manchester Regional	\$ 150.00
Airfare [For Three Troopers]	\$1,260.00
K9 Delivery Fee Approx. [2 canines]	\$4,500.00
Baggage Fee – Round Trip [\$80.00/Per Trooper]	\$ 240.00
Rental SUV For 4 days[SUV to accommodate K9's & Crates]	\$ 444.52
Meals [2 Days x \$59.00/Day x 3] [GSA Rate]	\$ 354.00
Meals [2 Days x \$45.50.00/Day x 3] [GSA Rate]	\$ 273.00

TOTAL COST TO TRAVEL BY AIR **\$7,221.52**

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.