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State of New Hampshire

DEPARTMENT OF SAFETY
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April 18, 2025

Her Excellency, Governor Kelly A. Ayotte
and the Honorable Council
State House
Concord, New Hampshire 03301

REQUESTED ACTION

Pursuant to MOP 1301, VI, D, the Department of Safety, (DOS) Division of State Police, (SP) requests authorization to allow Trooper First Class Harrison Walters and Trooper Zachary Bilotta to travel over 300 miles one way in one State Police unmarked spare/pool state vehicle in the amount of \$9,278.56 to K2 Solutions, in Southern Pines, North Carolina from May 31, 2025, through June 29, 2025 to purchase 2 canines and attend the Single Purpose Canine Handler Course, upon Governor and Council approval. Funding source: 41% Highway Funds; 34% General Funds, and 25% Turnpike Funds.

Funds are available in the SFY2025 operating budget as follows:

02-23-23-234015-40030000	Department of Safety- State Police-Traffic Bureau	<u>SFY2025</u>
080-500715	– Out of State Travel Reimbursement	\$9,278.56

EXPLANATION

This request is for approval to travel outside a 300-mile radius for two Trooper's in one State Police unmarked spare/pool state vehicle for the purpose of attending the Single Purpose Canine Handler Course at K2 Solutions Inc., in Southern Pines, NC. The course runs from June 2, 2025, through June 27, 2025.

The round-trip mileage from Concord, New Hampshire to Southern Pines, North Carolina is 1,630.8 miles. The cost to travel by state vehicle is \$9,278.56. Due to the requirement of the Troopers to travel with their K-9, there is no air travel comparison (see Attachment A). The employees will not be paid overtime during the time frame of travel.

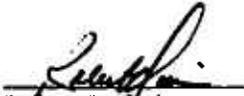
The purpose of this travel is to attend the Single Purpose Canine Handler Course at K2 Solutions, in Southern Pines, North Carolina. The canines will be purchased just prior to training from K2 Solutions. K2 Solutions is a vendor that can provide single purpose explosive detection canines, with "standoff" capability. The handlers and canines 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 detections canines to NHSP Bomb Squad. Once training is completed the Troopers will transport the canines back to New Hampshire via the state police cruiser which is outfitted to transport the canines.

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All maintenance on the State Police issued 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.

Respectfully submitted,


Robert L. Quinn
Commissioner of Safety

REQUEST FOR AUTHORIZATION FOR OUT-OF-STATE TRAVEL

Date: April 15, 2025

TO THE HONORABLE GOVERNOR & COUNCIL:

The Department of Safety, Division of State Police, requests permission for two Troopers who are members of the Bomb Squad to travel to Southern Pines, North Carolina for 30 days of out-of-state travel status from May 31, 2025, through June 29, 2025.

Conference/Workshop/Seminar Title

Single Purpose Canine Handler Course

Purpose of Travel

Pursuant to the Department of Administrative Services Manual of Procedure (MOP) 1301, VI, D, the Department of Safety, Division of State Police, requests approval for travel outside a 300 mile radius (see Attachment B) for two Troopers in one State Police unmarked spare/pool state vehicle for the purpose of attending the Single Purpose Canine Handler Course from May 31, 2025, through June 29, 2025, in Southern Pines, North Carolina. The total round-trip mileage for two Troopers from Concord, NH to Southern Pines, North Carolina, is 1,630.8 miles. The cost to travel by state vehicle is \$9,278.56. These employees will not be paid overtime during the time frame of their travel.

The purpose of this travel is to attend the Single Purpose Canine Handler Course at K2 Solutions, in Southern Pines, North Carolina. The canines 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 handlers and canines 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 Troopers will transport their canines back to New Hampshire via one State Police unmarked spare/pool state vehicle which is outfitted to transport the canines.

Transportation by airplane on the return trip from Sharpville 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.

Using an unmarked state vehicle would enable NHSP to accommodate the dog crates and equipment needed for the canines after purchasing them during the visit and would eliminate the expense of a delivery fee from the kennel. (T-25-044)

Attendee and Title

Trooper First Class Harrison Walters – Bomb Squad

Trooper Zachary Bilotta - Troop D

Fiscal Information – Summary

<u>Obit</u>	<u>Description</u>		<u>Amount</u>		<u>Amount</u>
0710	Common Carrier	\$		Appropriation of Out-of-State Travel	\$ 99,088.00
0711	Per Diem In Lieu	\$		Amount Expended to Date	\$ 35,206.59
0712	Meals	\$	4,017.00	Available Balance	\$ 63,881.41
0713	Hotel	\$	4,020.00	Amount requested this authorization	\$ 9,278.56
0714	Mileage		1,630.8	Estimated Balance Available	\$ 54,602.85
0715	Operation State Car	\$	*1,141.56	*State Mileage Reimbursement Rate – Round Trip = \$.70 per mile x 1,630.8 miles	\$
0717	Miscellaneous	\$	**100.00	** Tolls	
0719	Registration Fees	\$			
	TOTAL	\$	9,278.56		

Appropriation Code: 15-025-4003-080-500715

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

Division Director: 

Commissioner of Safety: 

ATTACHMENT A

TRAVEL BY VEHICLE COST BREAKDOWN

TRAVEL BY VEHICLE – TIME REQUIRED:

Concord, New Hampshire to Southern Pines, North Carolina 27.43 Hours – Round Trip

TRAVEL BY VEHICLE – TRIP COST:

State Mileage Reimbursement Rate – R/T for One State Vehicle from Concord, NH to Southern Pines, NC <i>[\$.70 per mile x 1,630.8 total miles]</i>	\$1,141.56
Hotel – Approximate Plus Tax – 30 Nights (2 Troopers)	\$4,020.00
Tolls (R/T) – Approximate	\$ 100.00
Meals (28 Days x \$68.00/Day) <i>[GSA Rate]</i> (for 2 Troopers)	\$3,808.00
Meals (2 Days x \$52.25/Day) <i>[GSA Rate]</i> (for 2 Troopers)	\$ 209.00
<u>TOTAL COST TO TRAVEL BY VEHICLE:</u>	\$9,278.56

AIR TRAVEL BREAKDOWN

Due to the requirement of the Troopers to travel with their K-9, there will be no air travel comparison.

ATTACHMENT B

DEPARTMENT OF ADMINISTRATIVE SERVICES – MANUAL OF PROCEDURES

Section 1301 Reimbursement of Travel

- (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.