



State of New Hampshire

DEPARTMENT OF SAFETY
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ROBERT L. QUINN
COMMISSIONER

August 8, 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 \$17,998.02 to attend the National Forensic Academy in Oak Ridge, Tennessee from September 10, 2023 through November 19, 2023 upon Governor and Council approval. 87% General Funds, 13% Agency Income.

Funds are available in the SFY2024 operating budget as follows:

02-23-23-234010-54120000 – Dept. of Safety – Div. of State Police - Detective Bureau	SFY 2024
080-500715 – Out of State Travel	\$17,998.02

EXPLANATION

The purpose of this travel is to attend the National Forensic Academy (NFA) at the University of Tennessee Law Enforcement Innovation Center in Oak Ridge, Tennessee. The Academy is an intensive ten-week training program designed to meet the needs of law enforcement agencies in evidence identification, collection and preservation. There are several modules such as Bloodstain Pattern Analysis, Computer Sketching and Mapping, Courtroom Testimony, DNA, Firearms and Toolmark Identification, Forensic Fire Investigation, Latent Fingerprint Processing, Photography (Digital and Videotaping), Post Blast Investigation, Postmortem Fingerprinting, Serial Number Restoration, Shooting Incident Reconstruction, Trace Evidence, Death Investigation including Autopsy, Bone Trauma, Burned Bone, Child Fatality, Time Since Death, Forensic Anthropology including Bone Scatter-Scorch, Human Remains Recovery and much more. Students will be responsible for several educational objectives including quizzes, tests, case files, research papers and various other hands-on experiences. At the end of the course the student will complete a written post-test as well as a comprehensive practical final.

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. Also, the NFA requires materials that would not be practical for travel on a plane.

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

Respectfully submitted,

Robert L. Quinn
Commissioner of Safety

Example of Governor and Council Letter

REQUEST FOR AUTHORIZATION FOR OUT-OF-STATE TRAVEL

Date: July 20, 2023

TO THE HONORABLE GOVERNOR & COUNCIL:

The Department of Safety, Division of State Police, requests permission for Trooper First Class Amanda L. Johnson from the Major Crime Unit to travel to Oak Ridge, Tennessee for 72 days of out-of-state-travel status from September 10, 2023 to November 19, 2023.

Conference/Workshop/Seminar Title

National Forensic Academy

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 National Forensic Academy from September 10, 2023 through November 19, 2023 in Oak Ridge, Tennessee. The total round trip mileage for one Trooper from Barrington, NH to Oak Ridge, Tennessee 2029.8 miles. The total cost for travel by air and use of a rental car for the 72day time frame in Oak Ridge, TN \$19,939.20. The cost to travel by state vehicle is \$17,998.02. **The savings to travel by state vehicle versus travel by air is \$1,941.18** (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 National Forensic Academy at The University of Tennessee Law Enforcement Innovation Center in Oak Ridge, Tennessee. The Academy is an intensive ten-week training program designed to meet the needs of law enforcement agencies in evidence identification, collection and preservation. There are several modules such as Bloodstain Pattern Analysis, Computer Sketching and Mapping, Courtroom Testimony, DNA, Firearms and Tool mark Identification, Forensic Fire Investigation, Latent Fingerprint Processing, Photography (Digital and Videotaping), Post-blast Investigation, Postmortem Fingerprinting, Serial Number Restoration, Shooting Incident Reconstruction, Trace Evidence, Death Investigation including Autopsy, Bone Trauma, Burned Bone, Child Fatality, Time Since Death, Forensic Anthropology including Bone Scatter Search, Human Remains Recovery and much more. Students will be responsible for several educational objectives including quizzes, tests, case files, research papers and various other hands-on experiences. At the end of the course, the student will complete a written post-test as well as a comprehensive practical final.

The Trooper is traveling in their own cruiser due to several reasons. The need for transportation between lodging and the training facility. The amount of personal supplies, State Police uniforms and computer needed for the amount of time they are in training. Also, the NFA requires materials that would not be practical for travel on a plane.

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-23-124)

Attendee and Title

Trooper First Class Amanda L. Johnson – Major Crime Unit

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	\$ 4,781.63
0712	Meals	\$	4,218.50	Available Balance	\$ 115,804.37
0713	Hotel	\$	*350.00	Amount requested this authorization	\$ 17,998.02
0714	Mileage	\$		Estimated Balance Available	\$ 97,806.35
0715	Operation State Car	\$	**1,329.52		\$
0717	Miscellaneous	\$	***100.00	*Lodging while traveling, training lodging provided by NFA	
0719	Registration Fees	\$	12,000	**State Mileage Reimbursement Rate – Round Trip = \$.655 per mile x 2029.8 miles	
	TOTAL	\$	17,998.02	***Tolls – Approx. (Round Trip)	

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

Source of Funds: 12.95% Agency Income, 87.05% General Funds

Division Director: *Math J. Shapiro* Commissioner of Safety: *Randy*

ATTACHMENT A

AIR TRAVEL BREAKDOWN

TRAVEL BY AIR - TIME REQUIRED:

Round Trip (R/T) to Manchester Airport in Vehicle from Residences in Barrington <i>[Barrington, .47 Hours One Way = 1.34 Hours Round Trip]</i>	1.34 Hours
Arrival Time at Manchester Airport Prior to Departure	1.30 Hours
Air Travel from Manchester Airport to Knoxville, TN	4.35 Hours
Arrival Time at Knoxville Airport Prior to Departure)	1.30 Hours
Air Travel from Knoxville Airport to Manchester, NH	<u>4.07 Hours</u>
Round Trip	13.27 Hours –

TRAVEL BY AIR - TRIP COST INCLUDING AIR TRAVEL:

Airfare [For one Trooper]	\$ 559.00
*Baggage Fee – Round Trip <i>[\$30.00 1st bag/\$40 2nd bag/\$150 3rd bag]</i>	\$ 210.00
Rental Car – Approximate for 88 Days	\$ 2,951.70
Meals (70 Days x \$59.00/Day; 2Days x \$44.25/Day) <i>[GSA Rate]</i>	\$ 4,218.50
Registration Fee	\$12,000.00

TOTAL COST TO TRAVEL BY AIR

\$ 19,939.20

TRAVEL BY VEHICLE COST BREAKDOWN

TRAVEL BY VEHICLE – TIME REQUIRED:

Barrington, New Hampshire to Oak Ridge, Tennessee 30.44 Hours – Round Trip

TRAVEL BY VEHICLE – TRIP COST:

State Mileage Reimbursement Rate – R/T for One State Vehicle from
Barrington, NH, NH to Oak Ridge, TN
[\$.655 per mile x 2029.8 total miles] \$ 1,329.52
Tolls (R/T) – Approximate \$ 100.00
Meals (70 Days x \$59.00/Day; 2Days x \$44.25/Day) *[GSA Rate]* \$ 4,218.50
Hotel (Two Nights_ Approximate Plus Tax \$ 350.00
Registration Fee \$ 12,000.00

TOTAL COST TO TRAVEL BY VEHICLE: \$17,998.02

COST COMPARISON USING MOTOR VEHICLE TRAVEL

AIR TRAVEL: \$19,939.20

VEHICLE TRAVEL: \$17,998.02

SAVINGS IF DRIVEN: \$1,941.18

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.