



**DEPARTMENT OF PUBLIC SAFETY
POLICIES & PROCEDURES**



POLICY NUMBER	
ADM: 27	
EFFECTIVE DATE: 02/03/2016	ORIGINAL ISSUED ON: 04/26/1996
REVISION NO: 5	

SUBJECT: PERSONNEL RELOCATION EXPENSES

1.0 PURPOSE

It is the purpose of this policy to establish a process that governs personnel relocation expenses.

2.0 POLICY

It is the policy of the Department of Public Safety to pay for personnel relocation expenses provided that certain guidelines are met.

3.0 APPLICABILITY

This policy applies to all commissioned employees of the DPS.

4.0 REFERENCES

NONE

5.0 DEFINITIONS

- A. Certified Mover (PRC Licensed/Certified Carrier)** – A mover or carrier with a Public Regulation Commission Permit.
- B. “Act of God”** – An extra insurance policy that covers such things as floods, tornados, extremely high winds, mountain slides, etc.
- C. Mobile Home Movement Certificate (Tax Release)** – A certificate issued, indicating the tax release which allows the mobile home to be relocated.
- D. Deputy Secretary of Operations** – Chief of the State Police.

6.0 PROCEDURE

It is the policy of the DPS that personnel relocation expenses will be paid according to the following guidelines:

A. General

1. The Department will be responsible for payment of relocation expenses incurred by an employee when the Chief/Deputy Secretary of Operations initiates the transfer.

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2. Relocation expenses incurred by a commissioned employee as a result of a request for transfer by the employee may or may not be paid for by the DPS. Payment for these expenses will be authorized at the discretion of the Deputy Secretary of Operations' office.
3. Relocation expenses incurred for transportation of animals, animal feed, any type of utility trailer, large outdoor playground equipment such as swing sets, carports, collapsible or non-collapsible buildings, large porches or steps, firewood, building materials, recreational vehicles i.e.; boats, automobiles, running or non-running, motor homes etc. **Will Not** be paid for by the DPS.
4. An employee transferred to a new duty station will be eligible for a stipend of \$100.00 per day to offset relocation expenses for the number of days authorized by the Deputy Secretary of Operations, Chief of the State Police.
5. The employee **will not** be provided relocation expenses for more than one transfer request in a two year period. The two year period will begin on the effective date of a transfer on the employees order from the Office of the Chief.

B. Household Goods

1. The DPS will be responsible for the moving of household furniture and goods, up to 10,000 pounds, at Public Regulation Commission Tariff rates, to include expenses for piano carrying and special handling of appliances. Charges for appliance connection and for packing of household goods and personal effects are limited to an amount of \$600.00, including materials, boxes and labor.
2. **Appliance Service** – The DPS will be responsible for expenses incurred for appliance service in preparation for shipping and re-service at the point of destination. The employee will be responsible for the expenses of rewiring and installation of 220-volt electrical lines, and the venting of dryers.
3. The DPS will not be responsible for the following expenses:
 - a. Storage;
 - b. Taking down or re-hanging drapes;
 - c. Additional pick-up locations;
 - d. Additional delivery locations; and
 - e. Disconnection and re-connection of utilities.
4. The employee will be responsible for the payment of incurred moving expenses for which the DPS is not responsible.
5. An employee who will not be using a certified mover to move household goods and personal effects may be reimbursed for his/her expenses as follows;
 - a. The actual costs of renting a truck, to include gas and oil from a licensed rental firm.

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- b. The actual cost of renting a trailer from a licensed trailer rental firm and the actual expenses incurred for use of a private vehicle to tow the rental trailer to the newly assigned station.
 - c. Rental of furniture pads and/or dollies.
 - d. Insurance covering truck/trailer and other contents.
 - e. Actual costs of fuel, if using a personal or private vehicle to tow a trailer, either rental or private, to the newly assigned station.
6. When an employee rents a truck/trailer or other rental equipment, he/she will be required to pay in advance. Receipts must therefore be obtained for rental expenses for truck/trailer and equipment including gas and oil expenses which will be retained and submitted on a voucher to the DPS for approval of payment by the Department of Finance and Administration (DFA). These expenses incurred by the employee should be submitted for approval to the Commander of the Special Operations Bureau immediately upon completion of the relocation.

C. Mobile Homes

1. The DPS will be responsible for expenses incurred for relocating mobile homes, not to exceed the rate established in the DFA rule when the move is completed by a certified carrier. In each case when an escort is required for the mobile home, the mobile home will be escorted by a New Mexico State Police Officer, thereby eliminating escort fees. The DPS will be responsible for expenses incurred – with the limitations noted above – for removing underpinning (skirting) and stairways, provided they are collapsible, and for reinstalling of skirting and stairways, provided no modifications are required for the skirting. The employee will be responsible for any expenses incurred for dismounting, transporting or erection of porches, patios or any add-on type rooms, other than tilt-out rooms manufactured by the mobile home company.
2. The DPS will be responsible for labor and materials for unblocking, re-blocking, and leveling of the mobile home at the new location. The DPS will pay an amount not to exceed \$100.00 for expenses incurred for labor and materials required for the disconnection and reconnection of utilities excluding the gas line mercury test and permits.
3. Air conditioners – the certified carrier will require the employee to sign a waiver of responsibility if the air conditioner is not removed from the top of the mobile home. It will be the employee's responsibility to ensure that the air conditioner has been mounted properly for transportation and will not fall off the mobile home in transit.
4. The DPS will be responsible for relocating doublewide mobile homes that are intended as a single dwelling unit including the cost to separate, box, and reconnect. The DPS will not be responsible for relocating two (2) mobile homes where the original intent was to use each of the mobile homes as a single dwelling.

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5. The DPS will not be responsible for any Act of God insurance or any extra insurance, the mounting, dismounting or rental of axles, the repair or replacement of tires, or the transportation of blocks of wood or concrete, walkways, fuel or butane tanks, fencing and non-collapsible stairways.
6. The DPS will be responsible for relocating the deep freezer inside or outside of the mobile home, utilizing the most reasonable means of transportation.
7. The DPS will comply with state laws and regulations prescribed by the Manufactured Housing Division of the Regulation and Licensing Department pertaining to mobile home set-up.

D. Invoices/Bills of Lading

1. Invoices shall be mailed by the certified mover to the New Mexico State Police, Special Operations Bureau, PO Box 1628, Santa Fe, NM 87504-1628, within ten (10) days after the relocation has been completed. The movers of household goods shall provide the State Police Division, Special Operations Commander, for approval, the bill of lading weight ticket, and the inventory and appliance service invoice, when applicable.
2. The mobile home certified mover shall provide to the State Police Division, Special Operations Bureau Commander, for approval, freight bills itemizing all charges. If a third party is utilized for the set-up of the mobile home, an itemized invoice must be attached to the certified mobile home bill of lading, itemizing all third party charges.
3. If a mobile home installation and repairperson is utilized in the unblocking and reinstalling of the underpinning, he/she must be licensed in the State of New Mexico by the Manufactured Housing Division of the New Mexico Regulation and Licensing Department. The mobile home installer will be required to submit an invoice, itemizing all charges, to the State Police Division, Special Operations Bureau, for approval ten (10) days after completion of the relocation.

E. Insurance

1. The Certified carrier of mobile homes and/or household goods, utilized by the DPS, will provide the minimum amount of insurance required by the Public Regulation Commission. Any additional insurance desired by an employee of the department will be the responsibility of the employee. Neither the certified carrier nor the department will insure or assume responsibility for insurance of documents, jewelry, weapons or any other articles of extraordinary value.

F. Claims

A notice of intent to file a claim with a certified carrier or damages arising solely from the move of the household goods or the mobile home shall be filed within ten (10) days after the relocation has been completed. The State Police Division, Special Bureau Commander, will be notified that a claim will be filed by the employee.

G. Division/District Employee Responsibility

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1. The employee who is being relocated will have the responsibility of providing the certified carrier of household goods or mobile home mover with a copy of this policy.
2. Relocation expenses must be incurred within six (6) months of the date when the transfer or reassignment becomes effective.
3. Refund of relocation expenses – Any employee who voluntarily terminates employment with the department within six (6) months after the effective date of the transfer shall refund to the department the amount of relocation expenses, unless the termination was caused by death or disability of the employee.
4. The relocation days which are granted to an employee by the Deputy Secretary of Operations, shall be taken prior to the effective date of the transfer to the newly assigned station unless other arrangements have been made with the employee’s new commander, in concurrence with the previous commander, to utilize the days after the effective date of transfer. The period granted shall not exceed five (5) days.
5. Freezers – The employee shall at the time of the move, have a minimum amount of food in the freezer. Most certified carriers and the department will not assume responsibility for spoilage of food.
6. All employees are to contact the Special Operations Bureau Commander, or his designee, immediately upon receipt of transfer orders, and PRIOR to moving, in order to make final arrangements for the move. The Special Operations Bureau Commander will advise the employee and provide final authority to commence relocation.

7.0 ATTACHMENTS

NONE

8.0 APPROVAL

APPROVED BY: s/Gregory J. Fouratt **DATE:** February 3, 2016
DPS Cabinet Secretary