Subject: Personnel Relocation Expenses		Policy Number: ADM: 27
Revision Number: 6	Effective Date: 10/06/2025	Original Issue Date: 04/26/1996

1) PURPOSE

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

2) POLICY

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

3) APPLICABILITY

a) This policy applies to all commissioned employees of the DPS.

4) REFERENCES

a) NONE

5) 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) OPERATIONAL PROCEDURES

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

a) General

i) The Department will be responsible for payment of relocation expenses incurred by an employee when the Chief/Deputy Secretary of Operations

initiates the transfer. The total authorized amount will not exceed $1500.00.

ii) 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.

iii) An employee transferred to a new duty station as a result of a voluntary request for transfer 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. This amount will not exceed 5 days and/or $500.00.

iv) 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

i) The DPS will be responsible for the moving of household furniture and goods, up to 10,000 pounds, at Public Regulation Commission Tariff rates, in the amount not to exceed $1500.00. This would include expenses for piano carrying, special handling of appliances, charges for appliance connection, and for packing of household goods and personal effects

ii) 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.

iii) The employee will be responsible for the payment of moving expenses incurred for which the DPS is not responsible.

iv) 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;

(1) The actual costs of renting a truck, to include gas and oil from a licensed rental firm.

(2) 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.

(3) Rental of furniture pads and/or dollies.

(4) Insurance covering truck/trailer and other contents.

(5) Actual costs of fuel, if using a personal or private vehicle to tow a trailer, either rental or private, to the newly assigned station.

v) 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) Invoices/Bills of Lading

i) 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.

d) Insurance

i) 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.

e) Claims

A notice of intent to file a claim with a certified carrier or damages arising solely from the move of the household goods 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.

f) Division/District Employee Responsibility

i) The employee who is being relocated will have the responsibility of providing the certified carrier of household goods with a copy of this policy.

ii) Relocation expenses must be incurred within six (6) months of the date when the transfer or reassignment becomes effective.

iii) 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.

iv) 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.

v) 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.

vi) All employees are to contact the Special Operations Bureau Commander, or 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) ATTACHMENTS

NONE

8) APPROVAL

APPROVED BY: _____ **DATE:** 10-06-25

DPS Cabinet Secratery