



2020 Ride Itinerary

OUR MISSION

The primary purpose of the Police Unity Tour is to raise awareness of Law Enforcement Officers who have died in the line of duty.

The secondary purpose is to raise funds for the National Law Enforcement Officer's Memorial and Museum.

OUR HISTORY

In May 1997 the Police Unity Tour was organized with the hope of bringing public awareness of law enforcement officers who have died in the line of duty and to honor their sacrifices. We started in 1997 with 18 riders on a four day fund-raising bicycle ride from Florham Park, NJ to the National Law Enforcement Officers Memorial in Washington D.C. which raised \$18,000.00.

This past May we had nearly 2800 members nationwide who made the trip and we are proud to announce that we were able to donate 2.8 million dollars to the National Law Enforcement Officers Memorial Fund, bringing our total donations to 28 million dollars.

In late 2005, the Police Unity Tour pledged \$5 million in support of the National Law Enforcement Museum. Inspired by our commitment and our motto, "WE RIDE FOR THOSE WHO DIED" the National Law Enforcement Officers Memorial Fund has selected our organization to be the sponsor of the Museum's Hall of Remembrance.

Having completed the 5 million dollar commitment to the museum in 2009, the Police Unity Tour dedicated the 2010 ride to the restoration of the walls of the National Law Enforcement Officers Memorial. The \$1.1 million restoration project included the re-engraving, coating and sealing of the then 18,983 names on the memorial as well as the cleaning of the walls and other memorial improvements.

In 2011 the Police Unity Tour became the official sponsor of the National Law Enforcement Officers Memorial Fund's "Officer of the Month Program". Officers of the Month are honored at a special awards dinner each May in Washington, DC during National Police Week, and they are featured in the Memorial Fund's annual calendar. The Police Unity Tour is also proud to sponsor the NLEOMF's "Recently Fallen Alerts".

With the completion of the National Law Enforcement Officers Museum it was announced that in addition to the Hall of Remembrance the Entry Pavilion to the Museum would be named in honor of the Police Unity Tour. This recognition will enhance the awareness and understanding of the Police Unity Tour with every visitor that enters the Museum.

The 2020 ride will leave Northern New Jersey on May 9th and arrive in Washington, DC on May 12th. The Candlelight Vigil will take place May 13th on the National Mall. Check out is the morning of May 14th.

May 9th

Departing from the Morris County Area.
East Hanover Target
Approximately 45 - 50 miles.

May 10th

Somerset, NJ to Wilmington, Delaware.
Approximately 100 miles.

May 11th

Wilmington, DE to Annapolis, Maryland.
Approximately 100 miles.

May 12th

Annapolis, MD to Washington, DC.
Approximately 60 miles.



MEETING DATES FOR THE 2020 RIDE

**March 11, 2020 April 1, 2020 April 15, 2020
April 29, 2020**

All meetings are on Wednesday evenings at 7:00 PM and will be held at: Ridgedale Middle School, 71 Ridgedale Avenue Florham Park, NJ 07932

Out of State Members

We understand that some of the out of state members will not be able to attend the scheduled meetings in New Jersey. We plan on hosting several conference calls to accommodate the out of state members. Dates of the conference calls will be communicated via email. If you have any questions, please call the Police Unity Tour Office at (973) 443-0030 or email your questions to info@policeunitytour.com

APPLICATION PROCESS

The Police Unity Tour has completely transitioned to an online application process. It is important to note that the online application is a **TWO PART** process. Your participation is not guaranteed, and your application is not complete, until you have finished both steps. Step one requires you to fill out the initial application. Once this application is submitted and your participation has been approved, you will receive an email with a link to the second phase of the application process. At the end of the second phase you will be asked to electronically submit your **\$75 Non-Refundable Application Fee**. Again, your participation in the 2020 Police Unity Tour is not guaranteed until you have completed the second online phase, and payment of your application fee has been received.

*****When filling out the online application process please be sure to remember the username and password that you create as this will be needed throughout your participation in the 2020 Police Unity Tour.** Also, please do not use department/agency issued email address as your point of contact as sensitive firewalls and enhanced security have made using such addresses difficult. We cannot guarantee efficient communication through such email address.*******

Any questions concerning the online application process contact eventservices@policeunitytour.com

FUNDRAISING REQUIREMENTS

We would like to take this opportunity to address fundraising requirements for the Police Unity Tour and the activities that are utilized to raise awareness and generate support. Each member regardless of position; rider, motor, support, etc. is required to raise a minimum of \$1,950.00 in order to participate in the Tour. **New members must submit \$500.00 in donations within 30 days of acceptance.**

Upon completion of the online application process, an online fundraising page is automatically generated for each participant. We would strongly encourage you to use this page in your fundraising efforts. You can send a link to your personal fundraising page to potential donors or, they can make online contributions by going to the Chapter 1 website and searching for your name under the donations tab. This online fundraising page will keep track of ALL of your donations to include those that are made online as well as those that are made offline and mailed into the Police Unity Tour office. This online fundraising page will provide you with an up-to-date record of all of the donations that have been attributed to you.

All offline donations must be submitted with a completed sponsor form so we can accurately credit you and your sponsors. Please include your name and department affiliation. Without this information it may not be possible to provide members with an accurate record of contributions.

Sponsors who donate \$1,000.00 or more are eligible to receive a plaque as well as have their name displayed on the website and support trailers. Clearly print or type the sponsor's name on the form as they would like it on the plaque, trailer and website.

Sponsor forms are available on the website. All donations are tax deductible, the tax identification number is 22-3530541.

The Police Unity Tour is a not-for-profit organization under section 501(c)(3) of the Internal Revenue Code and while fundraising for participation in the tour, members must comply with all federal, state and local laws governing such fundraising.

USE OF THE POLICE UNITY TOUR LOGOS, SLOGANS AND LIKENESSES

The Police Unity Tour has obtained numerous trademark registrations over the years to promote its cause. These trademark registrations include, but are not limited to, its name, slogan, patches and logos. Anyone creating any clothing, merchandise, flyers, vehicle or trailer markings or paraphernalia that includes any mention of the Police Unity Tour or uses any of its logos, slogans, patches or likenesses, must first obtain permission from the Executive Board.

To obtain permission, you must submit a color proof of the intended use. This proof must be of the complete item, such as the front and back of t-shirts, coins, glasses, etc. Submission does not constitute or guarantee approval. Forward your proofs to info@policeunitytour.com

Police Unity Tour Support Teams

Due to the overwhelming growth and success of the Police Unity Tour it has been necessary to make continuous changes to the Support Team. ***These changes are crucial to protect the safety, integrity and future of the Tour.***

The support team has now been divided into several teams which include but are not limited to the Hotel Luggage Team, Hotel Trailer Team, Hotel Logistics Team, Break Team, Bicycle Procession Team and the Motorcycle Support Team. **Each team will have individual responsibilities that are equally important to the continued success of the tour.**

PROCESSION TEAM

The Bicycle Procession Team, along with the Motor Team has the primary responsibility for the **safety of the riders.**

The Procession Team will have a lead vehicle, which will be the central point for communications for the Procession Team as well as the Motor Team and Ride Marshals. Any questions or concerns with the procession will be addressed through the Procession Team Leader.

Any questions regarding assignments of the Procession Team, contact bmurphy@policeunitytour.com

MOTORCYCLE SUPPORT TEAM

In order to ensure the safe and efficient movement of the Police Unity Tour, the Motor Team will work in conjunction with the Bicycle Procession Team and Ride Marshals.

Any questions regarding assignments of the Motor Team, contact team leader dfogg@policeunitytour.com

BREAK TEAM

The Break Team travels directly to all break / lunch stops to prepare for the arrival of the bicycle procession. All rest areas have been predetermined and once at the rest area, the team leaders will be responsible for coordinating and assisting in the preparation and maintenance of the rest area.

Important as the Break Team is and truly understanding the meaning of unity we must realize that for the overall good of the organization, the Break Team shall not be an escorted caravan. Under no circumstances shall the use of lights and / or sirens be permitted while the Break Team is in motion, nor shall any member of the Break Team contact another agency for an escort. Any member who violates this mandate shall be subject to immediate suspension and removal from the tour.

Any questions regarding assignments of the Break Team, contact team leader jjed@policeunitytour.com

RIDE MARSHALS

Ride Marshals are official representatives of the Police Unity Tour. They are assigned to assist and monitor riders and have the authority to enforce the rules set forth by the Executive Board. They will be wearing fluorescent yellow-lime green helmet covers and socks and are available if you have any questions during the Tour.

Any questions regarding assignments of the Ride Marshals contact team leader jscully@policeunitytour.com

HOTEL LUGGAGE & TRAILER TEAMS

The Hotel Luggage & Trailer Team will leave each morning and proceed directly to the next hotels. They will take the most direct route that does not interfere with the course utilized by the bicycle procession. Once at the hotel, the team leaders will be responsible for coordinating and assisting with the offload, storage and/or delivery of luggage to rooms, if applicable.

If in the event a vehicle or vehicles should become lost while in route to a hotel, you should notify your team leader.

Important as the Hotel Team is and truly understanding the meaning of unity, we must realize that for the overall good of the organization, the Hotel Team shall not be an escorted caravan. Under no circumstances shall the use of lights and / or sirens be permitted while the Hotel Team is in motion, nor shall any member of the Hotel Team contact another agency for an escort. Any member who violates this mandate shall be subject to immediate suspension and removal from the tour.

Any questions regarding assignments of the Hotel Luggage & Trailer Team, contact team leader jciuppa@policeunitytour.com

HOTEL LOGISTICS TEAM

The Hotel Logistics Team is responsible for working with hotel staff to set up the lobbies for the distribution of room keys, resolving any issues concerning rooms and coordinating with the Hotel Luggage Team in locating any misdirected luggage. Any room changes must be authorized by the Hotel Logistics Team Leader. Members are not to contact the front desk requesting room changes.

Any questions regarding assignments of the Hotel Logistics Team, contact hotels@policeunitytour.com

AGENCY / GROUP / TEAM SUPPORT VEHICLES & TRAILERS

The Police Unity Tour has allowed for vehicles from individual agencies, or groups of riders to accompany the tour. However, these vehicles must be approved by Police Unity Tour Team Leaders and the Police Unity Tour Executive Board.

The operators and any occupants must be accepted members of the Police Unity Tour and adhere to the conditions set forth below:

In order to have an agency/group vehicle and trailer approved to participate in the tour the "Vehicle Request Form" which was part of the application process must be thoroughly completed. Along with the vehicle request form we require photographs that depict any and all markings on the participating trailers and vehicles.

The vehicle request forms can be found on the Chapter 1 website in the Membership Information tab. We prefer that all vehicle request forms be submitted with your application, but REQUIRE it no later than April 1st.

In requesting permission to utilize a vehicle and/or trailer during the Police Unity Tour you must understand that the sole purpose of this vehicle is for the convenience of your agency/group. You must further understand and agree that this vehicle will go directly from hotel to hotel and at no time will it participate or interfere with the operation of the Police Unity Tour bicycle procession or Break Teams, **nor will any member of your group interfere with the Hotel Logistics Team by attempting to obtain room keys and/or check in with hotel staff or at the front desk.** Any request for keys, change of room or any problem dealing with your room assignment **must** be done through a member of the Hotel Logistics Team. **Only members of the Hotel Logistics team will communicate with hotel staff.**

As members of the Police Unity Tour, we must realize our greater responsibility to the brotherhood, our profession and what we represent as ambassadors to the National Law Enforcement Officers Memorial. **For that reason, as a member of the Police Unity Tour, you will not consume alcohol during the Tour operating hours, nor shall you possess or consume alcohol on/or near the grounds of the National Law Enforcement Officers Memorial or on any of the surrounding streets. Any violation of the aforementioned policy will result in your immediate ejection from the tour.**

No Agency/Group vehicles and/or trailers may be parked in close proximity to the Memorial grounds for the arrival ceremony without permission of the Executive Board. Additionally, ANY member of the Police Unity Tour that has control over a trailer and/or operates a vehicle at anytime during the tour is expected to operate and/or park said vehicles/trailers in compliance with all state and local laws, especially in Washington, DC. Once in Washington, DC and the vehicles and trailers are **LEGALLY PARKED** there will be no consumption of alcohol in and or around these vehicles to ensure compliance with all state and local laws and as not to put any of our on duty Brothers and Sisters in a position where they have to make a decision that would ultimately have negative effects on anyone's career; theirs, ours or the overall well being of the Police Unity Tour and its membership. Be aware that any violation of the aforementioned policies may jeopardize your participation in future tours and may also result in your teams support vehicle and/or trailers being banned from future participation.

You must further understand and agree that the Police Unity Tour assumes no responsibility for this vehicle or its expenses such as fuel, tolls, parking or any fines for violation of state or local laws.

Operators and occupants of these agency/group trailers may be called upon to assist in other functions relating to the safe operation and efficiency of the tour. Failure to comply may result in your removal from the tour, jeopardize your participation in future tours and may also result in your teams support vehicle and/or trailers being banned from future participation.

The use of barbeque grills, fire pits or any type of open flame are prohibited at our hotels. Food is provided at our hotels at a cost to the tour so we encourage you to eat at the hotels.

There have been many complaints about the debris left behind in the parking lots after the trailers pack up and leave. Not only are these complaints embarrassing to hear but they are jeopardizing future contracts with these hotels and damaging the reputation of the Police Unity Tour, not to mention law enforcement in general!

Important as the Support Teams are and truly understanding the meaning of unity we must realize that for the overall good of the organization the break, Hotel Luggage and Trailer Teams shall not be an escorted caravan. Under no circumstances shall the use of lights and / or sirens be permitted while these teams are in motion, nor shall any member of these teams contact another agency for an escort. Any member who violates this mandate shall be subject to immediate suspension and removal from the tour.

UNIFORMS

Riders must wear a blue Police Unity Tour jersey, black Police Unity Tour shorts, plain black shorts or pants, helmet and eye protection.



Special Edition Anniversary Jerseys, the Old Louis Garneau Jerseys and Anniversary Support Shirts may be worn during the ride. **On May 12th, for the Police Unity Tour arrival at the National Law Enforcement Officers Memorial, ONLY the STANDARD Police Unity Tour jersey may be worn!** The standard jersey has the new Police Unity Tour logo with the mourning band and thin blue line on the sleeves and American Flag on left side of chest.

Only one department patch may be sewn on the center back pocket of the jersey or riding jacket. Under NO circumstances shall any advertisements be affixed to Police Unity Tour uniforms, jackets or support shirts.



Under NO circumstances shall any departmental patches, sponsor logos, or advertisements be affixed to the 15th and 20th Anniversary jerseys.

The jerseys, riding jackets, support shirts and blue & white jackets are not to be cut or altered in any way, nor should they have any advertisements affixed to them. This applies to riders, motors and support personnel.

Uniforms can be purchased Online during the application process or by logging in to your personal fundraising page. Orders will not be processed or shipped until full payment is received. If you are having your orders shipped please be sure to pay for shipping during the online ordering process. All completed orders can be picked up at the general meetings unless other arrangements are made.

Jerseys are to be worn by Tour members only! They are NOT to be sold or given to nonmembers!



The blue & white jacket must be ordered through Bikeland II using the order form available on the Chapter 1 website in the Membership Information tab.

Questions and order forms should be directed to bikelandoffice@gmail.com

Department patches may be sewn on the left sleeve of the blue & white jacket. Under NO circumstances shall any advertisements be affixed to any Police Unity Tour uniforms, jackets or support shirts.

There is NO RANK on the Tour. Rank should not appear on your nametag.

Support Team Members must wear a blue Police Unity Tour polo shirt (support shirt) and black pants or shorts. Black boots, sneakers or shoes are acceptable. Open toed shoes are not permitted. Department patches may be sewn on the left sleeve of the support shirt. Under NO circumstances shall any advertisements be affixed to any Police Unity Tour uniforms, jackets or support shirts.



The support shirts must be ordered through "About Me" by going to your personal fundraising page and following the link for support shirts. Orders will not be processed or shipped until full payment is received.

Questions and order forms should be directed to aboutme@policeunitytour.com

Riders that switch or are moved to support during the tour must see the team leader they are assigned to make arrangements to obtain a support shirt.

Candlelight Vigil all members who are not wearing their Class A uniform to the Vigil are requested to wear khaki pants with a Police Unity Tour polo shirt or jacket.

General questions regarding uniforms should be directed to uniforms@policeunitytour.com

SAFETY

Riders:

Riders two by two, Stay to the right, Never pass a motor on the left!

- Only traditional two wheel bicycles are to be used while participating in the Police Unity Tour and Police Unity Tour sanctioned events. All participant bicycles are subject to inspection.
- Helmets and eye protection are required at all times regardless of state law.
- Calling out road hazards and notifying fellow riders of slowing or stopping are important to everyone's safety.
- **IPOD(s) OR ENTERTAINMENT DEVICES THAT USE EARPLUGS, EAR BUDS OR HEADPHONES AS WELL AS SPEAKERS MOUNTED ON BIKE ARE PROHIBITED. NO CELL PHONE USE OR PICTURE TAKING WHILE RIDING .**
- *Ride two by two!*
- *Do not pass motorcycles on the left!*
- **No rider may hold on to any moving vehicle. Grounds for ejection from the ride, both rider and vehicle operator.**
- **Do not pass the lead vehicle** or request that the pace of the ride be changed. Tour officials set the pace to ensure rider safety and accommodate cyclists of various skill levels while maintaining SAFETY & UNITY.
- Any rider who falls behind the Ride Marshals at the end of the procession will be asked to ride the bus. This request **MUST** be honored.
 - ▶ Riders that are picked up in the morning may ride again after lunch.
 - ▶ Riders that are picked up in the morning and then again after lunch will be done for the day! These riders may be transported directly to the hotel.

During the Tour we will cross several grated bridges. *Riders are required to dismount their bicycles and walk over the bridges. **DO NOT** straddle your bicycle.* There will be a motorcycle and Ride Marshals posted before the bridges to notify the riders. If there are any unexpected stops, all bicycles should be immediately moved off the roadway

Groups and Teams:

All GROUPS participating in the ride MUST have their group leader or a representative from their group report to the lead vehicle at each and every rest stop to participate in a brief meeting with Ride Marshals, Team Leaders and Board Members.

Ride Marshals:

Ride Marshals are official representatives of the Police Unity Tour they are assigned to assist and monitor riders and have the authority to enforce the rules set forth by the Executive Board. They will be wearing fluorescent yellow-lime green helmet covers and socks and are available if you have any questions during the Tour.

Motor Team

Motorcycle escorts ensure the safe and efficient movement of the bicycle procession by blocking intersections, ramps, driveways, traffic lights and riding along side the bicycles. Motorcycles require room to safely pass riders, be aware of their presence.

Riders two by two, Stay to the right, Never pass a motor on the left!

TRAINING, EVALUATIONS & EQUIPMENT

Training

Riding 300+ miles in four days will require you to complete some substantial bicycle training.

Base training can be done on a spin bike or trainer, but within 3 months of the Police Unity Tour (February), you should be riding on the road at least twice weekly at distances that exceed 20 miles. Within 1 month of the Police Unity Tour, you should be riding at least three times weekly at distances that exceed 30 miles. You can track your training with the P.U.T. training log that will total your miles weekly and cumulatively leading up to the tour.

Evaluation Rides:

For new members, or those who did not complete all phases of the ride in the previous year, an evaluation ride consisting of at least 25 miles is recommended for 2020. Any Police Unity Tour Ride Marshal can do the evaluation. Please contact training@policeunitytour.com for assistance with setting up an evaluation ride. The P.U.T. Training/Evaluation form shall be completed upon completion.

The rider should be able to complete 25 miles in at least a two-hour time frame. If you are riding further than 25 miles, an average pace of 13-15 mph for the duration of the ride is also an acceptable level of riding. Please keep in mind that during the tour you will have days where we approach 100 miles of riding, so successive rides in the same day and consecutive days of riding is also important to add to your training regiment.

All Ride Marshals will be required to host a training/evaluation ride.

Marshals should submit to post their ride information on the Chapter 1 calendar of events at least 5 days ahead of time. An email contact should be listed requiring anyone needing evaluation to RSVP to the ride.

Equipment checklist prior to May 9th

At a minimum, you should have the following checked prior to the start of the tour:

- Bicycle serviced - within 6 months, or at least two weeks prior to tour.
- Tires & tubes removed and inspected.
- Safety Protection
 - Helmets – It is recommended that helmets meet Consumer Product Safety Commission (CPSC) standards.
 - Eye Protection - It is recommended that eye protection meet CPSC standards
- Bicycle shoes and cleats (if used) inspected.
- Bicycle fit - ensure bike is adjusted professionally to rider.
 - Complementary fittings for tour members are provided at Bikeland II in Chatham, NJ. Call Oscar at 973-635-8066 to schedule your fitting.

Any questions regarding training and evaluations may be directed to John Scully, Chapter 1 at training@policeunitytour.com

The more you train, the less taxing you will be on Tour Support and the more you will enjoy this rather humbling and awe-inspiring experience.

REST STOPS

There will be breaks approximately every 25 miles. Water, Gatorade, snacks and fruit will be available. Lunch is provided, usually at the second rest stop of the day. If you have any special dietary restrictions please notify; info@policeunitytour.com.

All riders are asked to assist our support team with policing the rest areas prior to departure. This will not only be a sign of good faith to those who graciously allow us to use their facilities, it will also allow for a timely and smooth departure.

All GROUPS participating in the ride MUST have their group leader or a representative from their group report to the lead vehicle at each and every rest stop to participate in a brief meeting with Ride Marshals, Team Leaders and Board Members.



When departing a rest stop, line up in an orderly manner and be prepared to exit the rest area two by two. **Riders two by two, Stay to the right, Never pass a motor on the left!**

Use the comfort stations provided at the breaks.

It is unacceptable to urinate in the woods or on the side of the road or buildings

MEMORIAL BRACELETS

Memorial Bracelets

Each member is strongly encouraged to purchase a Memorial Bracelet with the name of an officer who died in the Line of Duty!



It is an unfortunate fact that on average 151 law enforcement officers who die in the line of duty annually. Since the Police Unity Tour has grown to nearly 2800 participants annually it is important that we not only honor those from the preceding year but we never forget and honor those who made the ultimate sacrifice long before the Police Unity Tour started the Memorial Bracelet Program.

Please take a few minutes to do some research on historical line of duty deaths on the National Law Enforcement Officers Memorial website; <http://www.nleomf.org/officers/search/> and honor one of these fallen heroes.

Once you have chosen a fallen officer it is your responsibility to contact the fallen officer's department to inform them about the Police Unity Tour and request assistance in making arrangements to meet the officer's family and/or department members at the Memorial and present the bracelet to them. If they are unable to meet you, the bracelet should be sent to them upon completion of the Tour.

We recommend that you order a duplicate bracelet if you would like to keep one for yourself.

The cost of the bracelets are as follows:

- Blue bracelets are \$15.00
- Silver bracelets are \$65.00

Please note the prices on all bracelets are subject to change based on the cost of the material.

Bracelets can be ordered by completing the order form which can be found on your personal fundraising page or on the Chapter 1 website in the Membership Information tab.

Deadline for ordering Memorial Bracelets is March 15, 2020

Any questions should be directed to bracelets@policeunitytour.com



CANDLELIGHT VIGIL / SURVIVOR ESCORTS

Survivor Escorts

The Police Unity Tour has the honor of escorting survivors as they arrive at the Candlelight Vigil on May 13th.

Members participating in the survivor escorts must wear their Departmental Class A Uniform or Pants Suit, Suit and Tie and official credentials.

Spots are limited and are filled on a first come, first served basis.

Anyone interested in participating must email shobbs@policeunitytour.com.



RIDE MEALS, ACCOMODATIONS & LOGISTICS

Accommodations

The Police Unity Tour provides hotel rooms with an assigned roommate as follows:

May 9th in Somerset, NJ; May 10th in Wilmington, DE; May 11th in Annapolis, MD; and May 12th and May 13th in Washington, DC/Virginia. Checking out on the 14th.

The tour is not responsible for incidentals!

Members are required to swipe their personal credit card for incidentals at each hotel.

While the Police Unity Tour will do our best to accommodate all roommate requests and/or requests to stay in the same hotels with specific groups or agencies, **WE MAKE NO GUARANTEES!** If no roommate was requested, one will be randomly assigned. All rooming assignments are subject to change at any time. The opportunity to request roommates is in Part 2 of the online application process.

Returning members, there is NO GUARANTEE that you will be in the same hotels that you have stayed in years past!

Under no circumstances shall any member of the tour attempt to obtain hotel room keys or make any change in their room assignment through the hotel staff. Only members of the Hotel Logistics Team will communicate with hotel staff. All keys, change of room or any problem dealing with your room assignment must be done through a member of the Hotel Logistics Team. Hotel Logistics Team leader can be contacted at hotels@policeunitytour.com

Meals:

Meals provided by the Tour are as follows:

Day 1: Breakfast, Lunch, Dinner

Day 2: Breakfast, Lunch, Dinner

Day 3: Breakfast, Lunch

Day 4: Breakfast

If you have any specific dietary requirements, please notify us prior to the Tour at: info@policeunitytour.com.

Luggage:

All LUGGAGE must be clearly labeled with your name and have the Police Unity Tour Luggage Tags that you were provided with at check-in attached. Bags will be delivered to your hotel and will either be placed in a conference room for you to pick up or delivered directly to your room. Luggage placed in the conference room will be grouped in alphabetical order based on your **last name**. Each member is responsible to pick up their own room keys prior to getting your luggage. For those hotels that may deliver luggage to the rooms, we ask that *if luggage is misdirected to your room, please bring it to a Hotel Team member in the lobby immediately.*

Members are required to place their luggage on the appropriate truck or at the designated drop off area each morning. For your convenience, easels will be in each hotel lobby with meal, luggage and departure information.

When packing, keep the weight of your luggage to a minimum, **Under 50lbs!** Remember that support team members will be moving that luggage every day to ensure it gets to your next hotel.

If you are bringing any luggage that you will not need until arrival in DC, be sure to tag the bag accordingly "DC ONLY" and notify the support team member who is assisting you with check in or loading the luggage on the trucks. That piece will be unavailable until check in at the DC/Virginia hotels.

Bicycle mechanics will be available to assist you with assembly at the host hotel.

Bike boxes will be transported directly from the host hotel and will be unavailable until check in at the DC/Virginia hotels! Be sure to remove anything needed during the ride from your bike boxes immediately after unpacking your bike. If you are traveling with rental vehicles and brought a personal bike rack, we will transport the bike rack in the trucks with the bike boxes.

Weapons are not to be transported in your luggage or bike boxes!

We are not responsible for weapons lost or left in luggage!

We have weapon lockers available!

All checked weapons must be claimed by the end of arrival ceremony at the Memorial!

Arrival in DC

Bicycles will be loaded onto box trucks and trailers at the Memorial on May 12th. Be sure that your bike number and the additional luggage tag provided in your registration packet at check in is properly affixed to your bicycle for identification. There will be two box trucks designated for ONLY those bikes returning to NJ. Once in the trailer, these bicycles will not be accessible until they are back in NJ. Unless you plan on riding to your hotel, all other bicycles should be placed on the box trucks or trailers that are marked with the hotel you are staying at in DC. Each member is responsible for their own transportation home from DC.

Loading of the bicycles should be done immediately after arriving at the Memorial and prior to the ceremony. There will be ample time before the ceremony begins.

Post Ride Logistics

Bicycles going to New Jersey can be picked up at the Morris Township Police Department, 49 Woodland Ave, Morristown, NJ 07960.

We ask that all bicycles be picked up from Morris Twp. PD NO LATER THAN May 31st, 2020.

PRE-RIDE ACCOMODATIONS & LOGISTICS

Pre-Trip Accommodations

Prior to the Tour's departure on May 9th, members are responsible for booking their own hotel rooms in New Jersey. The host hotel for the 2020 Police Unity Tour is to be The Fairfield Executive Inn /Best Western. 216 US Highway 46 East , Fairfield New Jersey 07004 973-575-7700

Family Rooms

If you would like to request a family room upon our arrival in Washington DC, you can find the request form on the Chapter 1 website in the Membership Information tab and on your personal fundraising page. A family room request should be made if you plan on having members of your family join you in Washington DC, whether they will be staying with you or should they want their own additional room. You DO NOT need to request a family room if you plan on staying with your assigned tour roommate for the nights of May 12th and May 13th.

DC Extensions

If you would like to request an extension of days in Washington DC, you can find the request form on the Chapter 1 website in the Membership Information tab and on your personal fundraising page. A Extension request should only be made if you plan on staying in DC past the morning of May 14th.

The Family Room / Extension Request forms must be filled out and returned to the office no later than March 15, 2019. We may not be able to accommodate requests received after March 15th.

If you have questions about the family room/extension request procedure, please send an email to: hotels@policeunitytour.com

Transportation (May 7th & 8th)

Members flying into NJ must arrive at Newark Liberty Airport in order to be transported to the host hotel. The link for the transportation request form will be listed as **2020 Airport Transportation Requests** on the Police Unity Tour Chapter 1 website in the Membership Information section. Any questions can be submitted to puttransportation@policeunitytour.com.

Members arriving by train on May 7th & 8th will be picked up at Newark's Penn Station only!

Members arriving in rented vehicles, we will assist with returns to Newark Airport only!

Bike Boxes

If you need to ship your bicycle prior to the ride, please include your name on the box and send it to:

Police Unity Tour
12e Great Meadow Lane
East Hanover, NJ 07936

Bicycle mechanics will be available to assist you with assembly at the host hotel.

Bike boxes will be transported directly from the host hotel and will be unavailable until check in at the DC/Virginia hotels! Be sure to remove anything needed during the ride from your bike boxes immediately after unpacking your bike. If you are traveling with rental vehicles and brought a personal bike rack, we will transport the bike rack in the trucks with the bike boxes.

Weapons are not to be transported in your luggage or bike boxes!

We are not responsible for weapons lost or left in luggage!

We have weapon lockers available!

All checked weapons must be claimed by the end of arrival ceremony at the Memorial!

CONTACT INFORMATION

Our website is a valuable resource where you can check meeting dates, important events, sponsors, active rosters and download forms; www.policeunitytour.com/chapter_1

If you are unable to find answers to any questions you may have on the website or in this information packet, we have developed the following list of email addresses that you can use to request specific information:

- General questions, additional information or requests to post events on the calendar:
info@policeunitytour.com
- Online Applications:
eventservices@policeunitytour.com
- Sponsorships and Donation questions;
eventservices@policeunitytour.com
- Uniform, clothing and merchandise questions:
uniforms@policeunitytour.com
- Support shirts and gift shop questions:
aboutme@policeunitytour.com
- Blue & White Jacket Questions;
bikelandoffice@gmail.com
- Hotel question, rooming assignments or family room availability:
hotels@policeunitytour.com
- Transportation questions:
puttransportation@policeunitytour.com
- Training questions, evaluation rides, equipment check lists:
training@policeunitytour.com
- Memorial bracelet orders or to reserve a bracelet for a specific fallen officer:
bracelets@policeunitytour.com

WEBSITE: www.policeunitytour.com/chapter_1

