

Police Unity Tour



CHAPTER VIII 2010

Brother and Sister
Officers
Welcome aboard!

Chapter VIII Handbook

The *Police Unity Tour, Inc.* is also known throughout this publication as the “*Unity Tour*”, the “*Tour*” or *Chapter VIII*.

I. Introduction

Each May, to coincide with the week that includes the 13th and the 15th of May, also known as “**Police Week**”, the *Police Unity Tour* bicycles to Washington D.C. to honor the service and sacrifice of America’s Law Enforcement Officers. The *Police Unity*

Tour also carries a monetary contribution, collected from the communities represented by the members, to deliver to the *National Law Enforcement Officer’s Memorial Fund. (NLEOMF)*. This publication will serve as a resource for anyone that will be participating in the *Police Unity Tour*. The primary purpose of *Police Unity Tour, Inc.* is to raise monetary support for and awareness of the *NLEOM* in Washington D.C. The *Police Unity Tour* will also, from time to time, assist organizations in matters dealing with families, co-workers and friends of law enforcement officers that have died in the line of duty. Finally, the *Police Unity Tour* periodically conducts bicycle training and education for police officers and citizens.

II. History of the Police Unity Tour, Inc

In 1997, **Patrick P. Montuore** of the Florham Park, NJ Police Department came up with an idea. A colleague had been killed in the line of duty several years earlier and Pat wanted to honor this officer and others by riding bicycles from northern New Jersey to the site of the National Law Enforcement Officers Memorial in Washington D.C. Pat also wanted to help the Memorial financially, so he decided that he would collect donations prior to the ride.

The idea was simple. Participating officers would raise a set amount of money, pedal the distance over the course of four days, and present **Craig Floyd**, Chairman of the **NLEOMF**, with the collected donation.

Twenty-two officers solicited from businesses, friends, family, co-workers, and anyone else that would donate.

After a ceremony in Florham Park, and with some skepticism from bosses, co-workers, and loved ones, the officers left bright and early one May morning in 1997. With three civilians, two rented vans, and a borrowed trailer, they set out on this odyssey. The trip was a tremendous success. They raised \$18,000 that first year and it marked the beginning of an effort that no one thought would develop into what it has today. Each year, the *Police Unity Tour* has grown by leaps and bounds.



Proudly, the *Police Unity Tour* is the largest single sponsor of the NLEOMF.

II. Management

The management of each *Police Unity Tour Chapter* consists of a president, and vice presidents as needed, as specified in the by-laws. The terms of office are dictated by the dates of the annual meeting following each year's ride. The executive boards will also designate committees, and make appointments to those committees. Those committees in turn will report to their executive board.

IV. Membership.

This tour requires a serious commitment of both time and energy. New applicants that wish to ride must be sworn law enforcement officers (active, reserve or retired). Returning riders must be

members in good standing. *Chapter VIII* may choose to sponsor or accept an immediate survivor of a law enforcement officer killed in the line of duty to participate as a rider if they meet all other criteria. Support team members may be non-sworn personnel, and are typically non-sworn law enforcement personnel, family, survivors, or trusted friends. No one who is under suspension (with or without pay), under indictment, or charged criminally may participate. All applicants and members must abide by their department's rules and regulations, the by-laws of the Unity Tour, and the rules of this handbook. The *Police Unity Tour, Inc.* reserves the right to refuse membership to any applicant for any reason.

A. Members' Designations

Members are generally either "riders" or "support staff". Riders are those members that will ride bicycles, and support staff, are those members that drive or ride in a support vehicle, and work to provide logistical support during the tour.



B. Applications:

Applications are accepted on a "first come-first served" basis. Each application must be accompanied by a non-refundable check for \$125. Of the \$125, \$25 is an administrative fee and the \$100 is applied to the minimum fund raising amount for each rider or support person. A waiting list is established for those who were not accepted. Occasionally, there are a few people who drop out for various personal or

professional reasons. Registration for the Tour always begins September 1st.

C. Requirements of Riders:

- Participation in fundraising (see next section)
- Raise at least the minimum donation for the rider or support category
- A quality “road” or “mountain” bicycle.
- An ANSI or SNELL certified bicycle helmet
- Attendance at official meetings and training rides (not required of “out of area” members)
- Completion of required paperwork (Registration/Waiver/etc.)
- Valid driver’s license
- Personal credit card carried during Tour.
- Attendance at the NLEOMF Candlelight Vigil Service on May 13th in Washington, DC.

V. Fundraising

Fundraising will occur throughout the year. However, applicants must raise and submit the required amount of funds by **April 15th**. The Chapter Board of Directors will designate the minimum donation for each rider or support member each year. If a member does not reach the minimum donation by the April 15th deadline, the monies raised will be honored as a donation to the NLEOM. No monies will be refunded.

Riders and support use pre-printed “Sponsor Forms” forms for their contributors. The portion of the form with the officer’s name on it is mailed to the P.O. Box along with the donation.

The donor, for tax purposes, retains the other portion of the form. Information on the donor and officer are recorded, so the member may receive proper credit for the donation. Each member has an individual account set up by the Treasurer and may check on their “account balance” at any time.

Any person or organization, that make a donation of \$1000.00 or more may have their name placed on the side of the support trailer as an “**Official**” **Corporate Level Sponsor**. Riders are also encouraged to obtain goods that will assist the *Unity Tour* (water, food, bike parts, etc.) Riders should check with the Support Team Coordinator, **before** any arrangements for support supply donations are made.

Members should also participate in any sales, special events, etc. that involve fund-raising. It is also important to try to make every meeting in order to remain informed as to the most recent developments in Tour planning and events. The Chapter VIII website (www.PoliceUnityTourVIII.org) should also be checked frequently for updates.

VI. Bracelets of the Fallen

Each rider will be issued a blue metal memorial bracelet inscribed with the name and information of a law enforcement officer who died in the line of duty within the calendar year prior to the Unity Tour. Chapter VIII riders will generally be riding for those officers from the South Eastern states, however riders may request to ride for a specific officer who died in the line of duty within the calendar year preceding the

start of each Unity Tour. Members may purchase additional bracelets through Chapter VIII, however payment must be received by Chapter VIII prior to the order being placed. Bracelets will be ordered in January, with the deadline to request extra or specific bracelets being January 6th.

The issued bracelets will be delivered to the riders by the start of the Unity Tour, however members will be notified via email at least two weeks before the start of tour with the name of the officer they will be riding for. It is the rider's responsibility to learn about that officer (www.odmp.org) and to contact the department and/or the deceased officer's family prior to the Unity Tour. The member should inform them about the Unity Tour and that the member will be wearing their officer's bracelet while bicycling to Washington, D.C. Arrangements can be made to meet the officer's family members and/or the department members at the Memorial to present the bracelet to them. If the family or department will not be at the Memorial, the bracelet may be sent with a letter to the family or the department after the member returns home from the Unity Tour.

VII. Training

Applicants must train and be in excellent physical condition for the Tour. Medical clearance must be obtained prior to training. Training rides will be scheduled and applicants should make every effort to attend. Training rides usually begin the first weekend in February and conclude two weeks before



the "Send Off Ceremony". Riders are observed and evaluated by the executive board, ride marshals, and support staff. A member may be asked to relinquish their positions as a rider and participate as support staff member if their performance is not up to the standards required.

On training rides, members should be prepared to make their own repairs if necessary. A visit to a reputable bike shop is suggested. First to have the bike properly fitted to you and also to have the bike checked to see if it could endure the varying conditions. Professional bicycle mechanics will be available throughout the ride in May and will have tubes, tires, and a variety of other standard parts and equipment necessary for repairs. It is recommended, that you have available any non-standard parts that may be needed.



Registration closes on December 31 at midnight so there should be plenty of time to train. Riders should begin a program of cross training (cardio, weights, etc.) as soon as they have been accepted to the Tour. Spin classes during the winter months are an excellent start.

Be mindful that the Virginia Route consists of a 115 mile day, followed by a 65, then a 65 mile day. Wind, temperature extremes and hills are present to some degree on most of the tour and should be taken into account. Riders will be **expected** to maintain an **average** speed of 15 MPH.

For first-timers, it is suggested teaming up with a veteran of at least one *Tour*. It may be very helpful in discovering what is needed, especially in the area of training. Riding in a large pack is different than riding alone. Every effort should be made to train the same as the *Tour* rides. Consultation with any kind of personal trainer and any bicycling publications is recommended.

Pay special attention to diet and water consumption. (A Camelback® or similar hydration system is recommended when training, however is not necessary during the ride since support crews will have water very accessible). It is critical to drink fluids or eat food items that will replace your electrolytes. Water alone, is not sufficient and could cause as many problems as dehydration.

VIII. The Tour

The *Tour* begins with a "Send Off Ceremony". The Ceremony will be held at Virginia State Police-Division V Headquarters (1557 South Military Highway Chesapeake, Virginia) at 0700 hours on May 10th. The ceremony is open to the public and all sponsors should receive an invitation.



A. Safety

Everyone's safety is of the utmost importance.

Helmet use is required at all times during training and the ride itself.

Communication, such as calling out "gravel" or "passing on your left" to other riders is important for safety, but is also courteous.

B. Ride Marshals

"*Ride Marshals*" will be assigned to monitor the riders, keep track of times on breaks as well as ensuring the safety of all riders.

Riders shall **NOT** go more than 3 wide, depending on road conditions. The support staff, motorcycle riders, "ride marshals" or Executive Board Members will advise when to be in "dress" double or single column formation. Generally speaking, we will have one entire traffic lane available to ride. Riders should stay clear of the center line adjacent to traffic.

C. Other Safety Considerations:

- Keep in mind that the motorcycles need room to pass the riders to block the intersections, lights etc. Please stay out of the way of the motors and call out loud when a motor is passing.
- As mentioned earlier, calling out road hazards, such as gravel, glass, potholes, etc. to other riders is both important for safety and is courteous.
- It is paramount that the group stays together. Remember, this is a "UNITY" tour. The two lead riders will set the pace. **Do not pass the lead riders**, unless you have

permission to do so. The lead riders will have communication with the rear cover riders. If the lead is slowing on a downhill section it might be to allow the slower riders an opportunity to catch up. The ride will, at times, be too slow for some and at times, too fast for others. This is just the nature of a pack style ride consisting of this many cyclists of different skill levels.

- The pace of the ride should allow members to talk amongst themselves and get acquainted. Please be cautious while conversing with other riders and watch where you are going at all times. **Many a mishap has occurred because someone took his or her eyes off the road for a moment.**
- **Under no circumstances will riders be permitted to hold on to any moving vehicle.**
- There are schedules and time constraints, particularly on the last day. Members that cannot keep up with the group may be asked to get into a support vehicle to rest. This is for short term only. If a member cannot *consistently* stay with the group, then they should re-evaluate their position as rider. Also, injuries or illnesses may require the rider to withdraw during the tour. *It is preferred that the individual rider, assess their own abilities and withdraw as a rider before having to be asked.*
- **Any request by an Executive Board Member, Ride Marshal, or designee to get into a support**

vehicle shall be honored. Motor officers and support staff are considered designees.

- Medical personnel accompanying the tour shall examine any rider who falls or crashes. Transportation to a medical facility may be required. A roommate/ride partner and/or support staff member should accompany an injured rider. All members' medical forms will be readily accessible by Medic 1. The medical form should accompany the injured rider to the facility.
- A mechanical breakdown may require the rider and bike to get into a support vehicle for repair. The *Tour* has excellent Bike Support, and most repairs are done quickly and effectively. "Spare" bicycles may be available to use temporarily while a bicycle needing extensive repair is being conducted. Riders should not bring more than one bicycle unless prior permission is obtained. Bicycles will need to be stored and transported back, so it is necessary to know in advance, the number of bicycles involved.

D. Rest & Meal Stops

Most stops have been pre-planned based on distance and terrain. Other stops may



occur as a result of accidents, weather, or for other safety concerns.

Stops are kept to a minimum. A two-minute whistle, horn, or siren blast will

sound, signaling riders to get ready. Any rider not ready to leave after the two minutes have passed may have to get in to a support vehicle.

Water and “support food”, such as bananas, energy-bars, bagels etc. will be supplied by the *Unity Tour*.

Breakfast and lunch will be provided by the *Chapter VIII*. Limited transportation will be available to riders and support staff to locations for dinner. Hotels are located close to a variety of restaurants.

IX. Support Staff/Team and Support Vehicles (“Support”)

All persons who participate as “support” are required to raise funds, attend meetings and must meet all eligibility requirements for membership. (Civilian staff members are permitted to operate and ride in support vehicles during the tour).

The *Chapter VIII* owns several support vehicles. Authorized law enforcement agency vehicles, rental vehicles, and personal vehicles may also be used in the tour. Vehicles not specifically needed in the escorted tour will not be permitted to drive in the caravan. Occasionally, a law enforcement agency will supply manpower and vehicle(s) to assist the *Unity Tour*.

A. Lead and Rear Cover Riders

Ideally, 2 people will be designated “**Lead Riders**”. Both should be familiar with the route. Lead riders will call out road hazards, turns, etc. The lead riders will also monitor the pace of the riders. Lead riders will have radios and be in

constant communication with support vehicles and the “**Rear Cover Riders**”. The lead riders should ensure that any intersections are safe and clear for the other riders before they proceed through. Rear cover riders will also have radios and stay in constant communication with the lead riders and support vehicles. Rear cover riders should report any riders that are leaving the pack and the reason (mechanical, restroom, injury, etc.)

B. Other Support vehicles-

Trailers will carry luggage, extra bikes and support food and drink. Mini busses and vans have come in handy for shuttling members to and from meals and home from Washington D.C.

Motorcycle escorts are **invaluable**. These vehicles will serve as the lead vehicles. Motor officers have used department or their own **police** motorcycles. Motor officers block intersections, on/off ramps, driveways and control traffic, etc. while they ride up and down the line of bicyclists. They also advise the ride marshals or executive board members on the status of stragglers, riders not staying in line, road detours ahead, and generally monitor the safety of the bicyclists. Motor officers shall have completed a motorcyclist course prior to participating in the *Tour*.

C. Duties of Support Personnel

- Support personnel will be responsible for the maintenance of their vehicle. Fluid checks, gasoline, air pressure should be checked at least daily.

- Support personnel should also assist the riders during rest stops with water, food, etc. and making sure there is enough supply to go around. They will also pick up riders with mechanical problems and riders that fall behind. Support personnel will make appropriate notifications during the tour as needed. (escorts, lunch stops, etc).



All riders will show respect and appreciation for all support personnel and not take them for granted. Support personnel work very hard, and this ride could not be completed without them.

D. Use of Vehicles

An Executive Board member may give permission to use a *Unity Tour* vehicle. Often times, (not during the tour) vehicles are used by members for parades, bike rodeos, exhibitions, fairs, etc. The use of the vehicles is encouraged for exposure as long as permission is granted. Also, anyone servicing or repairing any of the vehicles may operate same with permission.

X. Hotels/ Overnight stays and Washington DC

Hotels for the tour are generally reserved 1 year in advance. The Hotel Coordinator has arranged for sleeping accommodations. (The location may vary from year to year depending on the route taken and availability).

All personnel must respect the rules of the hotel/overnight area, as we represent Law Enforcement, and as such are obligated to demonstrate the proper decorum of our profession.



Chapter VIII provides the room; the member must pay any additional costs.

Prior approval by the hotel coordinator must be obtained for any non-member staying with the Unity Tour in any hotel during and immediately after the tour.

Chapter VIII will cover the hotel expenses for each member (double occupancy) during the ride and in Washington D.C. to enable members to attend the National Law Enforcement Officers Memorial Annual Candlelight Vigil. Attendance **at this service is mandatory.** For a single occupant room, the member will be responsible for half of the room in rate in advance. For the integrity of *The Tour* **only married members or members residing together will share a room.** Members may request a roommate assignment with a member of the same gender. All other members will be assigned a roommate based on these criteria.

On May 14th the annual Police Emerald Society parade occurs. This parade includes Pipes and Drum corps from all over as well as a caravan of antique and custom police vehicles. May 15th is National Peace Officers Memorial Day and services are held at the United States

Capitol. The President of the United States is typically the keynote speaker.

Members wishing to stay overnight on May 14th will be responsible for paying the full room rate. Members will have an opportunity to indicate their hotel needs.

Payment by the member must be made prior to leaving on the tour. The hotel coordinator will advise of a deadline for roommate list and a deadline for any additional room(s) you may need for relatives or friends. **Hotels have set deadlines that the *Unity Tour* must meet for reservation changes and final rooming lists, therefore no exceptions or deviations from the above policy can be made.**

E. Luggage

Each member will be expected to limit luggage to three bags; ride bag with **blue** luggage tag, D.C. bag with **red** luggage tag and a hat box (if necessary). Ride luggage will be unloaded each evening at hotels for each rider and placed in the rider's assigned room. Luggage of excessive weight will be available for 30 minutes after arrival and then will be locked back up in the trailer. Support staff will rotate luggage watch. **Make sure your name is on all pieces of luggage as noted. Your Washington bag will not be unloaded until arrival in D.C. Do not ask support personnel to make exceptions. Vans will be open for 30 minutes after arrival each night for personnel items stored during the day. They will be available the next morning 30 minutes prior to departure.**

F. Firearms

Firearms shall be stored in the same manner as if you were checking it on a commercial flight. It is suggested that it be unloaded and stored in a lockable container. The container should be marked or tagged with your information. The container should be placed inside your baggage. All firearms not being carried on the person shall be unloaded and properly secured. A trigger lock or other safety device should also be considered for extra safety. **Do not leave firearms unsecured in luggage.** Your luggage will be locked up and transported in support trailers or trucks.

G. Arrival in Washington DC

Unless other arrangements are made, all chapters of ***Police Unity Tour*** will meet at a predetermined time and location (Pentagon, Lincoln Memorial, or Jefferson Memorial). All riders will be wearing their ***Police Unity Tour*** jersey, black or metro blue bicycle pants or shorts and ***Police Unity Tour*** jacket (weather permitting). All chapters will then ride together to the **National Law Enforcement Officers Memorial**. Immediately after arriving, the C.E.O., Director, and each chapter president will present one ceremonial check to the director of the **N.L.E.O.M.F.** Sponsors, family, friends, and co-workers are encouraged to be present at the Memorial when the ***Police Unity Tour*** arrives, and for the ceremony that follows.

The afternoon and evening of the candlelight vigil (May 13th), ***Unity Tour*** members will be assigned certain



tasks to assist **NLEOMF** staff. While not all members will have designated positions or responsibilities, **all members are required to attend.** In the past, assisting visitors at the wall, and greeting survivors as they get off the bus, escorting survivor's to their seats have been part of the responsibilities. Class A dress uniform, white gloves, hat and mourning band for badge are required for uniform personnel. Sworn, plain clothed law enforcement officers, retired or members without uniforms will dress in "court attire" and should display their badge or credentials draped. Remember that members are representing their agency and the Police Unity Tour. This night is for the survivors, not the Police Unity Tour, please be mindful of this. Some members may be asked to help in other ways in D.C. Please make yourself available to assist at anytime. The ceremony concludes with the reading of the names that are being added to the wall. **Out of respect for the attending "survivors", all members should stay until the last name has been read, and the ceremony has concluded.**

After the vigil there is usually some type of reception sponsored by the Washington D.C. F.O.P. Traditionally, members have worn their **Police Unity Tour** jackets to the reception. This is acceptable, however, again, be mindful that you are representing the **Police Unity Tour** and your agency whenever that jacket is worn.

H. Route Committee

The Sergeant of Arms is responsible for choosing the route and mapping out the itinerary. Any permits that are required

will be obtained. The committee will notify all law enforcement agencies along the route (as needed), prior to the tour. Any contacts that need to be made during the tour will be spelled out beforehand and given to the support personnel to make.

I. Hotel Coordinator

The hotel coordinator is the Treasurer of **Chapter VIII** and will be responsible for securing overnight accommodations. The President will assign the duty of coordinating roommate list/assignments. The Sergeant at Arms and the Hotel Coordinator will also examine availability of restaurants and/or arrange for meals for the **Police Unity Tour**. Donations of sandwiches, meals prepared at firehouses, donations of catered food, etc. has been used in the past.

J. Clothing

Members of **Chapter VIII** will be provided a cycling jacket and a jersey their first year of membership. In the event of a mandatory change in the jersey, all members will receive one jersey. **Police Unity Tour** jerseys and jackets are purchased from a **single provider** selected by the Chapters. All **Police Unity Tour** jackets and jerseys purchased by the Police Unity Tour are for member use while they are in good standing with the **Tour**. When a patch is approved for a garment, **only the approved agency uniform shoulder patch will be acceptable.** Cycling gloves, shorts and socks with the NLEOMF logo are also available. Due to production concerns, the order for jerseys etc. will be placed January 15th.

Chapter VIII will distribute jerseys, jackets and other clothing to riders when they reach \$1200 and support when they reach \$400 of the required donation posted with the Treasurer. Members who are not able to participate after ordering clothing, will be reimbursed the cost less \$10 per article handling fee and the Chapter will retain the clothing.

K. **Jerseys**

The *Tour* jersey is “relaxed” fit. Riders that prefer the more traditional European fit should order two sizes smaller in the “relaxed” fit. The agency patch may be worn centered and sewn on the middle pocket on the back of the jersey.

Extra jerseys may be purchased at a rider’s expense through *Chapter VIII* at the time of registration.. Jerseys are for riders only and *will not* be worn by non-riders. The privilege of wearing the jersey is an honor that is earned by participating in the tour.

L. **Cycling Jacket**

The lightweight traditional cycling jacket runs true to size. If you like “extra” room in your cycling jacket, order a size larger. The agency patch may be worn centered and sewn on the middle pocket on the back of the jacket.

M. **Duty Jacket**

A heavy “duty” style jacket is available for purchase. The department patch is sewn on the left sleeve and *Unity Tour* patch sewn on the right sleeve. Rockers designating the Chapter may be sewn above and below the *Unity Tour* patch. An American Flag patch (2" X 3" with

gold border) above the front left pocket is also permitted. No other patches or writing should be applied to the jackets.

N. **Support Clothing**

Support team members receive the designated t-shirts and support team jackets. They may purchase either ride jacket at the time of registration.

Riders are responsible for all other personnel riding gear including the required helmet.

XI. **Miscellaneous**

Many members wish to honor the memory of a lost officer or comrade while riding. They do so by attaching mementos to their bicycle. All such mementos should be in good taste and are subject to the final decision of the Chapter VIII President. Members will be asked to remove items not directly related to the Mission and dignity of *The Tour* or approved by the Chapter VIII President.

XII. **Tax Information**

- A. *Police Unity Tour, Inc.* is a “not for profit” organization as defined by the Internal Revenue Service Code 501(c)3. Donations to the *Unity Tour* are tax deductible.
- B. The tax identification number is **#20-1026394.**