

Instructions for Officers attending
STATE OF NEW YORK POLICE OFFICERS MEMORIAL
REMEMBRANCE CEREMONY

Wednesday May 8, 2013

Governor Nelson A. Rockefeller Empire State Plaza
Albany, New York

For additional information, please call Police Memorial staff of the
NYS Division of Criminal Justice Services (518) 485-2091. Or on-line at

<http://criminaljustice.ny.gov/ops/pomc/index.htm>

REPORTING TIME AND STAGING FOR CEREMONY

The Memorial Mass will be celebrated at 10:30 a.m. by the Reverend James LeFebvre, Chaplain of the Albany Police Department at St. Mary's Church located on the corner of Pine and Lodge Streets in Albany. All personnel interested in attending the Mass should assemble in the basement of St Mary's Church, where refreshments will be served from 9:00 - 10:30 a.m. If you would like the names of the deceased members of your Department read during the service, please provide a list to Lieutenant Michael Bintz at the Albany Police Department, 165 Henry Johnson Boulevard, Albany, NY 12210-1525, or by telephone at (518) 331-6218, or by email at mbintz@albany-ny.org. The deadline for submitting names is noon, May 1st. **If your agency has previously submitted a deceased officer's name, it is not necessary to submit it again.**

Immediately following the Mass, those wishing to participate in the Procession to the Ceremony should assemble no later than 12:00 noon in Academy Park, located directly opposite City Hall at Washington Avenue and Eagle Street. Coffee will be available. At 12:30 p.m., the Procession will leave Academy Park and march to the Ceremony site on the Empire State Plaza. All department color guards should include National Colors and the State flag. Departmental flags are optional. A post Ceremony reception will be held at the Sign of the Tree Restaurant located on the Empire State Plaza.

UNIFORM OF THE DAY

All participating personnel should be in "Class A" dress uniforms. All shields/badges should be covered with a black sash. **This is a rain or shine event.**

SPECTATORS

All civilian personnel and surviving family members wishing to attend the Ceremony should report to the Memorial site no later than 12:30 p.m. Seating will be provided for surviving family members. Family members are also invited to participate in the Mass.

PARKING

Marked police vehicles will be expected on the Plaza level of the Empire State Plaza. From I-787, take the Madison Avenue exit, travel up Madison Avenue and just past the State Museum overpass turn right onto Plaza. State Police will provide directions and parking assignments.

Civilian vehicles and unmarked police vehicles will be parked on a first-come, first-served basis in V lot. Those wishing to utilize V Lot should exit the ramp to the Empire State Plaza and proceed along the traffic loop under the Plaza bearing right for V Lot (P-3). There is a fee for parking. **Prepaid space has been reserved in V Lot for surviving family members.** Buses should discharge passengers on Madison Avenue near the New York State Museum. Bus parking will be in the McCarty Avenue Lot located at the south terminus of I-787. Following the discharge of passengers, buses should proceed up Madison Avenue to the first light and turn right onto Swan Street, stay in the left lane (downhill) to go into tunnel. Exit onto "Rensselaer/I-787 South". Merge onto I-787 South and follow I-787 to the end. Turn right onto Route 9W. At the first light, turn right into the entrance for the McCarty Avenue Lot. To return to the Madison Avenue pickup location, exit the McCarty Avenue Lot, taking a left turn onto Route 9W. Immediately after, turn left onto I-787 North. Take Exit 3A, "Rensselaer/Empire State Plaza", follow signs for the Empire State Plaza. Travel into the tunnel, stay in the left lane. Keep left and continue around the horseshoe loop. Continue through the tunnel, then take the last right before exiting the tunnel into "P1 South Garage Entrance", bear left to egress and continue up to Madison Avenue. Take a right onto Madison Avenue. It is suggested that the driver and group make prior arrangements for pickup following the Ceremony. State Police will provide directions and parking assignments. If handicapped parking is required, contact Police Memorial staff at (518) 485-2091.

INSTRUCTIONS DURING THE MEMORIAL CEREMONY

All commands for movements and/or honors will be given by the Ceremony OIC.