



TOWN OF JUNO BEACH  
 RECEIVED 340 Ocean Drive; Juno Beach, FL 33408  
 Phone: (561) 626-1122; Fax: (561) 775-0812  
 2024 FEB -6 P 4: 30

## Application for Off-Site Special Event

*Note: The issuance of any Special Event permit from the Town of Juno Beach does not exempt the applicant from obtaining the appropriate Business Tax License (occupational license) and temporary liquor license from the State of Florida, Division of Alcoholic Beverages and Tobacco under Florida Statute, or, any other county or state required permits.*

### Fee Schedule:

<u>Event Type</u>	<u>Deadlines Application/Obligations</u>	<u>Application Fee</u>	<u>Permit Fee*</u>	<u>Security Deposit</u>	<u>Deadline Late Fee</u>
Low-Impact (Up to 999 attendees)**	60/14 days prior to event	\$100	\$100/day	\$500	\$200
Medium-Impact (1000-4999 attendees)	120/45 days prior to event	\$200	\$500/day	\$1,000	\$400
High-Impact (5000+ attendees)	120/45 days prior to event	\$300	\$1,000/day	\$5,000	\$600

\*Permit Fee will be determined by the Town Council for off-site events lasting 4 or more consecutive days.

\*\*Low-Impact events consisting of 25 attendees or less will be approved administratively.

### Notes: Please initial each item below to confirm your understanding:

- MF Application Fee is due at time of Application submittal and is not refundable.
- MF Deadline Late Fee is an additional charge and is not refundable.
- MF Applications are not approved, nor Permit granted, until applicant has received a "Letter of Approval" from the Planning and Zoning Director outlining obligations and fees.
- MF Permit Fees and Security Deposit are due 14/45 days prior to the event. These fees may be refunded if the event is canceled or postponed at least 7/14 days prior to the event date.
- MR After the event, Security Deposit, or a portion of, may be returned after an inspection is completed by Town Staff. The Town shall determine what portion of the Security Deposit may be returned.
- MF Failure to comply with restrictions imposed automatically forfeits the Security Deposit.
- MF Town Staff will determine if application will require additional conditions to be added or existing conditions modified, dependent upon each individual event.
- MF Failure to provide the required obligations, fees and deposits 14 or 45 days prior to the event date, as indicated above, will subject the applicant to the Late Fee and/or cancellation of event.
- MF Additional charges may apply for Police and/or Public Works services, Town Staff will determine what services are required. Please read Sections III and IV. Deadline for these fees are 14 or 45 days prior to the event date, as indicated above, subject to Late Fee and/or cancellation of event.

**Section I    Instructions for Applicant**

1. Applicant shall complete Section II of this application. (Town Staff will review the Applicants submittal and complete other sections as required.)
2. Attach the following with this application:
  - a) Attach Application Fee, and Late Fee if applicable. (All fees are Payable to the Town of Juno Beach.)
  - b) Plot/Site Plan (drawing/sketch), showing the site upon which you are proposing your special event, identifying parking areas, adjacent roadways, existing structures, proposed (temporary) structures/items, road closures, barricades/fences, etc.;
  - c) Attach letter(s) of approval from all outside agencies: (i.e. Palm Beach County (PBC) Parks and Recreation, PBC-Traffic Division, PBC-Fire Rescue, Florida Department of Transportation, Department of Environmental Protection, Environmental Resources Management, Coast Guard, etc.)
  - d) Copy of current insurance certification(s) with the **Town of Juno Beach** listed as **"Additionally Insured"** with a **minimum amount of \$1,000,000.00 liability coverage**; (or state your ability to provide it with all other obligations).
  - e) Notarized Letter of approval from property owner(s).
  - f) Copy of Driver License.
3. Sign and date this application at the end of Section II.

**Section II    Required Information**

▪ *Regarding the Applicant:*

Name of Applicant/Sponsor: Town of Jupiter Phone: 561-741-2400

Relationship to Organization Represented: Michael Frabotta - Recreation Coordinator

Address of Applicant/Sponsor: 200 Military Trail  
Jupiter, FL 33458

Name, Address, Phone of Organization Represented: Town of Jupiter  
Parks and Recreation  
200 Military Trail, Jupiter FL 33458

Principal contact person on Event Day/Phone: Michael Frabotta 561-313-6783

Alternate contact person on Event Day/Phone: Ned Massee  
203-767-3649

▪ **Regarding the Subject Location (where the proposed special event is being requested):**

Address/Location: Ocean Cay Park, 2188 Matichuk Rd  
Jupiter, FL 33477

Name of Subdivision: N/A

▪ **Regarding the Special Event Specifics:**

Please describe the special event being requested: 5K Run/Walk

Indicate roadway(s) to be closed: Ala (Beach Road) closed  
at Juno Beach Park/Per

Indicate if amusement rides (type/quantity) are part of the event: None

Indicate if alcohol will be served at the event and who will serve: None

Indicate types of equipment, tents, trailers or other temporary structures that will be part of the event: None - All equipment will be  
located at Ocean Cay Park

Number of employees/volunteers working the event: 50

Number of anticipated attendees for the event: 700

Length of time proposed for the event to take place, including set-up and tear down, (dates/times): Road closed approx. 6:30 AM - 10:00 AM

▪ **Regarding other Town Services:**

If Police and/or Public Works services are being requested, please indicate your anticipated duties: (Regardless of your anticipated need, Town staff may determine that Police and/or Public Works services are required for your event, refer to letter of approval):

Police Detail at entrance of Juno Beach  
Park / Ala to divert traffic to US 1

▪ *Please initial to confirm attachments:*

- Application Fee, and Late Fee, if applicable. (Payable to Town of Juno Beach)
- Plot/Site Plan
- Outside agency letter(s) of approval
- Insurance Certificate
- Notarized Letter from property owner
- Copy of Driver License

Indicate items not submitted and reasons for non-submittal: \_\_\_\_\_

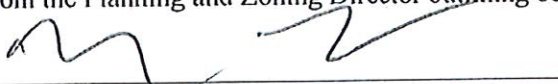
**Hold Harmless Agreement:**

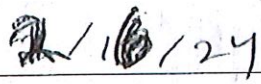
In accordance with the Town of Juno Beach Code of Ordinances, in permitting any special event, the applicant shall meet all requirements set forth in Chapter 34 and is subject to Town Council approval. In addition, Town Staff shall prescribe appropriate conditions and safeguards and obligations and fees as required.

By submittal of this application, the sponsor agrees to indemnify and hold harmless the Town of Juno Beach, its officers, employees and agents from and against all loss, costs, expenses, including attorney's fees, claims, suits and judgments, whatsoever in connection with injury to or death of any person or persons or loss of or damage to property resulting from any and all operations performed by sponsor, its officers, employees, and agents under any of the terms of this Special Event Application.

*If any unforeseen circumstance(s) occur and/or the sponsor fails to meet the requirements the Town has set forth, the Town Manager or Police Chief shall have the right to cancel or stop the event either before commencement of the event and/or during the event.*

Applications are not approved, nor Permit granted, until applicant has received a "Letter of Approval" from the Planning and Zoning Director outlining obligations and fees.

  
\_\_\_\_\_  
Applicant/Sponsor Signature

  
\_\_\_\_\_  
Date

Michael Frabotta  
\_\_\_\_\_  
Print Name

TOWN OF JUNO BEACH  
RECEIVED

<b>Office Use Only:</b>		<b>2024 FEB -6 P 4: 30</b>
<u>Isabella Hickey</u>		
Received By		Date (Please Date Stamp)
<b>Town Calendar has been reviewed and event "Tentatively" Scheduled with 2 day alert.</b>		
Completed By		Date
Event status shall be updated when approved. Completed by: _____		

**Section III Police Department-Special Event Requirements**



The following are additional obligations your organization may have to meet. As part of the Special Event review process the Police Department may impose fees for services as deemed appropriate for the type and impact of the proposed event. The Police Department may schedule a meeting to review the event specifics and Police Operational or Action Plan as determined by the Town. Items reviewed in the Plan include, but are limited to, the following:

- Operations Command Post needs, Incident Management;
- Traffic Control Plan, Road Closures, Parking Plan, Event Route management;
- Staffing needs, Day and Night patrol, Coordination with other agencies;
- Vendor setup and security;
- Attendee/Pedestrian access, security, monitoring and control;
- Equipment needs motorized and non-motorized, Communications;
- Providing of adequate volunteers, Volunteer meeting(s) with Police representative prior to, or on event day(s);
- The Principal of the event shall remain accessible to the Police Supervisor at all times during the event to provide necessary event management and control.

The Police Department will attempt to place officers during the requested dates and hours. Because of unforeseen circumstances, this application may not be filled when requested. Juno Beach Police Officers will not work in the capacity of a "bouncer" at a bar or other establishment where alcohol is served.

Rates

Regular Staff - \$35.00      Officer - \$55.00      Supervisor (if required) - \$65.00  
 (Rates are subject to a \$15.00 an hour premium on Town designated Holidays.)

- ***THERE IS A THREE (3)-HOUR MINIMUM FOR ALL EXTRA-DUTY EMPLOYMENT.***
- ***IF MORE THAN THREE (3) OFFICERS ARE REQUIRED FOR THE EVENT, A SUPERVISOR IS REQUIRED.***
- ***ALL CANCELLATIONS OF POLICE SERVICES MUST BE MADE 48-HOURS IN ADVANCE OR A THREE (3)-HOUR, PER OFFICER CHARGE WILL BE FORFEITED. PLEASE CONTACT FDAVILA@JUNO-BEACH.FL.US AND PFERTIG@JUNOBEACHPD.COM.***

**Office Use Only:**

\_\_\_\_\_ Officers      @ \$55.00/hour: total of \_\_\_\_\_ hours = \$ \_\_\_\_\_  
 \_\_\_\_\_ Supervisors      @ \$65.00/hour: total of \_\_\_\_\_ hours = \$ \_\_\_\_\_  
 Additional Fee(s): \_\_\_\_\_ \$ \_\_\_\_\_

Payment Due Date: \_\_\_\_\_ Total Amount Due: \$ \_\_\_\_\_ Payment Received: Y / N  
 \* Payment shall be received no later than 14/45 days prior to event date, as indicated in Fee Schedule.

Reviewed By: \_\_\_\_\_

Approved by Police Chief/Designee: \_\_\_\_\_

**Section IV Public Works Department-Special Event Requirements**

As part of the Special Event review process the Public Works Department may impose fees for services as deemed appropriate for the type and impact of the proposed event.

Public Works services include, but are not limited to, the following:

- Delivery, set-up and removal of traffic or parking control devices including portable message boards, barricades, signs, stakes, traffic cones and/or any other devices requested by the Town’s Police Department.
- Random event site inspections to insure the Applicant removes trash/litter or debris from the event site as needed. Event usage area final inspection of public properties to insure adequate cleaning at event’s end/closing and prior to release of security deposits, if applicable.
- Public Works staff time to clean, remove and dispose of any and all residual debris, trash or to repair damaged property incurred by the Applicant or Applicant’s agents on the event site public property.

Rates

<i>Regular Staff</i>	<i>\$35.00</i>
<i>Supervisor (if required)</i>	<i>\$45.00</i>

- *THERE IS A THREE (3)-HOUR MINIMUM FOR ALL EXTRA-DUTY EMPLOYMENT.*
- *IF MORE THAN THREE (3) STAFF MEMBERS ARE REQUIRED FOR THE EVENT, A SUPERVISOR IS REQUIRED.*
- *ALL CANCELLATIONS OF PUBLIC WORKS SERVICES MUST BE MADE 48-HOURS IN ADVANCED OR A THREE (3)-HOUR, PER STAFF MEMBER CHARGE WILL BE FORFEITED. PLEASE CONTACT FDAVILA@JUNO-BEACH.FL.US AND AMERIANO@JUNO-BEACH.FL.US.*

**Office Use Only:**

\_\_\_\_\_ Regular Staff @ \$35.00/hour: total of \_\_\_\_\_ hours = \$ \_\_\_\_\_  
 \_\_\_\_\_ Supervisors @ \$45.00/hour: total of \_\_\_\_\_ hours = \$ \_\_\_\_\_

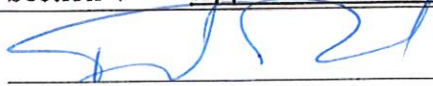
Payment Due Date: \_\_\_\_\_ Total Amount Due: \$ \_\_\_\_\_ Payment Received: Y / N

*\* Payment shall be received no later than 14/45 days prior to event date, as indicated in Fee Schedule.*

Reviewed By: \_\_\_\_\_

Approved by Director of Public Works/Designee: \_\_\_\_\_

**Section V Application Review**



Director of Planning & Zoning

Date 3/14/24

Police Chief

Date

Public Works Director

Date

Finance Director

Date

Town Manager

Date

**Section VI Post Event Inspection and Security Deposit Status**

Post event Comments, Issues List and recommended Security Deposit withheld:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

<i>* Amount and Date Returned of the Security Deposit.</i>	
<i>Amount</i>	<i>Date</i>

Director of Planning & Zoning

Date

Police Chief

Date

Public Works Director

Date

Finance Director

Date

Town Manager

Date



February 2, 2024

Michael Frabotta  
200 Military Trail  
Jupiter, FL 33458

**SUBJECT: 32<sup>nd</sup> ANNUAL TURTLE TROT 5K RUN**

Dear Mr. Frabotta

The Palm Beach County Traffic Engineering Division has reviewed your request to close S. A1A from south of Marcinski Road to south of Ocean Way on Saturday, May 4, 2024 from approximately 6:30 am to 10:30am.

It is our understanding that Jupiter Police Department will assume responsibility for traffic control and will coordinate with other emergency departments.

This permit is only valid with the presence of the Jupiter Police Department to oversee the traffic control.

If you have any further questions, please contact Graciela M'Causland at 684-4030.

Sincerely,

Graciela M'Causland  
Chief Traffic Inspector  
Traffic Division

GM:jb

Attachment: Special Event Application, Route Map,  
cc: Motasem Al-Turk, Ph.D., P.E., Director – Traffic Division  
Melissa Ackert, P.E., Assistant Director – Traffic Division  
Hossam Eldeen Abdel All, P.E., Traffic Signal Systems Manager – Traffic Division  
Lee Gao, P.E., Senior Professional Engineer – Traffic Division  
Fattoush Jafar, Ph.D., P.E., Traffic Engineer Ops Manager – Traffic Division  
Sean Reilly, Chief Traffic Inspector – Traffic Division  
Vacant, Office Manager – Traffic Division  
Adam Faustini, Director – Road & Bridge  
Thomas A. Coppini, Public Works Superintendent – Road & Bridge  
Chase Miller, Construction Project Manager – Road & Bridge  
Kathleen Farrell, Division Director III – Roadway Production  
Kristine Frazell-Smith, Senior Professional Engineer – Roadway Production  
Lisa De La Rionda, Director – Department of Public Affairs  
Heather C. Shirm, Manager Digital Marketing and Communications – Public Affairs  
Javier H. Lopez, Digital Marketing Coordinator – Public Affairs  
Kara Dery, Supervisor Special Facilities -- Parks & Recreation Division  
Yash Nagal, Director of Transit Planning – Palm Tran  
Captain Marc Bujnowski – Jupiter Police Department – 1104@jupiter.fl.us  
Jose M. Gonzalez – PBC Fire Rescue – FIRE-FOO@pbcgov.org and JMgonzal@pbcgov.org

File: General - Special Events  
Roads –

N:\TRAFFIC\SPECIAL EVENTS\2024 Special events approved\Turtle Trot\Special Event Form Letter-Graciela M'Causland (north of Southern Blvd).docx

Department of Engineering  
and Public Works  
P.O. Box 21229  
West Palm Beach, FL 33416-1229  
(561) 684-4000  
FAX: (561) 684-4050  
www.pbcgov.com



Palm Beach County  
Board of County  
Commissioners

Maria Sachs, Mayor

Maria G. Marino, Vice Mayor

Gregg K. Weiss

Michael A. Barnett

Marci Woodward

Sara Baxter

Mack Bernard

County Administrator

Verdenia C. Baker

"An Equal Opportunity  
Affirmative Action Employer"





## PARKS AND RECREATION DEPARTMENT

January 19, 2024

PBC Dept. of Engineering Traffic Division  
Attn: Ms. Graciela M'Causland  
2300 N. Jog Rd.  
West Palm Beach, FL 33411-2745

Dear Ms. M'Causland,

On May 4, 2024, the Town of Jupiter Parks and Recreation Department will be hosting its 32<sup>nd</sup> Annual Turtle Trot 5K Run at Ocean Cay Park. This run will begin just south of the traffic light at A1A and Marcinski Road, run north on A1A to just south of Ocean Way, the turnaround will be just before Jupiter By the Sea development, then run back south to Ocean Cay Park (Marcinski Road) for the finish.

I am requesting a permit to close County Road A1A from just north of Donald Ross Road to Ocean Way on May 4, 2024, beginning at 6:30am and until 10:30am. We utilize the Ocean Cay parking areas and the park is accessible to us at 5:00am. The 5K race begins at 7:15am. Enclosed you will find a run layout/route including placement of the Town's Police Officers and barricades.

I'm working with Kevin Lawler of the County Parks and Recreation Department to coordinate another successful event in the Jupiter area. Thank you in advance for your consideration. I look forward to working with you and can be reached at (561) 741-2310 should you need any additional information.

Sincerely,

Michael Frabotta  
Recreation Coordinator

Cc: Kevin Lawler Special Events



PALM BEACH COUNTY ENGINEERING AND PUBLIC WORKS DEPARTMENT  
 TRAFFIC DIVISION  
 2300 North Jog Road  
 West Palm Beach, Florida 33411  
 (561) 684-4030

**Special Event Application for Temporary Minor Road Closure -- Less Than 12 Hours**  
 (Submit 10 days prior to event)

**APPLICANT INFORMATION**

Contact Name: Michael Frabotta Email: MichaelF@jupiter.fl.us  
 Applicant Address: 200 Military Trail Jupiter FL Telephone: 561-741-2310  
 Anticipated Number of Attendance: 750

**DESCRIPTION OF SPECIAL EVENT**

Event Title: Turtle Tot 5k Event Location: Ocean Cay Park  
 Date of Event: May 4, 2024 Event Hours: 6:30 AM - 10:30 AM

**LAW ENFORCEMENT AGENCY RESPONSIBLE FOR TRAFFIC CONTROL. (If applicable)**

Name of Agency: Town of Jupiter Telephone: 561-741-2417  
 Contact Name: Captain Marc Bujnowski Email: 1104@jupiter.fl.us

Provide/Confirm the following:

- Event Location/Detour Route (attach map)
- Maintenance of Traffic Plan (attach map)
- Consent of the applicable police department having jurisdiction over the subject roadway(s)

The Applicant shall protect, defend, reimburse, indemnify and hold the Palm Beach County Board of County Commissioners, its agents, employees and elected officers harmless from and against all claims, liability, expense, loss, costs, damages or causes of action of every kind or character, including attorney's fees and costs, whether at trial or appellate levels or otherwise, arising during and as a result of their performance due to the acts or omissions of the Applicant.

The Applicant will assume all risk of and indemnify, defend and save harmless the Palm Beach County Board of County Commissioners from and against any and all loss, damage, cost or expense arising in any manner on account of the exercise of this event.

The Applicant shall be responsible for maintaining the portion of the County road it occupies for the duration of this event and providing a safe environment to the public.

The Applicant shall provide general insurance in an amount of not less than \$1,000,000 and shall name Palm Beach County as both certificate holder and additional insured.

Signature of Applicant: [Signature] Date: 1/26/24

Approved by Traffic Division: \_\_\_\_\_ Date: \_\_\_\_\_

**CERTIFICATE OF COVERAGE**

**ISSUED ON: 01/29/2024**

**COVERAGE PROVIDED BY: PREFERRED GOVERNMENTAL INSURANCE TRUST**

**PACKAGE AGREEMENT NUMBER: PK FL1 0502011 23-21**

**COVERAGE PERIOD: 10/01/2023 TO 10/01/2024 12:01 AM**

**COVERAGES:** This is to certify that the agreement below has been issued to the designated member for the coverage period indicated. Notwithstanding any requirement, term or condition of any contract or other document with respect to which this certificate may be issued or may pertain, the coverage afforded by the agreement described herein subject to all the terms, exclusions and conditions of such agreement.

Mail to: Certificate Holder  
Town of Juno Beach  
340 Ocean Drive  
Juno Beach, FL 33408

*Designated Member*  
Town of Jupiter  
210 Military Trail  
Jupiter, FL 334585784

**LIABILITY COVERAGE**  
 Comprehensive General Liability, Bodily Injury, Property Damage and Personal Injury:  
 Limit \$2,000,000 \$25,000 Deductible  
 Employee Benefits Liability  
 Limit \$2,000,000 \$25,000 Deductible  
 Employment Practices Liability  
 Limit \$1,000,000 \$50,000 Deductible  
 Public Officials Liability  
 Limit \$1,000,000 \$50,000 Deductible  
 Law Enforcement Liability  
 Limit \$1,000,000 \$25,000 Deductible

**WORKERS' COMPENSATION COVERAGE**  
**WC AGREEMENT NUMBER:**  
  
 Self Insured Workers' Compensation  
  
 Statutory Workers' Compensation  
  
 Employers Liability  
 \$ Each Accident  
 \$ By Disease  
 \$ Aggregate Disease

**PROPERTY COVERAGE**  
 Buildings & Personal Property  
 Limit: Per schedule on file with Trust \$25,000 Deductible  
*Note: See coverage agreement for wind, flood, and other deductibles.*  
 Rented, Borrowed and Leased Equipment  
 Limit: \$ 250,000 TIV See Schedule for Deductible  
 Total All other Inland Marine  
 Limit: \$ 3,936,129 TIV See Schedule for Deductible

**AUTOMOBILE COVERAGE**  
 Automobile Liability  
 Limit \$1,000,000 \$25,000 Deductible  
 All Owned  
 Specifically Described Autos  
 Hired Autos  
 Non-Owned Autos

**CRIME COVERAGE**  
 Employee Dishonesty  
 Limit \$250,000 \$1,000 Deductible  
 Forgery or Alteration  
 Limit \$250,000 \$1,000 Deductible  
 Theft Disappearance & Destruction  
 Limit \$250,000 \$1,000 Deductible  
 Computer Fraud  
 Limit \$250,000 \$1,000 Deductible

Automobile Physical Damage  
 Comprehensive See Schedule for Deductible  
 Collision See Schedule for Deductible  
 Hired Auto with limit of \$35,000  
  
**Garage Keepers**  
 Liability Limit  
 Liability Deductible  
 Comprehensive Deductible  
 Collision Deductible

**NOTE:** Additional Covered Party status is excluded for non-governmental entities. The most we will pay is further limited by the limitations set forth in Section 768.28(5), Florida Statutes (2010) or the equivalent limitations of successor law which are applicable at the time of loss.

**Description of Operations/ Localions/ Vehicles/Special Items-** *(This section completed by member's agent, who bears complete responsibility and liability for its accuracy):*  
 Certificate Holder included as an Additional Covered Party with respect to the Turtle Trot at Ocean Cay Park, held on May 4th, 2024 from 5am to 5pm.

This certificate is issued as a matter of information only and confers no rights upon the certificate holder. This certificate does not amend, extend or alter the coverage afforded by the agreement above.

Administrator  
Public Risk Underwriters®  
P.O. Box 958455  
Lako Mary, FL 32795-8455

Producer  
Risk Management Associates, Inc.  
  
300 North Beach Street,  
  
Daytona Beach, FL 32114

**CANCELLATIONS**  
 SHOULD ANY OF THE ABOVE DESCRIBED AGREEMENT BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE COVERAGE AGREEMENT PROVISIONS.

*Margaret E. Sherris*

AUTHORIZED REPRESENTATIVE



# JUPITER POLICE DEPARTMENT

RECEIVED

JAN 10 REC'D

CHIEF OF POLICE

## INTER-OFFICE MEMORANDUM

DATE: January 10<sup>th</sup>, 2023  
TO: Chief David England  
FROM: Captain Marc Bujnowski  
SUBJECT: 2024 Turtle Trot Operational Plan

In accordance with General Order 16.6 (Special Events), the following plan will address officers' locations and duties/responsibilities, operational and criminal concerns, logistics, and any other anticipated problems that may occur during this event. The Police Special Event Supervisor may amend this plan as needed to respond to unforeseen issues.

The 32nd Annual Turtle Trot 5K Race will be on Saturday, May 4, 2024. Furthermore, this operational plan is to ensure that everyone within the community are kept safe and secure during this event. This plan is generic in nature and is subject to changes, which are deemed necessary by the event supervisor and/or event coordinator. One (1) supervisor and six (6) officers, including one Juno Beach Police Officer, are scheduled to work this event. Individual assignments will be made by the event supervisor and/or their designee. The supervisor and officers will arrive to their detail locations 15 minutes prior to the start of the race. This event starts at approximately 7:00 AM and lasts approximately ninety (90) minutes. The event is a 5K race that starts at Ocean Cay Park, proceeds north on A1A, and returns to Ocean Cay Park.

### LOGISTICS:

All officers are to wear the class B uniform. In addition, all officers will need to bring reflective traffic vests, whistles, flashlights, red flashlight cone, and a spare radio battery (fully charged). Officers assigned to a post will be responsible for placing traffic cones as show in the diagrams and will remove them at the conclusion of the event. The supervisor and officers need to be at their assigned post at least 15 minutes prior to the start of the race. Officers will not be allowed to leave their post, so it is suggested that detail officers bring food and water during the race. A briefing will be held at the South Parking Pod (across from the Ocean Cay Park entrance/exit) at 6:00 AM. Primary channel for this event will be Jupiter TAC-2.

Race volunteers will be at designated roadway entrances and exits. They will place barricades/traffic cones at access points and monitor them during the race. Race

volunteers will also have radio communication with the race coordinator to advise of any problems at their locations.

The Palm Beach County Fire-Rescue will be notified of the road closure one (1) day prior to the event.

#### **TACTICAL AND OPERATIONAL CONCERNS:**

Contingent upon traffic volume and attendance, officers should be attentive to any hazardous situations that may develop, parking and/or observation areas, and take the necessary measures to prevent or mitigate any incidents. As always, professionalism and discretion should be used in addressing these issues. Additionally, Officers need to remain vigilant and on the lookout for any suspicious/criminal activity during the event. Due to incidents in other parts of the state and country, be aware of suspicious packages left unattended near crowds as well as the potential of vehicles being driven into a crowd.

#### **CRIME AND ARREST(S) REPORTS:**

When possible, if an arrest is made, officers will issue a notice to appear for misdemeanor charges. For a felony arrest or when force is used, officers will complete the necessary paperwork to have the arrestee(s) booked into the county jail and complete the remaining paperwork after the detail. Any prisoners needing transport to the Palm Beach County Jail will be transported by an on-duty road patrol officer.

#### **AFTER ACTION REPORT:**

After the event, the Event Supervisor will be responsible for completing an after-action report, which will be forwarded to the Chief of Police (via chain of command) within 15 days of the event. This report will include noted problems, concerns, attendance, incidents, and other information that might be used to enhance future events of this nature.

#### **OFFICER LOCATIONS AND RESPONSIBILITIES:**

##### **Event Supervisor:**

\_\_\_\_\_  
(6:00 AM – 9:00 AM)

The supervisor will maintain a command post at Ocean Cay Park and coordinate with race officials on the event status and advise when to close and open roadways. The supervisor will ensure that officers are at their assigned posts by 6:30 AM and all traffic cones are in place prior to the start of the race. In addition, the supervisor is responsible for assisting with traffic control for this event as well. Within 15 days of the conclusion of this event, the supervisor needs to submit an after-action report to Captain Marc Bujnowski.

Note: One (1) Juno Beach Police Officer will control northbound A1A and will have radio communication to maintain accountability for this event.

##### **Motor Officer: (Officer #1)**

\_\_\_\_\_  
(6:00 AM – 9:00 AM)

The officer will be responsible for configuring traffic cones along A1A from Marcinski Road to the runners' turnaround. In addition, the officer will make contact with all attended vehicles along A1A, from Marcinski Road to the runners' turnaround to request people to leave and if unwilling, remind them that there will be a two (2) hour road closure and vehicles will not be permitted to use A1A.

The officer will ensure all traffic control measures (cones/barricades) are in place at all noted locations prior to the race starting. Once the race starts, the officer will stay ahead of the lead runner until he or she re-enters Ocean Cay Park. Once the lead runner finishes, the officer will patrol the course and assist in keeping the race course free of any unauthorized vehicles or pedestrians that may impede or jeopardize the runners' safety.

**Post #1: (Officer #2)**  
**Juno Beach Police Officer**

\_\_\_\_\_  
(6:00 AM – 9:00 AM)

This post is located at the entrance of Juno Beach Park and A1A.

It requires one (1) uniformed police officer and one (1) marked police vehicle. Primary responsibilities: The officer will control traffic at this location. When advised, the officer will close the roadway to all traffic attempting to use A1A northbound by placing a marked police vehicle and configuring water barriers (Diagram #1). All barriers will be removed from the roadway and placed to the side as found when advised to open the road at the end of the event.

**Post #2: (Officer #3)**

\_\_\_\_\_  
(6:00 AM – 9:00 AM)

This post is located near the entrance/exit of Ocean Cay Park.

It requires one (1) uniformed police officer and one (1) marked police vehicle. Primary responsibilities: The officer will control traffic at this location. When advised, the officer will close the roadway to all traffic eastbound on Marcinski Road by placing a marked police vehicle and configuring traffic cones (Diagram #3). All traffic cones will be removed from the roadway and placed to the side as found when advised to open the road at the end of the event.

**Post #3: (Officers #4 & #5)**

\_\_\_\_\_  
\_\_\_\_\_  
(6:00 AM – 9:00 AM)

This post is located at the intersection of US Highway 1 and Marcinski Road.

It requires two (2) uniformed police officers and two (2) marked police vehicles. Primary responsibilities: The officers will assist with the safe crossing of pedestrians in the crosswalks of the intersection as permitted by the crossing signals as well as traffic control.

Post #4: (Officer #6)

(6:00 AM – 9:00 AM)

This post is located near the area of Walkover #47.

It requires one (1) uniformed police officer and one (1) marked police vehicle. Primary responsibilities: This officer will control traffic at this location. When advised, the officer will close the roadway to all traffic attempting to use southbound A1A by utilizing a marked police vehicle and configuring traffic cones (Diagram #12). Traffic will be redirected from southbound to a northbound direction on A1A. All traffic cones will be removed from the roadway and placed to the side as found when advised to open the road at the end of the event.

**VARIBLE MESSAGE BOARDS (VMB):**

Jupiter Police Department will be responsible for the placement of three (3) VMBs: One (1) will be placed eastbound on Marcinski Road east of US Highway 1, another will be placed northbound on A1A south of Marcinski Road, and the third will be placed southbound on A1A south of Ocean Way – one (1) week prior to the event. The displayed message for all VMBs should read: "Turtle", "Trot", "Race"; "Saturday", "MAY 4th"; "A1A", "Closed", "6AM – 9AM".

Respectfully,

Captain Marc Bujnowski  
District 3 Commander