

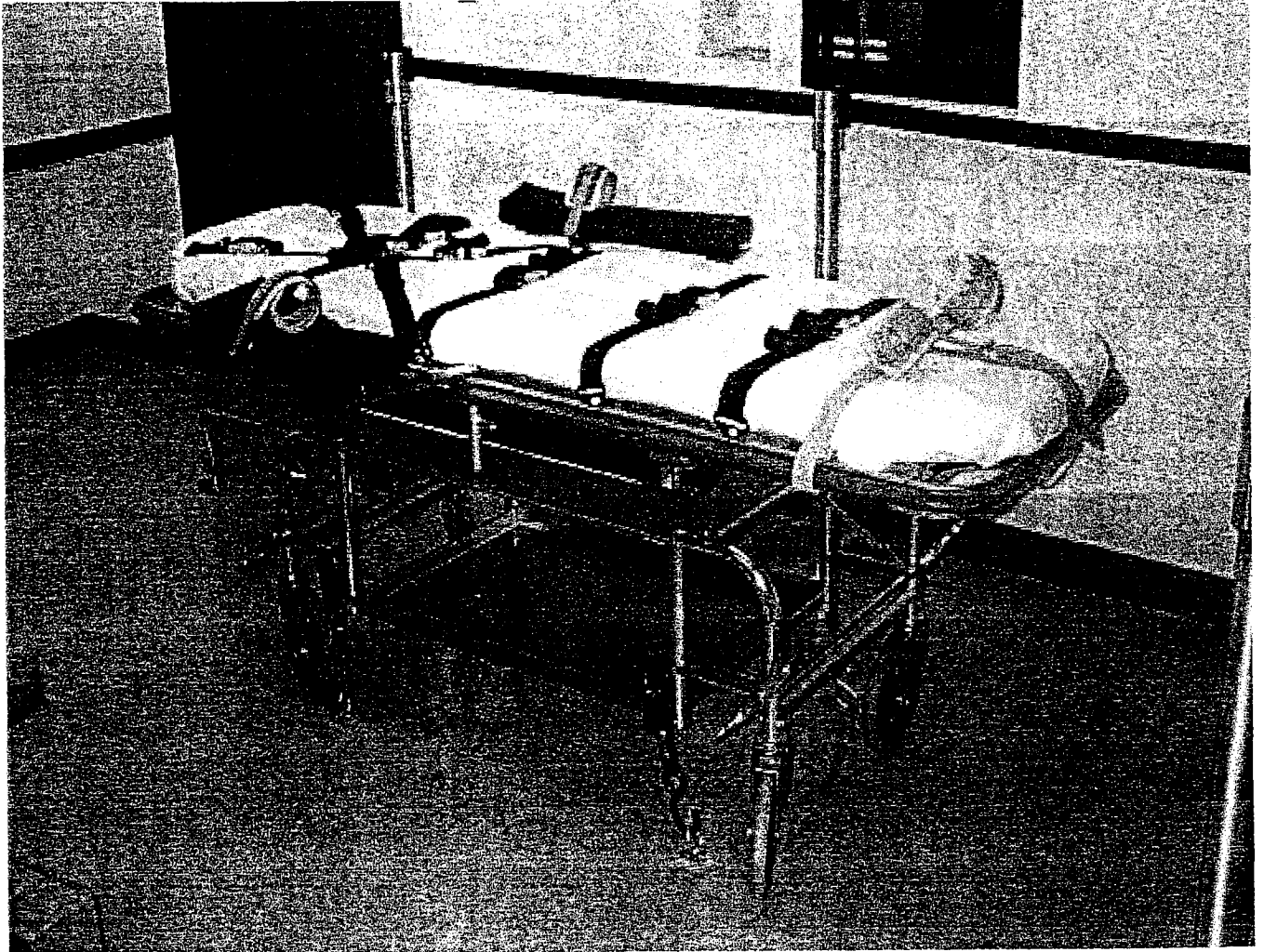
Redacted Version
October 1, 2006

Rescinded by Executive
Order
February 1, 2007

MANUAL OF EXECUTION



LETHAL INJECTION



CONFIDENTIAL

EXECUTION GUIDELINES

for

LETHAL INJECTION

This manual contains a summary of the most significant events which will occur during the final week when the Death Watch is in effect. It contains a detailed listing of some of the duties and responsibilities of certain key departmental personnel and relative institutional perimeter security prior to, during and subsequent to an execution.

It will be used as a guideline for the Warden to assure that operational functions are properly planned with the staff who have designated responsibilities in carrying out an execution.

TABLE OF CONTENTS

Duties Of Key Personnel.....	1
Warden.....	2
Deputy Warden.....	3
Administrative Assistant.....	4
Correctional Captain.....	5
Death Watch Supervisor.....	6
Institutional Chaplain.....	7
MIS Security Systems Technicians.....	8
Medical Personnel.....	9
Commissioner.....	10
Deputy Commissioner.....	11
Assistant Commissioner Of Operations.....	12
TDOC Communications Officer.....	13
Facility Maintenance Supervisor.....	14
Staff Responsibilities And Special Procedures.....	15
Staff Responsibilities And Special Procedures.....	16
Execution Team.....	20
Death Watch Supervisor.....	22
Control Monitor.....	25
Floor Officer Monitor.....	29
Death Watch Procedures.....	31
Day 1.....	32
Day 2.....	33
Day 3.....	33
Day 4 – Execution Day.....	34
Post Execution.....	37
Perimeter Security.....	38
Forms.....	43
Notification Letter To Sheriff's Office To Witness Execution Of Inmate.....	44
Notification Letter To Inmate's Family To Witness Execution.....	45
Physician's Inventory Checklist.....	46
Injection Team Inventory Checklist.....	47
Lethal Injection Drugs.....	49
Lethal Injection Chronological Execution Report.....	50
Day Of Execution – Lethal Injection Execution Recorder Checklist.....	51
Matrix Planning – The Execution Process: Managing The Internal Environment.....	53
Managing An Execution: External Issues.....	57
News Release.....	60
Certificate Of Death.....	61
Affidavit Concerning Method Of Execution.....	63
Application For News Media Representative.....	64
Affidavit To Select Defense Counsel Witness To Execution.....	69
Statutes Relating To Execution.....	70
40-23-116. Manner Of Executing Sentence Of Death - Witnesses.....	71
House Bill No. 2978.....	73
TDOC Policies.....	75

DUTIES OF KEY PERSONNEL

RIVERBEND MAXIMUM SECURITY INSTITUTION

WARDEN

1. To assure that the procedures described by law and as outlined in this operating procedure are carried out, either by personal performance or by delegation.
2. To set the precise hour and minute of execution.
3. To coordinate, by obtaining the approval of the Commissioner, the appointment of staff member(s).
4. To assume and coordinate contacts with news media.
5. To keep the Deputy Commissioner and Assistant Commissioner of Operations informed of the progress towards and implementation of the execution.
6. To select a person to serve as executioner.
7. To coordinate with Metro Police and THP any additional security forces required.
8. To coordinate with the Medical Examiner for disposition of the body.
9. To read the court order to the condemned inmate just prior to movement to Death Watch.
10. To assure condemned inmates sentenced prior to January 1, 1999, are given the opportunity to select electrocution or lethal injection as a legal means of execution within 30 days immediately preceding the scheduled execution date.
11. To control activation of closed circuit TV to victim family witness room.
12. To order the executioner either verbally or by gesture to proceed with execution.
13. To cause the announcement to significant parties and the public of the fact that the sentence of execution has been carried out.
14. To control any contact between the condemned inmate and other persons.
15. To explain to the inmate the procedures and activities which will take place during Death Watch.
16. To coordinate the notification of official witnesses of the date and time to be at the institution to witness the scheduled execution.

DEPUTY WARDEN

1. Procure a physician to be present at execution.
2. Establish contact with State Medical Examiner to have vehicle available to remove body.
3. Contact the State Medical Examiner to coordinate autopsy, if needed, and release of the body. If a local hospital is needed, contract with local hospital to receive the body.
4. Obtain cotton clothing and rubber thongs or cloth house shoes for the inmate to wear during execution.
5. Assume the duties of the Warden in the event the Warden is detained, absent, or otherwise incapacitated.
6. Assist the Warden in the carrying out of his duties.
7. Assure the security of the condemned inmate.
8. Supervise, with the condemned inmate, the inventory of the inmate's personal property. Storage shall be in accordance with TDOC policy. Release of personal property shall be in accordance with the written instructions of the inmate.
9. Personally supervise preparation of the Death Watch cell area and execution chamber and of the condemned inmate for execution.
10. Coordinate and/or approve, with assistance by assigned security staff, visits and phone calls permitted to the condemned inmate.
11. Provide final inspection of restraint devices to insure condemned inmate is secure on the gurney prior to IV catheters being placed in each arm.
12. Insure that any blinds between the witness room and the execution chamber are closed prior to the witnesses entering and opened after witnesses are seated.
13. Supervise the removal of the body from the execution chamber.
14. Coordinate the release of the condemned inmate's body to the authorized recipient or coordinate burial at State expense in the event no one claims the body.

ADMINISTRATIVE ASSISTANT

1. To coordinate and supervise the movement of the execution team to and from the execution chamber, and aid in maintaining the team's anonymity.
2. To process applications for the selection of news media representatives to attend executions.
3. To assist the Warden in carrying out his duties.

CORRECTIONAL CAPTAIN

1. To aid the Deputy Warden in his duties.
2. To assist in preparing the condemned inmate for execution:
 - a. The inmate will be dressed for the execution in white scrub pants and shirt.
 - b. Cotton socks or cloth house shoes may be worn.
3. To provide security arrangements for the movement of the condemned inmate from the death watch area to the execution chamber in compliance with the schedule set by the Warden.

DEATH WATCH SUPERVISOR

1. To coordinate all security requirements for the inmate during the death watch and to supervise all Correctional Officers assigned any responsibility for direct supervision of the inmate during death watch, to include preparation of the condemned inmate.
2. To fully rehearse and train all personnel assigned any responsibility for supervising the inmate and/or implementing the execution.
3. To prepare a duty schedule for officers assigned this detail.
4. To review post orders for Correctional Officers and to become familiar with all functions of subordinates.
5. To insure that condemned inmate personally inventories his personal property and packs away all items he is not permitted to retain. Death Watch Supervisor, inmate and one witness will sign property inventory. The sealed property will be retained in storage in the Property Room until removed by inmate's designee.
6. To maintain bound ledger of information relative to the activities occurring which concern the death watch. This log will contain a record of all visitors, serving of meals, shaving, handling of mail, inmate behavior, movement, communications, etc.
7. To permit only authorized persons to enter the death watch area. A list of authorized personnel will be provided by the Warden.
8. To maintain a sufficient amount of clothing in the inmate's size retained by death watch officers in order to change each time the inmate leaves the cell.
9. To insure that the fire extinguisher is readily available and in serviceable condition.
10. To insure that cameras, audio and video equipment is not taken into death watch area or execution chamber at any time during death watch or at the time of execution, unless authorized by the Warden.
11. To coordinate movement of witnesses entering and exiting witness rooms during the execution process.
12. To insure closed circuit TV and audio speaker systems are activated and deactivated at the prescribed times during the execution process.
13. To document the events pertaining to the execution by completing the Chronological Execution Report and Execution Recorder Checklist.

INSTITUTIONAL CHAPLAIN

1. To offer and as indicated, deliver increased chaplaincy services to the condemned inmate and the family concerned.
2. To ask the inmate to specify in writing the preferred funeral arrangements and the preferred recipients of personal property. If a legal will is requested the Chaplain will coordinate with the TDOC Staff Attorney for preparation and execution.
3. To say a brief prayer of intercession immediately prior to execution.
4. To coordinate the release of the executed inmate's body to the authorized next-of-kin recipient or mortician through the State Medical Examiner.

MIS SECURITY SYSTEMS TECHNICIANS

To be responsible for assuring that the closed circuit television and audio systems between execution chamber and official witnesses and victims family witnesses rooms are functioning properly at the scheduled time of execution.

MEDICAL PERSONNEL

1. A physician will be present at the precise time of execution and will wait in the capital punishment garage. The physician will be available to perform the cut-down procedure should the IV technicians be unable to find a vein adequate to insert the catheter.
2. At the appropriate time (five-minute wait) after all chemicals have been injected, the blinds and curtain will be closed and the doctor will enter execution chamber and examine the body for vital signs.
3. If inmate is not legally dead, the physician will notify the Warden and leave the execution chamber. The Warden will order the injection process to be repeated.
4. If no vital signs are present, the physician will pronounce the inmate dead.

COMMISSIONER

1. Ten minutes prior to the precise hour and minute scheduled for the execution, the Commissioner will establish telephone contact with the Highway Patrol Trooper on duty at the Executive Residence.
2. Access to radio communication with the Executive Residence and with the Command Post at the institution will be available also.

DEPUTY COMMISSIONER

Work directly with the Commissioner and assume any duties assigned.

ASSISTANT COMMISSIONER OF OPERATIONS

1. To be stationed at the Command Post or location designated by Deputy Commissioner and to assume operational control of the institution during the immediate time of an execution while the Warden is directing the execution.
2. To serve as liaison to all support units and to conduct debriefing of all security and procedural personnel after the execution.
3. To maintain telephone and/or radio contact with the Warden and other personnel.

TDOC COMMUNICATIONS OFFICER

1. To be responsible to coordinate all media operations for the Department and this institution.
2. To provide assistance to the Warden in obtaining phone communications needed by media representatives.
3. To coordinate all visits by media representatives both prior to and subsequent to an execution. The media will not be allowed access to the execution chamber for at least 72 hours following execution.

FACILITY MAINTENANCE SUPERVISOR

1. To be responsible for assuring that the execution apparatus functions properly at the scheduled time of execution.
2. After the inmate is seated and strapped in, the Facility Maintenance Supervisor and his assistant will assure that the electrical apparatus is properly connected.
3. During execution the assistant is to be in the examination room. Facility Maintenance Supervisor is to be posted by the intercom on wall behind chair to communicate with executioner to energize system upon direction from Warden.

STAFF RESPONSIBILITIES AND SPECIAL PROCEDURES
FOR INMATES ON DEATH WATCH

RIVERBEND MAXIMUM SECURITY INSTITUTION

STAFF RESPONSIBILITIES AND SPECIAL PROCEDURES
FOR INMATES ON DEATH WATCH

Authority: TCA 4-3-603, TCA 4-3-606, TCA 40-23-114, TCA 40-23-117, TCA 39-2-205.

Purpose: The purpose of this operating procedure is to designate staff responsibilities and establish uniform property, privilege and institutional guidelines for condemned inmates with signed court orders for execution.

Application: All inmates who have exhausted all appeals available to them and have an execution date within next four days.

1. Receipt of Court Order, Housing and Security Assignments
 - A. Upon receipt of the court order which authorizes execution, the Warden or his delegate will inform the inmate and permit him to make a phone call.
 - B. After the condemned inmate is informed of the signed order, he will be transferred to Building 8 (Capital Punishment). Exceptions will be authorized only by the Warden or Deputy Warden for good and valid reasons.
 - C. Correctional officers will be assigned to the housing area in a manner consistent with TDOC Policy 506.16.2, which sets forth the guidelines for the Death Watch Supervisor.
- 2.

**SUBSECTION 2 PERTAINING TO PERIMETER SECURITY HAS
BEEN REDACTED**

3. State-Issued Property and Possession Limit

The inmate shall be allowed only the items listed below. Any other item will be considered contraband and confiscated in accordance with institutional policy.

- A. Standard issue of outer clothing
- B. One bed
- C. One mattress, pillow and standard issue of linens
- D. One toothbrush
- E. One tube of toothpaste
- F. One bar of soap
- G. One disposable razor (to be issued and used under direct supervision only)
- H. Two towels, one washcloth
- I. Two pairs of shorts and t-shirts (Underwear will be exchanged daily)
- J. Toilet tissue as needed
- K. Stationery – 12 sheets, 3 stamped envelopes, 3 pencils. Pencils will be in possession of officer when not in use.
- L. Religious tracts as issued by institutional chaplain
- M. Legal documents, books and papers as requested
- N. Medication prescribed by institutional doctor (to be issued and used under direct supervision only)
- O. One radio outside door in front of cell (state owned)
- P. One television outside door in front of cell (state owned)
- Q. Newspapers as requested and available (No more than two in cell at a time)
- R. Feminine hygiene items as necessary and appropriate

4. Commissary Privileges

Commissary privileges to include purchasing and possession limits will be specified in post orders. Glass, aerosol, and metal containers will not be allowed during the final days of pre-execution monitoring.

5. Disposition of Unauthorized or Contraband Items

Contraband items found in the possession of condemned inmates will be confiscated and disposed of in accordance with institutional policy #506.15-1.

6. Package Permits

Package permit privileges will be suspended for inmates on death watch. Any package already mailed will be received and stored with the inmate's other property.

7. Library, Legal Library Services, Periodical Subscriptions

- A. The condemned inmate may request in writing to the librarian and receive legal materials from the law library. Such exchanges will be carefully inspected by the librarian and Death Watch Supervisor. There will be no exchanges of communication with inmate legal clerks and the condemned inmate.

- B. The inmate may continue to receive periodical subscriptions, but may not order new subscriptions. Periodicals, newspapers, etc., will not be allowed to accumulate during the final week. Only two periodicals and two newspapers may be retained by the inmate.
8. Diet
- Three (3) meals per day will be fed to all condemned inmates, except holidays and weekends which will be two meals as general population. Special dietary instructions for medical reasons will be followed.
9. Recreation
- Recreational activities for inmates on death watch will be suspended.
10. Television and Radio Privileges
- Television and radio privileges will be the same as routinely provided, except that during the death watch period, the television/radio will be located outside the inmate's cell.
11. Personal Phone Calls
- Should the condemned inmate request personal or legal phone calls, they will be considered on an individual basis by the Warden or Deputy Warden. The Warden or Deputy Warden will coordinate all approved calls with the security staff assigned to this area.
12. Visitation Privileges
- A. Social
1. Only those individuals on the inmate's approved visiting list shall be allowed visits during the death watch.
 2. All visits shall be held in the death watch area, and physical contact between the visitor(s) and inmate shall not be permitted. Visits will be between the hours of 9:00 am and 4:00 pm, and limited to two hours duration.
 3. The number of visitors allowed to visit at any one time shall be as flexible as circumstances permit, and shall be at the discretion of the Deputy Warden.
 4. A final visit during which physical contact between the inmate and immediate family is permitted may be authorized by the Warden. The Warden's decision shall be based on the individual circumstances of each case.
 - a. Security procedures, including searches, shall be of the minimum deemed necessary by the Deputy Warden.

- b. Contact visits shall be supervised by no fewer than two correctional officers chosen by the Death Watch Supervisor with the concurrence of the Deputy Warden.

B. Religious

1. Priest(s) or ministers of recognized religious faiths who are of the inmate's recorded religious preference, may visit the inmate in the same manner as provided for social visits in 12 (A).
2. A final visit by the inmate's personal priest or minister may be permitted by the Warden 9:00 pm - 11:00 pm, prior to the execution. This visit shall take place at the front of the inmate's cell.
 - a. The personal priest or minister will not be permitted to accompany the inmate into the execution chamber.
 - b. At the inmates request, a staff chaplain may visit on request and/or accompany the inmate into the execution chamber.

C. Legal Services

1. The attorney of record or other Tennessee licensed attorney retained by the inmate may visit up to one (1) hour before the time of execution.
2. The attorney shall have telephone contact with the condemned inmate during the last hour prior to execution.
3. Visits with attorneys shall be non-contact and will be conducted with provision for the privacy of verbal exchange but under full and continuous observation by at least two correctional officers.

D. Media

1. No media interviews shall be held with the condemned after placement on death watch.
2. Telephone interviews with media representatives shall not be permitted.
3. Representatives of the news media shall not be allowed inside the secure perimeter of the institution during the time of active death watch or during an execution for any purpose whatsoever, unless selected as a witness to the execution.

EXECUTION TEAM

1. The purpose of this operating procedure is to outline the duties and responsibilities of the Execution Team members in carrying out the Death Sentence.
2. The Execution Team shall consist of one (1) Officer in Charge, one (1) Assistant Officer in Charge, and seven (7) members. Two of the members will be assigned the Death Watch duties.
3. The equipment required is radio with holster, keys and handcuffs.
4. The Officer in Charge and/or the Assistant Officer in Charge will be responsible to the Deputy Warden for the care and maintenance of the Death Chamber and all appliances and equipment, the training of the Execution Team, and carrying out the execution of the condemned prisoner.
5. The following procedures shall apply:
 - A. The Officer in Charge and/or the Assistant Officer in Charge shall conduct a training session at least once each month at which time all appliances will be tested.
 - B. Four (4) days before a scheduled execution the Officer in Charge and assistant shall assemble the Execution Team in the Death Chamber area to prepare and test all appliances and equipment for the scheduled execution.
 - C. Obtain the following items:
 1. Sheets (4)
 2. Pillow Cases (4)
 3. Blankets (2)
 4. Hand Towels (12)
 5. Wash Cloths (12)
 - D. Upon completion of the preparation stage, the Officer in Charge and/or the Assistant Officer in Charge will make an oral report to the Warden as to the state of readiness of equipment, appliances and Death Chamber.
 - E. The Execution Team will carry out the following instructions under the direction of the Deputy Warden:
 1. Assemble all other members of the Execution Team in the Death Chamber before the scheduled execution and review their specific assignments and duties.
 2. Insure that all equipment is properly placed.
 3. The inmate will be removed from the holding cell and placed in the execution chamber by the Extraction Team members previously assigned those duties, under the direction of the Assistant Officer in Charge.

4. When the condemned inmate is secured in place in the execution chamber, all members of the Extraction Team will retire to the holding cell area.
5. When the lethal injection process has been completed, the Warden/designee will be advised.
6. After the physician pronounces the inmate dead, the designee will inform the Commissioner that the sentence has been carried out.
7. The body will be removed by the Execution Team and ambulance attendants and placed in the ambulance for transporting. The body will be placed in a body bag.
8. The ambulance will exit the prison via vehicle gate and will transport body to State Medical Examiner for further disposition.
9. The Execution Team, under the direction of the Officer in Charge, shall clean the equipment and Death Watch area. The holding cell shall be cleaned thoroughly with the mattress and pillow sanitized. Equipment shall be stored in its proper location. An entry shall be made in the post log documenting the completion of these procedures.
10. Death Chamber and Death Watch area will be secured. Execution Team shall report to the Warden's Office for additional instructions.

DEATH WATCH SUPERVISOR

1. The duties and responsibilities of this post are that of observation and supervision of all activities concerning a condemned inmate(s) during pre-execution (Death Watch) monitoring. His duties are the general supervision and control of other security personnel assigned to monitor the condemned inmate during the time under death watch to include preparation of the condemned inmate(s) prior to execution.
2. This officer must be a Correctional Lieutenant or higher. He reports directly to the Warden or Deputy Warden. He will normally assume the administrative shift work schedule, but may be required to work different hours as needed. During off-duty hours he will remain on standby status unless relieved by the Administrative Lieutenant.
3. Equipment needed is radio with holster, keys and handcuffs.
4. Specific duties and responsibilities
 - A. Immediate Action
 1. Upon notification of your assignment (normally when a death watch reaches active stage), prepare to assume the duty schedule reflected above.
 2. Your post will be the entrance area leading into the Death Watch area. You will assume authority of all personnel assigned to pre-execution monitoring (Death Watch).
 3. You will review the post orders for the Control Officer and Floor Officer and become familiar with all functions of subordinates.
 4. There may be one Floor Officer per shift assigned.
 5. You will insure that the condemned inmate upon reaching active death watch status, personally inventories and packs away all items he is not permitted to retain. The inmate, yourself and one witness will sign the property inventory. The inmate will be permitted to retain a copy of the inventory. The sealed property will be retained in storage in Building 8 until ordered removed or surrendered to the inmate's designate.
 6. You will be responsible for escorting condemned inmate to Building 8 and placing him in a cell after strip searching and exchanging his clothing.
 7. You will insure that all significant information is entered on the Supervisor's Log. ALL PERSONS ENTERING THIS AREA FOR ANY PURPOSE WILL SIGN IN AND OUT, and you will keep a record of same.
 8. You will insure that sufficient clothing in the inmate's size is retained in the preparation area to accommodate exchange each time the condemned inmate leaves his cell.

B. Subordinate Personnel

1. The Control Officer and the Floor Officer will be a Correctional Officer or rated officer who reports directly to you.
2. Ascertain the phone number and address of all subordinate personnel in order that they may be contacted after hours.
3. Subordinate personnel shall report to you.
4. C.M.O. Floor Officers will be assigned.
5. Insure that all orders and instructions are read and understood by all subordinate personnel.

C. Routine Security Measures, Checks, Logs

1. Maintain or cause to be maintained (by Control Officer) a "Supervisor's Log" of activities.
2. Personally supervise the feeding of all meals during your shift. Insure that no inmates are utilized in the feeding of any meal during an active death watch, including preparing the trays.
3. Keep all unauthorized personnel out of the area.
4. Insure that the security of the area is reported to the Control Room each half-hour during active death watch.
5. Do not permit anyone to enter the condemned inmates cell except by order of the Warden, Deputy Warden or Shift Captain. The only exception is a life-threatening emergency.
6. Insure that the condemned inmate is handcuffed behind at any time he leaves his cell. He will remain handcuffed until he is returned to his cell. (He may be handcuffed in front if a restraint belt is used. Restraints may be removed if inmate is secured in non-contact visiting room.)
7. Any time the inmate is moved, he will receive a double escort.
8. At least one (1) officer will always remain in the area, even if it is temporarily vacant.
9. Insure that the area is kept clean and orderly. The inmate's holding cell shall be cleaned daily by assigned staff. The inmate shall be moved to an adjoining cell while the cleaning process is being accomplished.

D. Normally the inmate will receive telephone calls from a special extension plugged in at his cell location. When not in use, you will personally insure its security.

E. Emergencies and Other Contingencies

1. In the event of self-inflicted or other injury, take immediate and decisive action and contact the medical clinic immediately to send assistance.
2. Personally supervise the dispensing of any medication on a single unit dosage basis.
3. Immediately notify the Shift Supervisor, Deputy Warden or Warden in the event of an emergency.

HOSTAGE STATEMENT

Any person, regardless of rank or position who is taken hostage immediately relinquishes all authority normally designated to that rank or position and any orders issued by that person shall not be obeyed.

5. This post order cannot cover every possible contingency. Apply good judgment when decisions are necessary and time permitting, clarify doubtful or unusual circumstances with the Shift Supervisor, Deputy Warden or Warden.

DO NOT DISCUSS THESE DUTIES AND RESPONSIBILITIES WITH ANYONE WITHOUT SPECIFIC AUTHORIZATION FROM THE DEPUTY WARDEN OR WARDEN.

CONTROL MONITOR

1. The duties and responsibilities of this post are in effect immediately upon notice of a court order for execution and remain in effect until the order is stayed or the execution is carried out.

At the beginning of the Death Watch, the officer assigned this post will assure his/her duties.

2. This officer must be a Correctional Corporal or higher. He reports directly to the Death Watch Supervisor, Deputy Warden or Warden at the beginning of pre-execution monitoring until relieved or until the execution is stayed or carried out.

A. Immediate Action

1. Upon notification, you will assume your duties and responsibilities as described herein and your shift supervisor will be alerted of your assignment.
2. Begin maintenance of Death Watch Supervisor's log insuring the recording of significant detailed information.
3. During pre-execution monitoring the following persons are authorized to enter the area:
 - a. Warden
 - b. Deputy Warden
 - c. Captain/Lieutenant
 - d. Officers to assist in routine functions (i.e., showers, escort, shakedown) as authorized by Death Watch Supervisor
 - e. Any medical or security personnel you deem appropriate in an emergency situation
 - f. Prison Chaplain
4. You are responsible for the cleanliness of your area as well as the cell area during pre-execution monitoring.

B. Routine Security Measures, Security Checks and Logs

1. Keep an accurate chronological log of your activities.
2. Keep a sign-in and sign-out log for every person who enters or leaves Death Watch area.
3. Maintain close surveillance of subordinate personnel.
4. Keep all unauthorized personnel out of the area to include inmates, other employees and visitors.

5. Report the security of your post to the Control Room every thirty minutes.
6. Movement of Inmate: Personally insure that the condemned inmate is handcuffed (behind his back) anytime he leaves his cell. Restraint belt may be used. The handcuffs may be removed when he is receiving non-contact visits.
7. When a condemned inmate is moved, he will be escorted by two officers designated by the Death Watch Supervisor.
8. When the condemned inmate is moved from his cell, he will be searched and placed in different clothing. The same clothing may be reused until soiled, so long as it is thoroughly inspected before reissuing.

C. Visiting

1. Unless otherwise directed, all visiting will be non-contact and will be held in the visiting area next to the Control Room.
2. Escorts for visiting during pre-execution monitoring will be provided by two experienced Correctional Officers assigned by the Death Watch Supervisor.
3. Supervision of visiting for condemned inmates in pre-execution monitoring will be designated by the Death Watch Supervisor.
4. An accurate log of pertinent information to include names of each visitor, time of arrival and departure of each visitor, and inmate will be maintained by the officer assigned to supervise visiting.
 - a. The number of persons authorized and the visiting hours will be in accordance with specific instructions issued by the Warden or Deputy Warden.
 - b. Allowable commissary items will be listed in Section E.

D. The inmate shall be allowed only the items listed below. Any other item will be considered contraband and confiscated in accordance with institutional policy.

1. Standard issue of outer clothing
2. One bed
3. One mattress, pillow and standard issue of linens
4. One toothbrush
5. One tube of toothpaste
6. One bar of soap

7. One disposable razor (to be issued and used under direct supervision only)
8. Two towels, one washcloth
9. Two pair of shorts and t-shirts (Underwear will be exchanged daily)
10. Toilet tissue as needed
11. Stationery – 12 sheets, 3 stamped envelopes, 3 pencils (Pencils will be in possession of officer when not in use.)
12. Religious tracts as issued by Institutional Chaplain
13. Legal documents, books and papers as requested
14. Medication prescribed by institutional doctor (to be issued and used under direct supervision only)
15. One radio outside door in front of cell (state owned)
16. One television outside door in front of cell (state owned)
17. Newspapers as requested and available (no more than two in cell at a time)
18. Feminine hygiene items as necessary and appropriate

E. The inmate may order and purchase the following items on the first day of death watch status:

1. Colas (opened by officer and served in a paper cup)
2. Candy bars
3. Cookies, crackers, potato chips
4. Tobacco products (except matches)

Note: All orders and deliveries inspected and delivered by officer. This includes removal of non-transparent candy wrappers. Care should be taken, however, to avoid handling of contents except with napkin, tissue, etc. Use sanitary disposable gloves that are used in kitchen.

F. Telephone Calls

1. The condemned inmate may receive authorized telephone calls while in pre-execution monitoring status.

2. Specific instructions for each phone call will be given by the Warden, Deputy Warden or Death Watch Supervisor, and will be logged (no exceptions). Each phone call will be supervised.
3. The inmate will receive telephone calls from a special extension plugged in at his cell location. When telephone is not in use, you will personally insure its security.

G. Emergencies and Other Contingencies

1. If any employee is taken hostage, he/she is without authority regardless of rank.
 2. In the event of self-inflicted or other injury, take immediate and decisive action and contact the medical clinic immediately to send a physician or ranking medical person if he is not available.
 3. Immediately notify the Warden, Deputy Warden, Death Watch Supervisor and Shift Supervisor.
3. This post order cannot cover every possible contingency. Apply good judgment when decisions are necessary and time permitting, clarify doubtful or unusual situations or circumstances with the Shift Supervisor, Deputy Warden or Warden.

DO NOT DISCUSS THESE DUTIES AND RESPONSIBILITIES WITH ANYONE WITHOUT SPECIFIC AUTHORIZATION FROM THE DEPUTY WARDEN OR WARDEN.

FLOOR OFFICER MONITOR

1. The duties and responsibilities of this post are in the direct supervision and monitoring of a condemned inmates activities during the final days of pre-execution monitoring.
2. This officer may be a Correctional Officer or higher. He reports directly to the Control Monitor. He is posted in the area directly in front of the cells. He must remain alert on his post at all times maintaining direct observation of the condemned inmate.
3. Equipment required: radio with holster, handcuffs
4. Specific Duties and Responsibilities

A. Immediate Action

Upon notification of your assignment, notify your shift supervisor for relief of your normal post. Follow the instructions of the death watch supervisor and/or control monitor and assume your assigned shift unless otherwise notified.

B. Routine Security Measures, Security Checks and Logs

1. Closely observe the condemned inmates activities and immediately report to the death watch supervisor or control monitor any unusual circumstances or activities.
2. Insure that all eating utensils and trays are not allowed to remain in the cell when not in use.
3. Remain posted at the cell front, but do not hesitate to enter the condemned inmates cell if circumstances warrant it.
4. The cell door key(s) will remain in the possession of the control monitor except as needed.
5. You may converse freely with the inmate, but avoid opinionated or inflammatory statements. Do not discuss your personal feelings regarding the Death Penalty. Do not make promises to the inmate. All requests by the inmate not covered herein will be referred to the Death Watch Supervisor.
6. Do not leave your post unless properly relieved.
7. Visually inspect and thoroughly examine all items permitted into or out of the inmates cell. Examine carefully all clothing sent to you from the clothing room.
8. Do a very thorough strip search of the condemned inmate any time he enters or exits his cell.

9. Exchange the inmate's clothing any time he enters or exits the cell. The same clothing may be reused until it becomes soiled.
10. Insure that the condemned inmate is handcuffed behind his back any time he leaves his cell. He will remain handcuffed until he is returned to his cell. (He may be handcuffed in front if a restraint belt is used. Restraints may be removed if placed in a secure, non-contact visiting room.)
11. Insure that all post orders are being followed. It is expected that all floor officer monitors conduct themselves in a professional manner. A calm, mature atmosphere should be maintained.
12. You will be responsible for the daily cleanliness of your area and the cell areas. Normally the day shift will be responsible for sweeping and mopping the entire area however, you will insure that the area remains in a state of cleanliness and trash containers are emptied during your tour. All trash is to be personally removed by staff and deposited in the appropriate containers located outside the secure confines of the institution.
13. Maintain or cause to be maintained (by Control Officer) a Supervisor's Log of Activities.
14. Personally supervise the feeding of all meals during your shift. Insure that no inmates are utilized in the feeding of any meal during an active death watch, including preparing the trays.
15. Keep all unauthorized personnel out of the area.

DEATH WATCH PROCEDURES

RIVERBEND MAXIMUM SECURITY INSTITUTION

DEATH WATCH PROCEDURES

DAY 1

1. Move inmate to Death Watch status in Building 8.
2. A separate log shall be maintained in the Command Post and in the Death Watch Control Room during entire Death Watch period. It shall document all activity unique to the Death Watch and execution. Areas addressed shall include, but not be limited to, inmate's behavior, actions, movement, communications initiated and received concerning Death Watch activities.
3. Notify Department of Correction Commissioner of final week.
4. Assign Death Watch Supervisor and cell-front monitor. Supervisor shall be Correctional Lieutenant or higher.
5. Condemned inmate will personally inventory all property and seal his personal property for storage as specified in TDOC Policy #504.02.
6. Notify institutional chaplain to visit inmate daily.
7. Visiting status of condemned inmate changes to all non-contact.
8. Telephone check for outside line will be effected from execution chamber by the Deputy Warden.
9. Appoint information liaison officer and advise department's Communications Officer.
10. Establish communication with TDOC staff attorney for consultation as required.
11. Warden to conduct briefing with Correctional Officers (Death Watch) concerning Death Watch activities.
12. Establish notification list for contacting both TDOC and support personnel; also, sheriff of county from which inmate was convicted.
13. Designated personnel test all execution-related equipment to include closed circuit TV, telephones, intercoms, etc.
14. Designated electrician tests all execution equipment to include emergency generator.
15. Measure inmate for clothing.
16. Inmate specifies in writing funeral arrangements.
17. Inmate specifies recipient of personal property in writing
18. Execution team drill.

DAY 2

1. The Facility Manager tests all execution equipment to include power generator.
2. Meeting with support units to coordinate civilian crowd protesters.
3. Food Service Manager advised of meal needs for TDOC and other agency support staff.
4. Deputy Warden tests telephone.
5. MIS tests closed circuit TV system.
6. Facility Supervisor makes up ammonium chloride solution and soaks sponges.
7. Waiting area for execution set up by Administrative Lieutenant.
8. Condemned inmate orders last meal.
9. Health Administrator prepares certificate of death; cause: "legal execution by Lethal Injection".
10. Chaplain confirms funeral arrangements with family.
11. TDOC Communications Officer arrives to handle media inquiries.
12. Security meeting held.

DAY 3

1. MIS personnel tests closed circuit TV system.
2. Facility Manager will test all execution equipment to include phone and generator.
3. Tube of electrode gel will be obtained from infirmary.
4. Clothing delivered to Deputy Warden.
5. Food Service Manager personally prepares and serves last meal. The inmate may request a special meal. The meal shall be provided within reason as determined by the Warden. Cost shall not exceed \$20.00. Eating utensils will be fork and spoon.

DAY 4 – EXECUTION DAY

12:00 am

1. By prior planning, the execution team will be brought in through the vehicle gate by the Administrative Assistant or designated staff member. They will be taken directly to executioner waiting area in Building 8. Their identities will be known by the least number of staff necessary.
2. Beginning at 12:00 am, the only staff authorized in the capital punishment complex are:
 - a. Commissioner or designee
 - b. Warden
 - c. Deputy Warden
 - d. Administrative Assistant
 - e. Death Watch Supervisor and assigned officers
 - f. Chaplain
 - g. Medical Doctor and associate
 - h. Executioner (executioner waiting area)
 - i. IV Team
 - j. Extraction Team

Any exceptions to the above must be approved by Warden or Commissioner.

3. Inmate will be dressed in cotton trousers, shirt, cotton socks, or cloth house shoes. Trousers and shirt are to be without any metal.
4. Official witnesses will report to the Administration Building conference room no later than 12:00 am, they will be greeted by two designated Department of Correction escort staff, security cleared and moved to Building 8; Parole Board Room, where they will remain until later escorted to the witness room of the execution chamber.
5. Immediate family members of the victim will report to the Administration Building no later than 12:30 am and be greeted by two designated Department of Correction employees. These witnesses will be security cleared and escorted to Building 8 conference room, where they will remain until later escorted to the victim family members witness room adjacent to the execution chamber.
6. The Administrative Assistant or designate, designated electricians and physician will report to the execution chamber for preparation. The Administrative Assistant or designate will check the phones in the chamber. The electrician will ready the equipment and the physician will stand by in the designated waiting area.
7. The Deputy Warden will supervise the shaving of the condemned inmate's head and legs.

12:30 am

1. The Administrative Assistant or designate will establish phone conversation with those officials designated by the Warden.
2. The Deputy Warden will supervise the application of conducting gel to both ankles, lower legs and head of condemned inmate.
3. Victim family member witnesses will be secured in Building 8 conference room by designated staff member no later than 12:45 am.
4. Official witnesses will be secured in Building 8 Parole Board Room by two designated staff members no later than 12:45 am. They will be moved to the capital punishment waiting area at 1:00 am or as directed by Death Watch Supervisor.

12:55 am

1. Beginning at 12:55 am, the only staff authorized in the execution chamber are the Warden, those TDOC employees designated by him to carry out the execution, the Attorney General (or designee) and Defense Counsel witness.
2. At the command of the Warden or Deputy Warden, the Extraction Team will approach the holding cell and ask the condemned inmate to approach the cell door and be handcuffed. After being handcuffed; he/she will be asked by the Extraction Team Leader to step back and place his/her hands above his/her head on the wall at the rear of the holding cell. (If the condemned inmate refuses to cooperate, the Extraction team will enter the holding cell and remove inmate.)
3. The Administrative Assistant or designate will record the time the condemned inmate entered the execution chamber.
4. The Deputy Warden and Extraction Team will place the condemned inmate in the chair.
5. The Deputy Warden and Extraction Team will secure back arm straps and then chest, lap and ankle straps.
6. When the inmate is secured, the Deputy Warden and Extraction Team will remove restraint apparatus and then secure forearm straps.
7. Official witnesses, victim family members, Attorney General/designee and Defense Counsel witness, will be secured in the appropriate witness rooms.
8. The closed circuit television camera and audio system will be activated.

1:00 am

1. The Warden shall contact the Commissioner to insure that no last minute stay or respite has been granted.
2. The Warden will permit the condemned inmate to make a last statement.

3. The Extraction Team will secure the head set.
4. The Facility Manager will check the electrodes to insure that they are properly attached.
5. The Assistant Facility Manager will proceed to electrical control panel and activate for execution.
6. The Warden will give the signal to proceed and the Executioner will engage the automatic rheostat. The Administrative Assistant or designate will record the time the process began. When current has been on for required time, the rheostat will automatically disengage.
7. Once the cycle runs its course, the Facility Manager indicates the current is off. The Administrative Assistant or designate will record the time the current is disengaged.
8. The Facility Manager will disconnect electrical cables in rear of chair.
9. Following the completion of the lethal injection process, and a five-minute waiting period, the blinds to the official witness room closed, closed-circuit TV camera disengaged, and privacy curtain closed, the Warden will ask the physician to enter the room to conduct an examination. If the inmate is not dead, the physician will return to the designated waiting area. The curtain will be opened, blinds raised, camera activated, and the Warden shall give the command to repeat the lethal injection procedure. After this procedure is completed, the blinds will once again be closed, closed-circuit TV camera disengaged, and the privacy curtain closed. The Warden will once again ask the physician to enter the room and check for signs of life. The physician shall then report his findings to the Warden or designee.
10. The inmate is pronounced dead. The Administrative Assistant or designate records the time that death is pronounced.
11. The Warden or designate announces that the sentence has been carried out and invites witnesses to exit. "The sentence of _____ has been carried out. Please exit to the rear at this time."
12. The official witnesses will then be escorted from the witness room by designated staff escorts.
13. The Commissioner or designee will notify all appropriate State officials that sentence has been carried out. Media will be so notified by designated Communications Officer.
14. The Extraction Team removes restraint equipment.
15. Ambulance attendants will assist in removal of body and placement in ambulance, which will be in vehicle sallyport/garage of death watch area.
16. The ambulance will be cleared to exit by the Deputy Warden.

POST EXECUTION

1. The body will be transported to the State Medical Examiner for examination and release of the body.
2. Staff attorney shall be notified so that proper court clerks may be advised that sentence was carried out.
3. After execution has been completed and all civilians have departed from prison property, appropriate debriefings will be conducted with TDOC staff and representatives of other agencies involved. Such debriefings shall be coordinated by the Assistant Commissioner of Operations.

PERIMETER SECURITY
PRIOR TO, DURING AND SUBSEQUENT TO AN EXECUTION

RIVERBEND MAXIMUM SECURITY INSTITUTION

**PAGES 39-42 PERTAINING TO PERIMETER SECURITY PRIOR
TO, DURING, AND SUBSEQUENT TO AN EXECUTION HAVE
BEEN REDACTED.**

FORMS

RIVERBEND MAXIMUM SECURITY INSTITUTION

NOTIFICATION LETTER TO SHERIFF'S OFFICE TO WITNESS EXECUTION OF INMATE



STATE OF TENNESSEE
DEPARTMENT OF CORRECTION
RIVERBEND MAXIMUM SECURITY INSTITUTION
7475 COCKRILL BEND BOULEVARD
NASHVILLE, TENNESSEE 37243-0471
TELEPHONE (615) 350-3100 FAX (615) 350-3400

Date _____

John Doe, Sheriff
Tennessee County Sheriff's Department
PO Box 000
City, TN 37209

Dear Sheriff Doe:

Records of the Tennessee Department of Correction reflect that on _____, inmate _____ was convicted of First Degree Murder and sentenced to Death regarding _____ County case # _____. An order has been received scheduling inmate _____'s execution for _____. The execution is scheduled for 1:00 am on that date.

Pursuant to TCA 40-23-116, the sheriff of the county in which the crime was committed is entitled to be present at the carrying out of such death sentences.

The Tennessee Department of Correction needs to know if you are interested in viewing the legal execution of inmate _____. In order to expedite this process, please sign and date on the respective line below indicating your intentions. Afterwards, fax the letter with your signature to my office at the Riverbend Maximum Security Institution at 615-350-3400. If you plan to attend, provide a telephone number where you may be contacted day or night. Further, you should be at the Riverbend Institution by 12:00 midnight on _____ and bring your notification letter with you, along with a picture ID. Upon arrival at the facility, please present the letter to the Checkpoint Officer. If you have any questions regarding this matter, please feel free to contact me by calling 615-350-3100, extension 3103, for further information.

Ricky J. Bell, Warden

RJB/bg

I will attend. _____ Signature _____ Date _____
Telephone No. _____

I will not attend. _____ Signature _____ Date _____
Telephone No. _____

NOTIFICATION LETTER TO INMATE'S FAMILY TO WITNESS EXECUTION



STATE OF TENNESSEE
DEPARTMENT OF CORRECTION
RIVERBEND MAXIMUM SECURITY INSTITUTION
7475 COCKRILL BEND BOULEVARD
NASHVILLE, TENNESSEE 37243-0471
TELEPHONE (615) 350-3100 FAX (615) 350-3400

Date _____

Ms. Mary Jane Smith
PO Box 000
City, TN 37209

Dear Ms. Smith:

Records of the Tennessee Department of Correction reflect that on _____, inmate _____ was convicted of First Degree Murder and sentenced to Death regarding _____ County case # _____. An order has been received scheduling inmate _____'s execution for _____. The execution is scheduled for 1:00 am on that date.

Pursuant to TCA 40-23-116, members of the condemned inmate's immediate family may be present at the carrying out of such death sentence. Records indicate that you are the _____ of inmate _____; therefore, you are eligible to be present.

The Tennessee Department of Correction needs to know if you are interested in viewing the legal execution of inmate _____. In order to expedite this process, please sign and date on the respective line below indicating your intentions. Afterwards, fax the letter with your signature to my office at the Riverbend Maximum Security Institution at 615-350-3400. If you plan to attend, provide a telephone number where you may be contacted day or night. Further, you should be at the Riverbend Institution by 12:00 midnight on _____ and bring your notification letter with you, along with a picture ID. Upon arrival at the facility, please present the letter to the Checkpoint Officer. If you have any questions regarding this matter, please feel free to contact me by calling 615-350-3100, extension 3103, for further information.

Ricky J. Bell, Warden

RJB/bg

I will attend. _____ Signature _____ Date _____
Telephone No. _____

I will not attend. _____ Signature _____ Date _____
Telephone No. _____

PHYSICIAN'S INVENTORY CHECKLIST

- _____ (4) 5cc syringes
- _____ (4) small tubes Betadine ointment
- _____ (12) pair gloves (sterile), size 7½
- _____ (12) pair gloves (sterile), size 8
- _____ (2) prep kits
- _____ (2) BP cuffs
- _____ (2) stethoscopes
- _____ (1) flashlight with batteries
- _____ (8) Chux
- _____ (4) cutdown trays
- _____ (2) Lidocaine 1%
- _____ (2) Lidocaine 2% with Epinephrine
- _____ (1) 000 silk sutures
- _____ (2) 3-0 chromic sutures
- _____ (1) 3-0 ethilon sutures
- _____ (2) 4-0 chromic sutures
- _____ (2) 4-0 ethilon sutures
- _____ (1) 4-0 silk sutures
- _____ (2) 5-0 silk sutures
- _____ (2) PPE size XL
- _____ (1) PPE size XXL
- _____ (2) faceshields

INJECTION TEAM INVENTORY CHECKLIST

- _____ (8) normal saline 1000 cc each
- _____ (12) 96" long IV tubing with Y injection site
- _____ (12) 35" long extension tubing
- _____ (12) J Loops
- _____ (6) Tourniquets – various styles
- _____ (12) 16 gauge angiocaths 1½"
- _____ (12) 18 gauge angiocaths 1½"
- _____ (12) 20 gauge angiocaths 1½"
- _____ (4) 19 gauge 7/8 butterfly
- _____ (2) rolls ½" tape
- _____ (2) rolls 2" tape
- _____ (2) rolls 3" tape
- _____ (4) arm boards
- _____ (3) tegaderm IV site
- _____ (2) boxes alcohol pads
- _____ (2) boxes band aids
- _____ (2) bandage scissors
- _____ (1) fanny pack
- _____ (1) flashlight with batteries
- _____ (2) penlight flashlights
- _____ (2) sharps containers
- _____ (2) boxes 4x4's
- _____ (4) red biohazard bags
- _____ (4) Chux

INJECTION TEAM INVENTORY CHECKLIST (continued)

- _____ (2) boxes moist towelettes
- _____ (4) bed sheets
- _____ (4) bath towels
- _____ (1) box labels
- _____ (3) sets PPE size XL
- _____ (3) sets PPE size XXL

LETHAL INJECTION DRUGS

1. Sodium Pentothal – Yellow (50 cc)
2. Saline – Black (50 cc)
3. Pancuronium Bromide – Blue (50 cc)
4. Pancuronium Bromide – Blue (50 cc)
5. Saline – Black (50 cc)
6. Potassium Chloride – Red (50 cc)
7. Potassium Chloride – Red (50 cc)

LETHAL INJECTION CHRONOLOGICAL EXECUTION REPORT

NAME OF INMATE: _____

	<u>Time</u>
1. Inmate entered execution room	_____
2. Restraints in place on inmate	_____
3. IV systems in place	_____
4. Lethal injection chemicals injected	_____
5. Examined by physician	_____
6. Pronounced dead	_____
7. Body removed	_____
8. Body removed from institution	_____

Date

Warden

DAY OF EXECUTION – LETHAL INJECTION EXECUTION RECORDER CHECKLIST

_____ Report to designated area for final briefing

_____ Extraction Team and IV Team report to Administrative Lieutenants office. IV Team sets up IV system. Final Briefing.

_____ Physician in place

_____ E.M.T. in place

_____ Medical Examiner in place

_____ Team Leader in place

_____ Check blinds and curtains

_____ Advise Escort Officer to transport Official Witnesses to Parole Room

_____ Advised by Escort Officer that Official Witnesses are in Parole Room

_____ Advise Escort Officers (2) to escort Victim's Witnesses to Viewing Room

_____ Advised by Escort Officers (2) that Victim's Witnesses are in place

_____ Warden or designee checks to insure execution is to proceed

_____ Gurney positioned in Execution Chamber

_____ Check gurney and restraints

_____ Extraction Team enters and secures offender to gurney

_____ Advise Escort Officer to transport Official Witnesses to death Watch vestibule

_____ Advised by Escort Officer that Official Witnesses are in the vestibule

_____ IV's set – check to insure tubing is out of reach of offender

_____ Advise Escort Officer to "Transport Official Witnesses in place"

_____ Advised by Escort Officer that "Witnesses are in place"

_____ Warden checks with Command Center to proceed

_____ Warden orders blinds opened, closed circuit TV activated and audio activated for viewing rooms

DAY OF EXECUTION – LETHAL INJECTION EXECUTION RECORDER CHECKLIST (continued)

- _____ Warden asks offender for any last comments
- _____ Warden orders Execution Team to proceed
- _____ "Process completed"
- _____ Blinds and curtains closed and closed circuit TV deactivated
- _____ Physician pronounces death – exact time
- _____ Audio deactivated to witness rooms
- _____ Advise Escort Officers (2) to remove Victims Witnesses
- _____ Advise Commissioner or designee in Command center that execution is completed
- _____ Physician and E.M.T. departs
- _____ Medical Examiner escorted to chamber to take possession of body. Pictures will be taken of body and execution chamber prior to removal of body
- _____ Advised by Escort Officer (2) Victims Witnesses are at Checkpoint
- _____ Advise Escort Officer to remove Official Witnesses
- _____ Advised by Escort Officer that Official Witnesses are at Checkpoint

Offender's Comments if any:

MATRIX PLANNING – THE EXECUTION PROCESS: MANAGING THE INTERNAL ENVIRONMENT

TITLE	STATUS	COMPLETION PLAN	IMPLEMENTED	TIME FACTORS FOR IMPLEMENTATION	COMMENTS
A. Identification of Post Orders/Procedures to be Written:					
1. Movement of Inmate to Death Watch					
2. Death Watch Area					
3. Control Room					
4. Floor Officer					
5. Escort Officer					
6. Visitation/Privilege Officer					
7. Post Execution Process					
8. Internal Security					
9. Logistics & Support					
10. Death Watch Supervisor					
B. Identification/Duties of Key Personnel					
1. Governor					
2. Deputy Commissioner					
3. Assistant Commissioner					
4. Communications Officer					
5. Warden					
6. Administrative Assistant					
7. Deputy Warden					
8. Shift Supervisor					
9. Death Watch Supervisor					
10. Death Row Unit Manager					
11. Chaplain					
12. Case Manager					

MATRIX PLANNING – THE EXECUTION PROCESS: MANAGING THE INTERNAL ENVIRONMENT (continued)

TITLE	STATUS	COMPLETION PLAN	IMPLEMENTED	TIME FACTORS FOR IMPLEMENTATION	COMMENTS
13. M.I.S. Personnel					
14. Medical Personnel					
15. Psychiatrist					
16. Food Service					
17. Transportation					
C. Training of Staff					
1. Post Orders/ Procedures					
a. Shift Supervisor					
b. Death Watch Supervisor					
c. Death Row Manager					
d. Administrative Staff					
e. Execution Team					
2. Stress Management					
a. Identify who is to be trained					
D. Implementation					
1. Activation of Death Watch					
2. Alert given to staff of Execution					
3. Preparation of inmates					
4. Activation of Execution Chamber					
5. Notification/Communication with News Media					
6. Deactivation of Execution Chamber					

MATRIX PLANNING – THE EXECUTION PROCESS: MANAGING THE INTERNAL ENVIRONMENT (continued)

TITLE	STATUS	COMPLETION PLAN	IMPLEMENTED	TIME FACTORS FOR IMPLEMENTATION	COMMENTS
7. Deactivation of Death Watch					
8. Debriefing of Staff					
E. Death Watch Procedures					
1. Receipt of Order					
a. Who is notified					
2. Notification Process					
a. Identify who is to be notified					
3. Search of Area					
a. Identify Responsibilities					
4. Activation Process					
a. Plan in place					
b. Tasks Identification					
5. Role of Staff					
a. Property					
b. Supervision of Privileges					
1. TV/Radio					
2. Recreation					
3. Personal Phone Calls					
4. Reading/Writing Materials					
5. Legal Material					
6. Mail					
7. Commissary					
8. Packages					

MATRIX PLANNING – THE EXECUTION PROCESS: MANAGING THE INTERNAL ENVIRONMENT (continued)

TITLE	STATUS	COMPLETION PLAN	IMPLEMENTED	TIME FACTORS FOR IMPLEMENTATION	COMMENTS
9. Visits					
a. Special					
b. Religious					
c. Medical					
d. Legal					
e. Psychological					
f. Media					
F. Execution Process					
1. Procedure for Testing					
2. Maintenance Procedures					
3. Activation and Deactivation Procedures					
4. Family last visit					
5. Preparation of Inmate					
a. Clothes					
b. Preparation of IV Equipment					
c. Strapping of Inmate onto gurney					
d. Removal of body					
6. Transportation out of Institution					
a. Methods					
7. Movement of Execution Team In/Out of Institution					
8. News Release					
9. Notification Letter to Witness					
G. Chronological Execution Report					

MANAGING AN EXECUTION: EXTERNAL ISSUES

MEDIA PLAN	POLICY: PLAN OUTLINE	PLAN PARTICIPANTS	DOC STAFF ASSIGNMENTS	GENERAL STATUTES	SCHEDULE TIME TABLE	PREPARATION OF MATERIALS
Policy						
Tactical Plan (press kits, tours, etc.)						
Media Execution Plan						
Post Execution Plan						

MANAGING AN EXECUTION: EXTERNAL ISSUES (continued)

MEDIA PLAN	POLICY: PLAN OUTLINE	PLAN PARTICIPANTS	DOC STAFF ASSIGNMENTS	GENERAL STATUTES	SCHEDULE TIME TABLE	PREPARATION OF MATERIALS
Policy						
Identify groups, individuals						
Develop strategy						
Complete Plan						

MANAGING AN EXECUTION: EXTERNAL ISSUES (continued)

MEDIA PLAN Policy	POLICY: PLAN OUTLINE	PLAN PARTICIPANTS	DOC STAFF ASSIGNMENTS	GENERAL STATUTES	SCHEDULE TIME TABLE	PREPARATION OF MATERIALS
Identify components, participants and focus						
Develop the plan's details						

State of Tennessee
DEPARTMENT OF CORRECTION

News Release

The Department of Correction reports that pursuant to the sentence of the court and in accordance with provisions of TCA, the capital punishment sentence of _____ has been carried out.

Time of execution was _____ am/pm on _____
(date)

_____ was pronounced dead by attending
(Inmate's name)

physician at _____ am/pm.

CERTIFICATE OF DEATH

TENNESSEE DEPARTMENT OF HEALTH CERTIFICATE OF DEATH		STATE FILE NUMBER	
1. DECEDENT'S NAME (First, Middle, Last)		2. SEX	3. DATE OF DEATH (Month, Day, Year)
4. SOCIAL SECURITY NUMBER (of Decedent)	5a. AGE-LAST BIRTHDAY (Years)	5b. UNDER 1 YEAR MOSE DAYS HOURS MIN	5c. DATE OF BIRTH (Month, Day, Year)
6. WAS DECEDENT EVER IN U.S. ARMED FORCES? 1 <input type="checkbox"/> Yes 2 <input type="checkbox"/> No		9a. PLACE OF DEATH (Check only one) 1 <input type="checkbox"/> Inpatient 2 <input type="checkbox"/> ER/Outpatient 3 <input type="checkbox"/> DOA 4 <input type="checkbox"/> Nursing Home 5 <input type="checkbox"/> Residence 6 <input type="checkbox"/> Other (Specify)	
7b. FACILITY NAME (If not institution, give street and number)		9c. CITY, TOWN, OR LOCATION OF DEATH	
10. MARITAL STATUS-Married, Never Married, Widowed, Divorced (Specify)		11. SURVIVING SPOUSE (If wife, give maiden name)	
12a. DECEDENT'S USUAL OCCUPATION (Give kind of work done during most of working life. Do not use retired.)		12b. KIND OF BUSINESS/INDUSTRY	
13a. RESIDENCE-STATE		13b. COUNTY	13c. CITY, TOWN OR LOCATION
13d. STREET AND NUMBER OR RURAL LOCATION		13e. ZIP CODE	
14. WAS DECEDENT OF HISPANIC ORIGIN? (Specify Yes or No-if yes, specify Cuban, Mexican, Puerto Rican, etc.)		15. RACE-American Indian, Black, White, etc. (Specify)	
16. DECEDENT'S EDUCATION (Specify only highest grade completed) Elementary/Secondary (8-12) College (1-4 or 5+)		17. FATHER'S NAME (First, Middle, Last)	
18. MOTHER'S NAME (First, Middle, Maiden Surname)		19a. INFORMANT'S NAME (Type/Print)	
19b. RELATIONSHIP TO DECEDENT		19c. MAILING ADDRESS (Street and Number or Rural Route Number, City or Town, State, Zip Code)	
20a. METHOD OF DISPOSITION 1 <input type="checkbox"/> Burial 2 <input type="checkbox"/> Cremation 3 <input type="checkbox"/> Removal from State 4 <input type="checkbox"/> Donation 5 <input type="checkbox"/> Other (Specify)		20b. PLACE OF DISPOSITION (Name of cemetery, crematory, or other place)	
20c. LOCATION-City or Town, State		21a. SIGNATURE OF FUNERAL DIRECTOR	
21b. LICENSE NUMBER OF FUNERAL DIRECTOR		21c. SIGNATURE OF EMBALMER	
21d. LICENSE NUMBER OF EMBALMER		22a. NAME AND ADDRESS OF FUNERAL HOME	
22b. LICENSE NUMBER OF FUNERAL HOME		23. REGISTRAR'S SIGNATURE	
24. DATE FILED (Month, Day, Year)		25a. PHYSICIAN - To the best of my knowledge, death occurred at the date and place, and due to the cause(s) and manner as stated.	
25b. SIGNATURE AND TITLE OF PHYSICIAN		25c. LICENSE NUMBER	
25d. DATE SIGNED (Month, Day, Year)		26a. MEDICAL EXAMINER - On the basis of examination and/or investigation, in my opinion, death occurred at the date and place, and due to the cause(s) and manner as stated.	
26b. SIGNATURE AND TITLE OF MEDICAL EXAMINER		26c. LICENSE NUMBER	
26d. DATE SIGNED (Month, Day, Year)		27. NAME AND ADDRESS OF CERTIFIER (PHYSICIAN OR MEDICAL EXAMINER) (Type/Print)	
28. PART I. Enter the diseases, injuries, or complications that caused the death. Do not enter the mode of dying, such as cardiac or respiratory arrest, shock, or heart failure. List only one cause on each line.		Approximate Interval Between Onset and Death	
IMMEDIATE CAUSE (Final disease or condition resulting in death) → a. _____ DUE TO (OR AS A CONSEQUENCE OF):			
Sequentially list conditions, if any, leading to immediate cause. Enter UNDERLYING CAUSE (Disease or injury that initiated events resulting in death) LAST		b. _____ DUE TO (OR AS A CONSEQUENCE OF):	
		c. _____ DUE TO (OR AS A CONSEQUENCE OF):	
		d. _____ DUE TO (OR AS A CONSEQUENCE OF):	
PART II. Other significant conditions contributing to death but not resulting in the underlying cause given in Part I.		29a. WAS AN AUTOPSY PERFORMED? 1 <input type="checkbox"/> Yes 2 <input type="checkbox"/> No	
		29b. WERE AUTOPSY FINDINGS AVAILABLE PRIOR TO COMPLETION OF CAUSE OF DEATH? 1 <input type="checkbox"/> Yes 2 <input type="checkbox"/> No	
30. MANNER OF DEATH 1 <input type="checkbox"/> Natural 5 <input type="checkbox"/> Pending Investigation 2 <input type="checkbox"/> Accident 3 <input type="checkbox"/> Suicide 6 <input type="checkbox"/> Could not be Determined 4 <input type="checkbox"/> Homicide		31a. DATE OF INJURY (Month, Day, Year)	
31b. TIME OF INJURY 1 <input type="checkbox"/> Yes 2 <input type="checkbox"/> No		31c. INJURY AT WORK? 1 <input type="checkbox"/> Yes 2 <input type="checkbox"/> No	
31d. PLACE OF INJURY-At home, farm, street, factory, office building, etc. (Specify)		31e. LOCATION (Street and Number or Rural Route Number, City or Town, State)	

INSTRUCTIONS FOR ITEM 28. - CAUSE OF DEATH

Item 28. - Cause of Death

The cause of death means the disease, abnormality, injury, or poisoning that caused the death, NOT the mode of dying, such as cardiac or respiratory arrest, shock, or heart failure.

In Part I, the immediate cause of death is reported on line (a). Antecedent conditions, if any, which gave rise to the cause are reported on lines (b), (c), and (d). The underlying cause, should be reported on the last line used in Part I. No entry is necessary on lines (b), (c), and (d) if the immediate cause of death on line (a) describes completely the train of events. ONLY ONE CAUSE SHOULD BE ENTERED ON A LINE. Additional lines may be added if necessary. Provide the best estimate of the interval between the onset of each condition and death. Do not leave interval blank; if unknown, so specify.

In Part II, enter other important diseases or conditions that may have contributed to death but did not result in the underlying cause of death given in Part I.

See examples below.

		12b. PART I. Enter the diseases, injuries, or complications that caused the death. Do not enter the mode of dying, such as cardiac or respiratory arrest, shock, or heart failure. List only one cause on each line.				Approximate Interval Between Onset and Death	
SEE INSTRUCTIONS ON OTHER SIDE <div style="border: 1px solid black; padding: 5px; width: fit-content; margin: 10px auto;">CAUSE OF DEATH</div>		IMMEDIATE CAUSE (If no disease or condition resulting in death) →		a. Rupture of myocardium DUE TO (OR AS A CONSEQUENCE OF):		Mins.	
		Substantially less contributory (i.e., leading to irreparable cause) Enter UNDERLYING CAUSE (Disease or injury that initiated events resulting in death) LAST		b. Acute myocardial infarction DUE TO (OR AS A CONSEQUENCE OF):		6 days	
				c. Coronary atherosclerosis DUE TO (OR AS A CONSEQUENCE OF):		5 years	
				1			
PART II. Enter significant conditions contributing to death but not resulting in the underlying cause given in Part I.							
<u>Diabetes, Chronic obstructive pulmonary disease, smoking</u>							
23a. WAS AN AUTOPSY PERFORMED? <input checked="" type="checkbox"/> 1 Yes <input type="checkbox"/> 2 No		23b. WERE AUTOPSY FINDINGS AVAILABLE PRIOR TO COMPLETION OF CAUSE OF DEATH? <input checked="" type="checkbox"/> 1 Yes <input type="checkbox"/> 2 No					
30. MANNER OF DEATH 1 <input checked="" type="checkbox"/> Natural 2 <input type="checkbox"/> Pending investigation 3 <input type="checkbox"/> Accident 4 <input type="checkbox"/> Suicide 5 <input type="checkbox"/> Could not be Determined 6 <input type="checkbox"/> Homicide		31a. DATE OF INJURY (Month, Day, Year)	31b. TIME OF INJURY	31c. INJURY AT WORK? (Yes or no)	31d. DESCRIBE HOW INJURY OCCURRED		
		31e. PLACE OF INJURY (Home, farm, street, factory, office, building, etc.) (Specify)	31f. LOCATION (Street and Number or Route Number, City or Town, State)				
12c. PART I. Enter the diseases, injuries, or complications that caused the death. Do not enter the mode of dying, such as cardiac or respiratory arrest, shock, or heart failure. List only one cause on each line.							
SEE INSTRUCTIONS ON OTHER SIDE <div style="border: 1px solid black; padding: 5px; width: fit-content; margin: 10px auto;">CAUSE OF DEATH</div>		IMMEDIATE CAUSE (If no disease or condition resulting in death) →		a. Cerebral laceration DUE TO (OR AS A CONSEQUENCE OF):		10 mins.	
		Substantially less contributory (i.e., leading to irreparable cause) Enter UNDERLYING CAUSE (Disease or injury that initiated events resulting in death) LAST		b. Open skull fracture DUE TO (OR AS A CONSEQUENCE OF):		10 mins.	
				c. Automobile accident DUE TO (OR AS A CONSEQUENCE OF):		10 mins.	
				1			
PART II. Enter significant conditions contributing to death but not resulting in the underlying cause given in Part I.							
<u>Street</u>							
23a. WAS AN AUTOPSY PERFORMED? <input type="checkbox"/> 1 Yes <input checked="" type="checkbox"/> 2 No		23b. WERE AUTOPSY FINDINGS AVAILABLE PRIOR TO COMPLETION OF CAUSE OF DEATH? <input type="checkbox"/> 1 Yes <input checked="" type="checkbox"/> 2 No					
30. MANNER OF DEATH 1 <input type="checkbox"/> Natural 2 <input type="checkbox"/> Pending investigation 3 <input checked="" type="checkbox"/> Accident 4 <input type="checkbox"/> Suicide 5 <input type="checkbox"/> Could not be Determined 6 <input type="checkbox"/> Homicide		31a. DATE OF INJURY (Month, Day, Year)	31b. TIME OF INJURY	31c. INJURY AT WORK? (Yes or no)	31d. DESCRIBE HOW INJURY OCCURRED		
		31e. PLACE OF INJURY (Home, farm, street, factory, office, building, etc.) (Specify)	31f. LOCATION (Street and Number or Route Number, City or Town, State)				
<u>11/15/89 1 p. M No 2-car collision-driver Route 4, Nashville, TN</u>							

ADDITIONAL INFORMATION BY PHYSICIAN					
FOR OFFICIAL USE ONLY					

Affidavit Concerning Method of Execution

Under Tennessee law, you have the right to have your execution carried out by lethal injection. You also have the option of waiving this right and choosing electrocution as the method of your execution. The purpose of this affidavit is to allow you an opportunity to either waive your right to have your execution carried out by lethal injection or to decline to waive that right. You will not be given another opportunity to waive your right to have your execution carried out by lethal injection. Failure to complete this form will result in the execution being carried out by lethal injection.

I, _____, TDOC.# _____, make the following choice concerning the method of my execution:

_____ I waive the right to have my execution carried out by lethal injection and choose to be executed by electrocution.

Signature of Inmate

_____ I have been given the opportunity to waive my right to have my execution carried out by lethal injection and I decline to waive that right.

Signature of Inmate

I certify that I presented this Affidavit Concerning Execution to inmate _____, TDOC No. _____, and _____.

_____ The inmate refused to sign.

_____ I witnessed the inmate sign this affidavit.

Signature of Warden/Designee

Sworn to and subscribed before me this _____ day of _____, 20____.

Notary Public

My Commission expires _____.



STATE OF TENNESSEE
DEPARTMENT OF CORRECTION
4th FLOOR RACHEL JACKSON BLDG.
320 SIXTH AVENUE NORTH
NASHVILLE, TENNESSEE 37243-0465

APPLICATION FOR NEWS MEDIA REPRESENTATIVE TO ATTEND AN EXECUTION OF A SENTENCE OF DEATH

Name of Inmate Under Sentence of Death _____

Name of News Media Outlet _____

Name of News Media Representative _____

Mailing Address _____

Phone _____ Fax _____

E-Mail Address _____

Indicate the news media pool to which the applicant news media agency is to be assigned.

_____ **News Media Agency (print, radio or television) in the county where the offense occurred (if print also designate Metro or Community below)**

_____ **Associated Press**

_____ **Metro Print Media Agency**

_____ **Community Print News Media Agency**

_____ **Other Television News Media Agency**

_____ **Other Radio News Media Agency**

PLEASE NOTE: The department will accept only one (1) application from each news media agency. A person may be named as a News Media Agency Representative on only one (1) application. No news media agency representative selected to witness the execution of a sentence of death shall have exclusive rights to the story. Immediately after the execution of the death sentence is complete, all media representative witness shall make themselves available for a news conference for other news media representatives not selected to attend the execution. Submission of an application constitutes acceptance of this condition.

RULES
OF
DEPARTMENT OF CORRECTION
ADULT SERVICES DIVISION

CHAPTER 0420-3-4
SELECTION OF NEWS MEDIA AGENCY REPRESENTATIVES TO ATTEND
AN EXECUTION OF A DEATH SENTENCE

TABLE OF CONTENTS

0420-3-4-.01	Preface	0420-3-4-.04	Application and Selection Process
0420-3-4-.02	Applicability	0420-3-4-.05	Witness Guidelines
0420-3-4-.03	Definitions		

0420-3-4-.01 PREFACE

Under the authority of T.C.A. §40-23-116, the Department of Correction is authorized to promulgate rules that establish criteria for the selection of news media representatives to attend an execution of a sentence of death.

Authority: T.C.A. §40-23-116. Administrative History: Original rule filed July 28, 1999; November 29, 1999. Repeal and new rule filed November 22, 2000; effective February 6, 2001.

0420-3-4-.02 APPLICABILITY

Pursuant to the authority of T.C.A. §40-23-116, these rules shall apply to all news media agencies and their representatives.

Authority: T.C.A. §40-23-116. Administrative History: Original rule filed July 28, 1999; November 29, 1999. Repeal and new rule filed November 22, 2000; effective February 6, 2001.

0420-3-4-.03 DEFINITIONS

- (1) Community Print News Media Agency: A Print News Media Agency other than a Metro Print News Media Agency.
- (2) General Interest and Coverage: The handling of a broad range of spot news such as traffic accidents, fires, disasters, governmental events, as well as economic, business, social, sports, and human interest news.
- (3) Metro Print News Media Agency: A Print News Media Agency which maintains a full-time presence at the state Capitol, covering day-to-day operations of state government.
- (4) News Media Agency: A Print, Radio or Television News Media Agency or The Associated Press.
- (5) News Media Agency Representative: A person Regularly Employed by a News Media Agency and designated by such News Media Agency to attend and witness an execution of a death sentence on behalf of the News Media Agency.
- (6) Print News Media Agency: A newspaper of general circulation, bearing a title or name, regularly issued at least as frequently as once a week for a definite price, having second class mailing privilege, being not less than four (4) pages, published continuously during the immediately preceding one-year period, which is published for the dissemination of news of general interest, coverage and circulation in an area within Tennessee.

(Rule 0420-3-4-.03, continued)

- (7) Radio News Media Agency: The Tennessee Radio Network or a radio broadcast station which regularly disseminates news of general interest and coverage and has either its city of license (as determined by the federal government) or broadcast transmitter located in Tennessee.
- (8) Regularly Employed: Employed on a consistent, continuing basis and not solely for the purpose of witnessing an execution of a sentence of death or otherwise on a temporary or short-term basis.
- (9) Television News Media Agency: A television broadcast station which regularly disseminates news of general interest and coverage and has either its city of license (as determined by the federal government) or broadcast transmitter located in Tennessee.
- (10) Warden: Warden of the Riverbend Maximum Security Institution.

Authority: T.C.A. § 40-23-115; § 40-23-116. Administrative History: Original rule filed November 22, 2000; effective February 6, 2001.

0420-3-4-.04 APPLICATION AND SELECTION PROCESS

- (1) The selection of News Media Agency Representatives shall be by drawing to be held at Riverbend Maximum Security Institution, 7475 Cockrill Bend Industrial Road, Nashville, Tennessee.
- (2) The Public Information Office of the Department of Correction shall notify all News Media Agencies of a scheduled drawing through issuance of an advisory to the Associated Press. An announcement will also be published in the Tennessee Administrative Register, provided, however, in the event the Department has insufficient advance notice of an execution date to meet publication deadlines for the Tennessee Administrative Register, the announcement shall be issued as soon as practicable after the Department receives notice of the execution date.
- (3) The advisory and announcement shall include the following:
 - (a) Deadline date, time and location for receiving applications from a News Media Agency desiring to be included in the open drawing to witness the execution of the death sentence.
 - (b) Date, time, and location where the open drawing will take place.
- (4) To be eligible for the drawing, a News Media Agency shall submit an application on a form provided by the Department of Correction on or before the deadline specified in the advisory and/or notice. The applicant agency shall designate its News Media Agency Representative and the news media pool for which it qualifies under these rules. The Department will accept only one (1) application from each News Media Agency. A person may be named as a News Media Agency Representative on only one (1) application.
- (5) The Warden or designee shall assign an identifying number to each application received. Prior to the commencement of the drawing the Warden or designee shall post a list containing the News Media Agency name, News Media Agency Representative name, number and assigned category of each application which meets the requirements set forth in this rule.
- (6) Procedure for Drawing:
 - (a) From those applications received which meet the requirements set forth in this rule, a total of seven (7) News Media Agencies shall be selected. The agencies shall be selected from the following categories in the following order:
 - 1. The Associated Press (one application);

SELECTION OF NEWS MEDIA AGENCY REPRESENTATIVES
TO ATTEND AN EXECUTION OF A DEATH SENTENCE

CHAPTER 0420-3-4

(Rule 0420-3-4-.04, continued)

2. One News Media Agency in the county where the offense occurred;
 3. One Metro Print News Media Agency;
 4. One Community Print News Media Agency;
 5. Two Television News Media Agencies; and
 6. One Radio News Media Agency.
- (b) In the event more than one qualifying application is received for category (a)(ii), the applications not selected in that category shall be reassigned to appropriate categories.
- (c) If one or more categories cannot be filled due to an insufficient number of qualifying applications in the category, qualifying applications remaining after all other selections have been made shall be combined into one selection pool from which an application shall be drawn to fill each unfilled position.
- (d) After seven (7) News Media Agency Representatives have been selected through the process set out in (a) through (c), all remaining applications shall be combined into one selection pool from which a first alternate and a second alternate shall be drawn. Alternates shall be allowed, in order of selection, to substitute for a News Media Agency Representative selected as a witness who is unable to attend and witness the execution of a death sentence.
- (7) After the drawing the Department of Correction shall promptly issue an advisory to the Associated Press identifying the News Media Agency Representatives selected.
- (8) News Media Agency Representatives shall be subject to the approval of the Warden. The Warden may, in the Warden's discretion, disapprove or exclude a witness for reasons of safety or security. No News Media Agency Representative shall be related to the condemned prisoner or the condemned prisoner's victim or victims or have any personal interest in the case. News Media Agency Representatives must be eighteen (18) years of age or older.
- (9) The Department of Correction will allow no substitution of News Media Agencies or News Media Agency Representatives.
- (10) In the event the execution does not take place within one (1) year of the date of the drawing, the Commissioner, in the Commissioner's sole discretion, may cancel the result of a drawing and, if necessary, direct that a new drawing be held.

Authority: T.C.A. § 40-23-116. Administrative History: Original rule filed November 22, 2000; effective February 6, 2001.

0420-3-4-.05 WITNESS GUIDELINES

- (1) No News Media Agency Representative allowed to witness the execution of a death sentence shall have exclusive rights to the story. Immediately after the execution of the death sentence is complete, all News Media Agency Representatives shall make themselves available for a news conference of other news media representatives and shall remain at the news conference until it is completed.
- (2) The news conference shall be held at a location designated by the warden immediately following the execution.

February, 2001 (Revised)

SELECTION OF NEWS MEDIA AGENCY REPRESENTATIVES
TO ATTEND AN EXECUTION OF A DEATH SENTENCE

CHAPTER 0420-3-4

(Rule 0420-3-4-.05, continued)

- (3) Photographic or recording equipment are prohibited at the execution site during the execution.
- (4) News Media Agency Representatives shall abide by all departmental and institutional rules and policies, and the directives of authorized staff. Failure of a witness to do so may result in the witness being excluded and /or removed from the premises. The News Media Agency Representative and the News Media Agency being represented shall be ineligible to attend future executions without the specific approval of the Commissioner.

Authority: T.C.A. § 40-23-116. Administrative History: Original rule filed November 22, 2000; effective February 6, 2001.

Affidavit to Select Defense Counsel Witness To Execution

Under Tennessee law, TCA 40-23-116, you may select one (1) defense counsel to witness your scheduled upcoming execution. The Department of Correction needs to know who you are selecting to be your witness.

I, _____, TDOC# _____, select the
following defense counsel witness: _____

Signature of Inmate

Date

I certify that I presented this Affidavit to Select Defense Counsel Witness to Execution to inmate
_____, TDOC# _____, and

_____ The inmate refused to sign.

_____ I witnessed the inmate sign this affidavit.

Signature of Warden/Designee

Date

Sworn to and subscribed before me this _____ day of _____, 20____

Notary Public My Commission expires _____

STATUTES RELATING TO EXECUTION

RIVERBEND MAXIMUM SECURITY INSTITUTION

TENNESSEE CODE ANNOTATED
STATUTES RELATING TO EXECUTION

40-23-116. Manner of executing sentence of death - Witnesses.

(a) In all cases in which the sentence of death has been passed upon any person by the courts of this state, it is the duty of the sheriff of the county in which such sentence of death has been passed to remove the person so sentenced to death from such county to the state penitentiary in which the death chamber is located, within a reasonable time before the date fixed for the execution of the death sentence in the judgment and mandate of the court pronouncing the same. On the date fixed for such execution in the judgment and mandate of the court, the warden of the state penitentiary in which the death chamber is located shall cause such death sentence to be carried out within an enclosure to be prepared for that purpose in strict seclusion and privacy. The only witnesses entitled to be present at the carrying out of such death sentence are:

- (1) The warden of the state penitentiary or the warden's duly authorized deputy;
 - (2) The sheriff of the county in which the crime was committed;
 - (3) A priest or minister of the gospel who has been preparing the condemned person for death;
 - (4) The prison physician;
 - (5) Such attendants chosen and selected by the warden of the state penitentiary as may be necessary to properly carry out the execution of the death sentence;
 - (6) A total of seven (7) members of the print, radio and television news media selected in accordance with the rules and regulations promulgated by the department of correction. Those news media members allowed to attend any execution of a sentence of death shall make available coverage of such execution to other news media members not selected to attend;
 - (7) Immediate family members of the victim who are eighteen (18) years of age or older. Such immediate family members shall include the spouse, child by birth or adoption, stepchild, stepparent, parent, grandparent or sibling of the victim; provided, that members of the family of the condemned prisoner may be present and witness the execution;
 - (8) One (1) defense counsel chosen by the condemned person; and
 - (9) The attorney general and reporter, or the attorney general and reporter's designee.
- (b) No other person or persons than those mentioned in subsection (a) are allowed or permitted to be present at the carrying out of the death sentence. It is a Class C misdemeanor for the warden of the state penitentiary to permit any other person or persons than those provided for in subsection (a) to be present at such legal execution.

(c) (1) Photographic or recording equipment shall not be permitted at the execution site until the execution is completed, the body is removed, and the site has been restored to an orderly condition. However, the physical arrangement of the execution site shall not be disturbed.

(2) A violation of subdivision (c)(1) is a Class A misdemeanor.

(3) The department shall promulgate rules that establish criteria for the selection of news media representatives to attend an execution of a death sentence in accordance with the Uniform Administrative Procedures Act, compiled in title 4, chapter 5. In promulgating such rules, the department shall solicit recommendations from the Tennessee Press Association, the Tennessee Associated Press Managing Editors, and the Tennessee Association of Broadcasters. For each execution of a death sentence, applications for attendance shall be accepted by the department. When the number of applications require, lots to select news media representatives will then be drawn by the warden of the state penitentiary at which such death sentence is to be carried out. All such drawings shall be conducted in open meetings and notice shall be properly given in accordance with § 4-5-203.

(d) If the immediate family members of the victim choose to be present at such execution, they shall be allowed to witness the execution from an area that is separate from the area to which other witnesses are admitted. If facilities are not available to provide immediate family members with a direct view of the execution, the warden of the state penitentiary may broadcast the execution by means of a closed circuit television system to the area in which the immediate family members are located.

[Acts 1909, ch. 500, § 1; Shan., § 7253a1; Code 1932, § 11859; T.C.A. (orig. ed.), § 40-3119; Acts 1985 (1st E.S.), ch. 5, § 16; 1989, ch. 591, § 113; 1994, ch. 675, §§ 1-3; 1997, ch. 133, §§ 1, 2; 2000, ch. 744, § 1.]

HOUSE BILL NO. 2978

Chapter No. 614]

PUBLIC ACTS, 2000

1

CHAPTER NO. 614

HOUSE BILL NO. 2978

By Representatives Jackson, Newton, Kent, Ralph Cole, Todd

Substituted for: Senate Bill No. 2866

By Senators Springer, Williams

AN ACT to amend Tennessee Code Annotated, Title 40, Chapter 23, relative to execution of judgment.

BE IT ENACTED BY THE GENERAL ASSEMBLY OF THE STATE OF TENNESSEE:

SECTION 1. Tennessee Code Annotated, Section 40-23-114(a), is amended by deleting the language "the court shall direct that the person be put to death by electrocution, and that the body be subjected to shock by a sufficient current of electricity until dead." and substituting instead the language "the method for carrying out this sentence shall be by lethal injection."

SECTION 2. Tennessee Code Annotated, Section 40-23-114(b), is amended by deleting the language "the court shall direct that the person be put to death" and substituting instead the language "the method for carrying out this sentence shall be".

SECTION 3. Tennessee Code Annotated, Section 40-23-114(d), is amended by deleting the language "of subsections (b) and (c)," and by substituting instead the language "of this section."

SECTION 4. Tennessee Code Annotated, Section 40-23-114(c), is amended by deleting the language "lethal injection" and substituting instead the language "electrocution", and by deleting the language "the method of execution in effect at the time the offense was committed." and substituting instead the language "lethal injection."


SECTION 5. Tennessee Code Annotated, Section 40-23-114(e), is amended by deleting the language of the subsection and substituting instead the language: "If lethal injection or electrocution is held to be unconstitutional by the Tennessee Supreme Court under the state constitution, or held to be unconstitutional by the United States Supreme Court under the United States Constitution, or if the United States Supreme Court declines to review any judgment holding lethal injection or electrocution to be unconstitutional under the United States Constitution made by the Tennessee Supreme Court or the United States Court of Appeals that has jurisdiction over Tennessee, or if the Tennessee Supreme Court declines to review any judgment by the Tennessee Court of Criminal Appeals holding lethal injection or electrocution to be unconstitutional under the United States or Tennessee Constitutions, all persons sentenced to death for a capital crime shall be executed by any constitutional method of execution. No sentence of death shall be reduced as a result of a determination that a method of execution is declared unconstitutional under the state constitution or the Constitution of the United States. In any case in which an execution method is declared unconstitutional, the death sentence shall remain in force until the sentence can be lawfully executed by any valid method of execution."

SECTION 6. Any provision of this act, or the application thereof, which is inconsistent with federal law, rule or regulation shall be deemed to be construed as being consistent with federal law, rule or regulation.

SECTION 7. If any provision of this act, or the application thereof, to any person, entity, or circumstance is held invalid, such invalidity shall not affect other provisions or applications of the act which can be given effect without the invalid provision or application, and to that end the provisions of this act are declared to be severable.

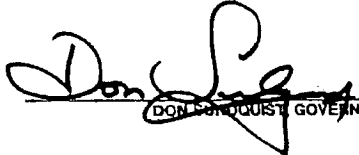
SECTION 8. This act shall take effect upon becoming a law, the public welfare requiring it.

PASSED: March 29, 2000


JIMMY RAIFEH, SPEAKER
HOUSE OF REPRESENTATIVES


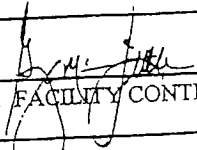

JOHN S. WILDER
SPEAKER OF THE SENATE

APPROVED this 30th day of March 2000


DON CARLUCCI, GOVERNOR

TENNESSEE DEPARTMENT OF CORRECTION
POLICIES PERTAINING TO EXECUTIONS

RIVERBEND MAXIMUM SECURITY INSTITUTION

 <p>ADMINISTRATIVE POLICIES AND PROCEDURES State of Tennessee Department of Correction</p>	Index #: 506.16.1	Page 1 of 3
	Effective Date: November 15, 2005	
	Distribution: LD	
	Supersedes: 506.16.1 (3/1/03)	
Approved by: 		
Subject: EXECUTIONS: FACILITY CONTROL AND ACCESS		

- I. AUTHORITY: TCA 4-3-603, TCA 4-3-606, and TCA 40-23-114 through TCA 40-23-117.
- II. PURPOSE: To establish guidelines for the safe and orderly control of and access to the facility in which the death watch housing area and the death chamber are located prior to, during, and subsequent to an execution.
- III. APPLICATION: All security personnel and staff of the facility in which the death watch housing area and the death chamber are located, and any other assigned staff of the Tennessee Department of Correction (TDOC).
- IV. DEFINITIONS:
 - A. Command Post: The location from which all direct orders for performance or behavior are issued during a specified time.
 - B. Victim's Immediate Family: Family members of the victim who are eighteen (18) years of age or older. This shall include the spouse, children (by birth or adoption), step-children, parents, step-parents, grandparents, or siblings of the victim.
- V. POLICY: Prior to, during, and after an execution, control of and access to the institution in which the death watch housing area and the death chamber are located shall be maintained in accordance with the following security procedures.
- VI. PROCEDURES:
 - A. Command Post
 1. A command post shall be established in the administration building. It shall be established prior to or during the days of a death watch, but no later than 24 hours before an execution. It shall remain operational until the execution is over and the debriefing is concluded. During the time of a death watch and execution, the command post will be under the direct authority of the Assistant Commissioner of Operations, Warden, or designee.
 2. The Assistant Commissioner of Operations shall assume charge of the institution during the immediate time of an execution while the Warden is directing the execution.

Effective Date: November 15, 2005	Index # 506.16.1	Page 2 of 3
Subject: EXECUTIONS: FACILITY CONTROL AND ACCESS		

B. Screening Access

1. All checkpoints shall be staffed as ordered by the Warden and staff shall screen all vehicular and pedestrian traffic attempting to enter prison property.
 - a. Vehicles occupied by demonstrators or other members of the public will not be permitted on institution property.
 - b. Those desiring to enter prison property for purposes of demonstration or observation will be escorted by institutional staff or law enforcement personnel to a marked observation area to be specified by the Warden.
2. Visitors permitted to enter the prison property will be issued individual color-coded identification cards. The cards shall have clips and be displayed by affixing to outer clothing. Different colored cards shall be issued to the following categories of individuals:
 - a. Official visitors, TDOC personnel, Tennessee Highway Patrol, and Metropolitan Davidson County police officials
 - b. Members of the news media.
3. Only official visitors and TDOC personnel displaying proper identification cards shall be permitted to proceed beyond the normal checkpoint area into the institution.
4. The Tennessee Highway Patrol and the Metropolitan Davidson County police shall have the responsibility for controlling demonstrators, members of the news media, and other members of the public as outlined in Policy #506.16.2.
5. Meals and other accommodations for any law enforcement personnel assisting shall be provided by the institution.

C. Observation Areas

1. Areas to be specified by the Warden shall be marked and used for the location and containment of demonstrators, representatives of the news media, and observers.
2. If adequate space is not available to provide the victim's immediate family members with a direct view of the execution from an area separate from that to which other witnesses are admitted, the Warden shall install equipment that will broadcast the execution to a room in which the immediate family may observe the execution by use of a closed circuit television system.


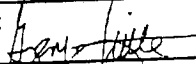
Effective Date: November 15, 2005	Index # 506.16.1	Page 3 of 3
Subject: EXECUTIONS: FACILITY CONTROL AND ACCESS		

3. The Warden will verify and document that individuals who request permission to observe the execution are bona fide members of the victim's immediate family.

4. Audio or video broadcasts of the execution shall not be recorded.

VII. ACA STANDARDS: None.

VIII. EXPIRATION DATE: November 15, 2008.

 ADMINISTRATIVE POLICIES AND PROCEDURES State of Tennessee Department of Correction	Index #: 506.16.2	Page 1 of 5
	Effective Date: August 15, 2006	
	Distribution: LD	
	Supersedes: 506.16.2 (10/15/03) PCN 03-19-(12/15/03)	
Approved by: 		
Subject: EXECUTIONS: DEATH WATCH		

- I. AUTHORITY: TCA 4-3-603, TCA 4-3-606, TCA 39-13-206, and TCA 40-23-114 through TCA 40-23-117.
- II. PURPOSE: To establish guidelines for maintaining the security and control of a condemned inmate and for maintaining safe and orderly facility operations during the period of time immediately prior to an inmate's scheduled execution.
- III. APPLICATION: The employees of the institution in which the death chamber and death watch housing area are located.
- IV. DEFINITIONS:
 - A. Death Watch: Period of time immediately prior to an execution during which special procedures are implemented in order to ensure that the execution is carried out in a safe and orderly manner.
 - B. Death Watch Supervisor: A correctional officer of sergeant rank or higher appointed by the Warden who is responsible for the welfare of the inmate on death watch status.
 - C. Privileged Mail: Correspondence clearly addressed to or from attorneys, law students on behalf of attorneys, courts, court clerks, legal aid clinics or law schools operating such clinics, recognized legal defense funds, and governmental officials or agencies, including the Tennessee Claims Commission, provided such correspondence bears the appropriate name and title of the sender/receiver.
- V. POLICY: It shall be the policy of the Tennessee Department of Correction (TDOC) to implement death watch procedures three (3) days prior to the execution date for any inmate who has completed the automatic appeal to the Tennessee Supreme Court of his/her conviction and sentence of death and has no stay of execution while an appeal is being considered by a court of jurisdiction.
- VI. PROCEDURES:
 - A. Notification:
 1. When an inmate is placed on death watch, the Warden or designee shall immediately notify the following of the current death watch and scheduled execution date:
 - a. Tennessee Highway Patrol
 - b. Metropolitan Davidson County Police
 - c. Tennessee Department of Correction (TDOC) Communications Officer

Effective Date: August 15, 2006	Index # 506.16.2	Page 2 of 5
Subject: EXECUTIONS: DEATH WATCH		

2. When the inmate is placed on death watch, the Warden and the TDOC Victim Notification Director shall immediately notify all individuals whose presence is required or permissible in the witness room during the execution.

B. Conditions of Death Watch Confinement:

1. The condemned inmate shall be informed of his/her placement on death watch status.
2. The inmate shall be allowed to have in his/her cell only the items listed below. Any other item will be considered contraband and confiscated in accordance with institutional policy.
 - a. Standard issue of outer clothing
 - b. One bed
 - c. One fire retardant mattress, pillow, and standard issue of linens
 - d. One toothbrush
 - e. One tube of toothpaste
 - f. One bar of soap
 - g. One rechargeable electric razor (to be issued and used under direct supervision only)
 - h. One washcloth
 - i. One pair of shorts and one t-shirt
 - j. Toilet tissue as needed
 - k. Stationery - 12 sheets, 3 stamped envelopes, 1 pencil which will be in the possession of officer when not in use.
 - l. Religious tracts, Bible, Koran, etc., as issued by institutional chaplain
 - m. Legal documents, books, and papers as requested
 - n. Medication prescribed by institutional doctor (to be issued and used under direct supervision only)
 - o. One television outside door in front of cell
 - p. Newspapers as requested and available (no more than one (1) in cell at a time)
 - q. Feminine hygiene items as necessary and appropriate

Effective Date: August 15, 2006	Index # 506.16.2	Page 3 of 5
Subject: EXECUTIONS: DEATH WATCH		

- r. Cigarettes - When an inmate is moved to death watch, all cigarettes and matches he/she has will be confiscated. If the inmate requests a cigarette, he/she can be issued one cigarette at a time to be issued and lighted under direct supervision. At no time will smokeless tobacco products be issued. The Warden may deny the issuance of cigarettes if he/she feels that the security or safety of the inmate or institution could be threatened.

3. Clean laundry shall be provided as needed.
4. The inmate shall retain all mail privileges except receipt of packages. Any packages received shall be stored with the inmate's personal property after the inmate has been advised of the package contents. All outgoing, non-privileged mail will be read by staff.
5. Regular meal provision shall occur, with adherence to any special dietary instructions. On the final day, the inmate may request a special meal. This meal shall be provided within reason as determined by the Warden. The cost of the meal may not exceed twenty dollars (\$20.00).
6. Recreational activities other than television viewing shall be suspended.
7. The Warden or Deputy Warden shall make a portable telephone accessible should the inmate request access to a telephone to make a legal assistance calls. The Warden or Deputy Warden may approve requests for personal calls.
8. The inmate may request in writing, and receive, legal and other materials from the institutional library. These materials shall be carefully inspected by the staff librarian and death watch supervisor prior to being delivered to the inmate.
9. The clothing room supervisor shall issue clothing and shoes of appropriate size and appearance for use by the mortician. The inmate's family may, if they choose, provide substitutions for any or all of these items.

C. Visitation Privileges

1. Social:
 - a. Only those individuals on the inmate's approved visiting list shall be allowed visits during the death watch.
 - b. All visits shall be held in a maximum-security area, and physical contact between the visitor(s) and inmate shall not be permitted. Visits will be between the hours of 9:00 a.m. and 4:00 p.m., and limited to two (2) hours duration.
 - c. The number of visitors allowed to visit at any one time and number of times a visitor can visit shall be at the discretion of the Warden or Deputy Warden.

Effective Date: August 15, 2006	Index # 506.16.2	Page 4 of 5
Subject: EXECUTIONS: DEATH WATCH		

- d. A final visit during which physical contact between the inmate and spouse/ immediate family member is permitted may be authorized by the Warden. The Warden's decision shall be based on the individual circumstances in each case. Contact visits shall be supervised by no fewer than two (2) correctional officers chosen by the death watch supervisor with the concurrence of the Deputy Warden.

2. Religious:

- a. Priest(s) or ministers of recognized religious faiths who are of the inmate's recorded religious preference may visit the inmate in the same manner as provided for social visits in Section VI (CX1).
- b. A final visit by the inmate's personal priest or minister may be permitted by the Warden immediately prior to the execution. This visit shall take place at the front of the inmate's cell. This visit shall be limited to two (2) hours duration. The Warden shall decide the hours the visit will occur.
 - (1) The personal priest or minister will not be permitted to accompany the inmate into the execution chamber.
 - (2) At the inmate's request, a staff chaplain may visit and/or accompany the inmate into the execution chamber.

3. Legal Services:

- a. The attorney of record or other Tennessee licensed attorney retained by the inmate may visit the inmate up to one (1) hour before the time of execution. One (1) defense counsel chosen by the condemned person, and the State Attorney General and Reporter or his/her designee, may view the execution from the execution chamber witness room.
- b. Visits with attorneys shall be non-contact and will be conducted with provisions for the privacy of verbal exchange but under full and continuous observation by at least two (2) correctional officers.

4. Media Interviews:



- a. Inmate interviews with the news media may not be conducted during the period.
- b. During death watch, television station "live shots" shall not be permitted inside the secure perimeter of the institution at any time or within other buildings of the institution.

Effective Date: August 15, 2006	Index # 506.16.2	Page 5 of 5
Subject: EXECUTIONS: DEATH WATCH		

- c. During death watch, representatives of the news media shall not be allowed inside the secure perimeter of the institution for interviews with any TDOC inmate, or for any other purpose other than those selected to witness the execution, as specified in TCA 40-23-116.

VII. ACA STANDARDS: None.

VIII. EXPIRATION DATE: August 15, 2009.

 <p>ADMINISTRATIVE POLICIES AND PROCEDURES State of Tennessee Department of Correction</p>	Index #: 507.01	Page 1 of 16
	Effective Date: March 1, 2004	
	Distribution: B	
	Supersedes: 507.01 (10/1/01)	
<p>Approved by: </p>		
Subject: VISITATION		

- I. AUTHORITY: T.C.A. 4-3-603, T.C.A. 4-3-606, T.C.A. 39-16-201.
- II. PURPOSE: To establish departmental guidelines governing the visiting of inmates.
- III. APPLICATION: To the Assistant Commissioner of Operations, institutional employees, employees of privately managed facilities, TRICOR employees, and inmates, excluding any offender assigned to and actively participating in a Special Alternative Incarceration Unit (S.A.I.U.) program or the parole/probation violators program.
- IV. DEFINITIONS:
 - A. Child: Anyone under the age of eighteen (18) years.
 - B. Contraband: Any item that is not permitted by law or is expressly prohibited by Tennessee Department of Correction (TDOC) or institutional policy.
 - C. Guardian: A person authorized by a child's custodial parent or legal guardian to be responsible for a child while visiting a correctional institution. This authorization shall be evidenced by a notarized statement from the custodial parent or legal guardian submitted to the institution for file.
 - D. Immediate Family: Mother, father, husband, wife, children, grandchildren, brother, sister, grandmother, grandfather, half-siblings, son-in-law, daughter-in-law, sister-in-law, brother-in-law, mother-in-law, father-in-law. Stepparents in loco parentis may be considered within this definition when it has been verified that the inmate was reared by this individual as a result of death, divorce, desertion, or other absences of a parent. Stepchildren may also be considered immediate family if the offender and his/her spouse were married prior to the current incarceration and the spouse's children were minors who resided in the home, shared by the inmate and spouse, on a regular basis at the time of incarceration.
 - E. Legal Guardian: A person appointed by the court to provide partial or full supervision, protection, and assistance of the person of a minor, as evidenced by a certified copy of a court order.
 - F. Official Visitor: Employees of the TDOC, other governmental agencies, or private sector who are conducting business at the institution.
 - G. Visitor: Person who has completed application/approval process for permission to visit an offender.

Effective Date: March 1, 2004	Index # 507.01	Page 2 of 16
Subject: VISITATION		

V. POLICY: The TDOC shall allow inmates visitation privileges within the following guidelines with the exception of the Technical Violators and the S.A.I.U. programs. Inmates in these programs are permitted visitation privileges under more restrictive arrangements as specified in the institutional policy as sanctioned by TDOC.

VI. PROCEDURES:

A. Guidelines

1. Local rules pertaining to visiting shall be available to all staff, inmates, and visitors.
 - a. In addition to continual posting in an area accessed by visitors, a visitor's handbook shall be produced and made available for new applicants who provide a self-addressed stamped envelope with their application. Additional copies will be available at checkpoint.
 - (1) The visitor's handbook shall include the following statement:
 "Title VI of the Civil Rights Act of 1964 requires federally assisted programs be free of discrimination and the TDOC also requires that all its services be offered equally to eligible persons regardless of race, color or national origin."
 - (2) The visitors' handbook shall contain information detailing available avenues of complaint regarding alleged Title VI violations, including methods for contacting the local Title VI coordinator, the Tennessee Title VI Compliance Commission, and the U.S. Department of Justice.
 - (3) A poster regarding Title VI compliance and complaint information shall be posted on bulletin boards in visitor areas at each institution.
 - b. Whenever possible, visitation policies or procedural changes should be posted on bulletin boards, announced to inmate council, and published in inmate newspapers thirty (30) days in advance.
2. Visitation areas should have facilities accessible to handicapped visitors, including restrooms and entrance ramps to the visitation area.
3. Each institution shall be responsible for providing information to visitors about possible transportation to the institution and directions on how to reach the facility.

B. Approval and List

1. A list of approved visitors shall be recorded during each inmate's initial classification.

Effective Date: March 1, 2004	Index # 507.01	Page 3 of 16
Subject: VISITATION		

2. Blank copies of Visitation Application Form CR-2152 shall be furnished to all inmates, with written instructions that prospective visitors shall complete and return the forms with a current photograph to the deputy/associate warden in charge of visitation within 30 days. Applications should be approved or denied within thirty (30) days of receipt.
3. No visitor shall be admitted for visitation until the application is approved, except for immediate family visitors of newly committed inmates. In such instances, the warden shall have the names of the inmate's immediate family members added to the approved visitor's list, until receipt and approval of the visitation application. (No more than 60 days from inmate intake date shall be allowed for this purpose.)
4. Inmates housed at the reception centers awaiting classification and/or transfer to their assigned institution shall only receive visits from their immediate family members.
5. If the warden's designee approves the applicant visitor, the name shall be entered into Family Contacts (LCDN) and approved on Visitor Status (LCD2). The warden shall make the final decision when an applicant is initially disapproved by a designated reviewer. The inmate shall receive notification within thirty (30) days of receipt of the application as to whether or not his/her visitor is approved. If disapproved, a reason(s) shall be noted. It shall then be the inmate's responsibility to advise the visitation applicant of the approval or denial. The inmate may appeal disapproval through the grievance procedure. (See Policy #501.01 or #9501.01 for privately managed facilities until this policy is incorporated into #501.01.)
6. Approval of visitors shall be at the warden's discretion, in accordance with the following guidelines:
 - a. All immediate family members who apply and eight (8) additional adults may be approved to visit an inmate upon receipt of CR-2152.
 - b. Children under 12 years of age may visit without being on the inmate's approved visitor list, provided they are accompanied by their parent, legal guardian, or guardian who is on the inmate's approved visiting list. Identification is not required for children under the age of 16 years; however, a CR-2152 with a recent picture must be on file.
 - c. All visitors under 18 years of age must be accompanied by an approved visitor who is either the child's parent, legal guardian, or guardian. The custodial parent or legal guardian must provide a completed and notarized Parental Consent /Release for Minor's Visitation Form (CR-2152, page 2), which designates permission for the assigned visitors (as guardians) to accompany the child to visit and consent for the child to be searched.
 - d. The requirements of (c) above do not apply if a visitor is under the age of 18 and legally married to the inmate they are visiting. Proof of marriage must be provided.

Effective Date: March 1, 2004	Index # 507.01	Page 4 of 16
Subject: VISITATION		

- e. Members of the clergy, as recognized by the chaplain or warden, need not be placed on the Approved Visitors List.
- f. Attorneys of record need not be placed on the Approved Visitors List.
- g. Persons the warden determines could have a harmful influence on the inmate and/or may constitute a threat to the security of the institution shall not be approved for visitation.
- h. The following will apply for persons with past criminal felony convictions:
 - (1) Inmate family members with active felony conviction records may not be considered for visitation approval for six (6) months following release from incarceration or placement on probation/community corrections or parole supervision (written consent of supervising officer/counselor is required).
 - (2) Other visitor applicants with felony convictions who are not immediate family members may apply for visitation one (1) year after placement on probation/parole or one (1) year after release from confinement. If the person is still on parole/probation, the probation/parole officer must give written approval.
 - (3) The warden may disapprove visitation applications of anyone with felony convictions if it is believed that the security of the institution or safety of individuals could be jeopardized.
- i. The following will apply to former employees:
 - (1) Current or former employees of TDOC, TRICOR, or contract agencies (in Tennessee), interns, and practicum students shall not be approved unless they are immediate family members of inmate.
 - (2) Former TDOC employees, on visitation list as of October 1, 1998, shall be allowed to remain on the list.
 - (3) Persons in the categories listed under (1) above who are granted permission to and marry an inmate in accordance with TDOC Policy #503.07 may be considered for visitation privileges as follows:
 - (a) If the person's separation from TDOC service was due to a violation of state law, e.g., trafficking in contraband whether or not prosecution occurred, visitation requests will not be considered from at least a minimal period of 24 months up to 48 months, pending on the severity of the violation.

Effective Date: March 1, 2004	Index # 507.01	Page 5 of 16
Subject: VISITATION		

- (b) If a person's separation from TDOC service was completely voluntary with no policy violation, visitation requests may not be considered for a period of six (6) months from the date of the marriage.
 - (c) If the person's separation from TDOC service was the result of a violation of TDOC Policy #305.03, Employee/Offender Relationships, visitation requests will not be considered for 24 months from the date of the marriage.
 - (d) In all such cases, the inmate shall not remain at the facility where the relationship occurred.
 - j. Any falsification of the CR-2152 by a visitor may be cause to deny approval or to withdraw approval of the visitors.
 - k. Persons participating, or those who have participated, as volunteers may be considered for visitation approval following a period of 18 months from the conclusion of the volunteer effort.
 - l. Visitors may not be placed on more than one (1) inmate's visiting list unless the inmates are immediate family members of the visitor and the relationship can be substantiated.
 - m. Additions or substitutions to the approved list shall be made no more than every three (3) months throughout the inmate's incarceration by the same application and approval system cited above (i.e., if an inmate makes a change in his/her visitation list on March 1, he/she may not apply for another change until June 1.) Applications received seeking approval to visit an inmate, who is not yet eligible for a change to his/her list, shall be returned to the applicant with an explanation/note regarding the eligibility date for resubmission.
 - n. When a visitor is removed from a non-immediate family inmate's visiting list, there shall be a one (1) year waiting period before that visitor may be placed on another non-immediate family inmate's visiting list.
- C. Guidelines for inmates under conviction for sex-related offenses against children:
- 1. An offender with a current or previous conviction for a crime involving a sexual offense against a minor is restricted from having contact visits with children under the age of eighteen (18.) except under the guidelines set forth in a duly signed and witnessed CR-3619, Contact Visitation with Minors Agreement.
- The warden/designee will ensure that this form is executed for all inmates with these types of convictions, regardless of the date they entered TDOC custody. The form will be completed as a part of the classification process.
- 2. Inmates who refuse to sign CR-3619 shall be restricted to non-contact visits with children.

Effective Date: March 1, 2004	Index # 507.01	Page 6 of 16
Subject: VISITATION		

3. Any observed or reported contact of a sexual nature with a child by an inmate shall be immediately reported by the warden/designee to the local Department of Children's Services, and Child Protective Services Division.
4. A victim of an inmate convicted of a sex offense will not be permitted to visit the inmate unless specifically approved by the warden, and then only non-contact visits shall be allowed.

D. File

1. All copies of CR-2152 received from visitor applicants shall be maintained in the visitation file, clearly marked approved or disapproved with the signatures of the warden/designee.
2. All CR-2152s shall subsequently be transferred as a part of the inmate's institutional record whenever the inmate is assigned to a different institution. (See Policy #403.01.1.)
3. Each institution shall maintain a record of the names of all visitors admitted to the institution to visit inmates. This record will be maintained in a bound logbook separate from the inmate's visitation file and shall remain at the institution where visit occurred. The logbook will be maintained for a period of three (3) years. Visitor arrivals and departures shall be entered into Visitor History (LIMM).

E. Schedule

1. The warden shall establish a routine schedule of visiting which shall include Saturdays, Sundays, and the following holidays that are recognized as being state holidays:
 - a. New Year's Day
 - b. Martin Luther King Jr. Day
 - c. President's Day
 - d. Good Friday
 - e. Memorial Day
 - f. Independence Day
 - g. Labor Day
 - h. Thanksgiving Day *
 - i. Christmas Day *

*Visitation on additional days accompanying Thanksgiving/Christmas Day will be determined by the commissioner.

Effective Date: March 1, 2004	Index # 507.01	Page 7 of 16
Subject: VISITATION		

2. A schedule of state holidays shall be posted on a bulletin board that is accessible to visitors.
3. The visitation schedule shall also include one (1) evening per week to allow visiting privileges for those inmates unable to visit on weekends. This should not be construed as allowing a visitor to visit both on the regularly scheduled weekend/holiday schedule and the evening visitation. Institutional space and personnel resources and schedule should be the only reasons to limit the number of visitors or length of visits. The warden, or designee, may approve other times for visitation due to unusual circumstances. Hours of visits should not interfere with the inmate's work, education, or vocational training schedules.
4. The warden or designee may approve the following types of special visits for persons on or not on the inmate's approved list. If absolutely necessary, they may be approved for hours other than those regularly scheduled for visitation. Approved/disapproved special visiting requests will be placed in the inmate's visitation file.
 - a. Visitors who have traveled 200 miles or more and/or do not visit on a regular basis (at the warden's discretion)
 - b. Children, as part of a special program to promote family bonding
 - c. Attorneys (See Policy #105.09.) (Privately managed facilities refer to their corporate policy.)
 - d. Prospective employers, sponsors, or parole advisors
 - e. Physicians, psychiatrists, or other health professionals (See Policy #113.30.)
 - f. Persons significant to the inmate for purposes of crisis intervention
 - g. Official visitors
 - h. Immediate family members who are under visitation suspension when the inmate is terminally/critically ill
5. The visitation schedule for segregated inmates should accommodate the number of visitors, length, and frequency of visits mandated by Policy #506.16 (#9506.16 for privately managed facilities until this policy is incorporated into #506.16).
6. Inmates assigned to punitive segregation may be allowed visits at the discretion of the warden. The inmates may visit in an area within the segregation unit or may visit as scheduled with the general population.
7. During an institutional emergency, visitation may be canceled as deemed appropriate by the warden.

Effective Date: March 1, 2004	Index # 507.01	Page 8 of 16
Subject: VISITATION		

F. Security

1. Visitors shall not enter any areas of the institution except for approved visitation areas and approved routes to and from those areas.
2. All visitors shall be searched as specified in Policy #506.06.
3. If contraband is found in the possession of a visitor, the contraband shall be confiscated and the visitor may be detained for law enforcement officials. These visitors shall be subject to possible felony prosecution as per T.C.A. 39-16-201. If the visitor refuses to be detained, force should not be used to accomplish this. Vital information such as name, address, phone number, automobile make and model, description, license plate number and state of issue should be documented and provided to law enforcement officials. An incident report shall be submitted. (See Policy #103.02.)

G. Denial, Termination, and Suspension of Visits

1. Any visitor may be denied entrance to the visiting area for any reason including, but not limited to:
 - a. Refusing to show proper identification
 - b. Refusing to submit to a search
 - c. Appearing to be under the influence of drugs or alcohol
 - d. Insufficient space for visiting
 - e. Possession of contraband
 - f. Inappropriate dress
 - g. Displaying of security threat group (STG) symbols or affiliation.
2. Visits may only be terminated by the shift supervisor upon recommendation by the officer in charge of the visiting area; however, less restrictive measures are encouraged, such as warning the inmate and/or the visitor(s). Examples of reasons for warnings or termination include, but are not limited to:
 - a. Inmates or visitors who violate visitation conduct rules
 - b. Failure by visitors to control their children.
3. Whenever a visit is denied or terminated, a detailed written report, including the name of the employee who witnessed the violation, shall be prepared by the official taking the action. A copy of the report shall be forwarded to the warden, who will determine whether the action is warranted.

Effective Date: March 1, 2004	Index # 507.01	Page 9 of 16
Subject: VISITATION		

4. Other than as specified in Policy #502.01 (#9502.01 for privately managed facilities until this policy is incorporated into #502.01), only the warden can suspend visitation privileges. In addition to suspending a visitor involved in misconduct, the warden may have cause to suspend all visitors from an inmate's list if it is believed there may be risk to the institution's security or to the safety of individuals. When such action is taken, the warden shall provide written justification for the record and provide notice to the individuals suspended. Such notice may be limited to protect the security of the institution or safety of individuals. An action of total suspension shall be reviewed within six (6) months to determine when and who among the visitors may be reinstated. Visiting privileges may be suspended for up to six (6) months for any reason, including, but not limited to, the following:
 - a. Visitor(s) and/or inmate have become intoxicated during the visit
 - b. Visitor repeatedly violated visiting rules
 - c. Visitor continually failed to control children
 - d. Visitor(s) exhibits behaviors and actions, which, in the warden's opinion, could jeopardize the security of the institution.
 - e. Inappropriate sexual contact
5. In the following cases, a visitor may be suspended for a period from six (6) months up to and including permanent restriction:
 - a. Attempting to introduce controlled substances or firearms into the institution, including concealment of weapons or controlled substances, in such a manner in the visitor's vehicle that gives an indication of a possible attempt to introduce the contraband into the facility. Mitigating circumstances, such as traces of a controlled substance found in a vehicle in such manner not appearing to be concealed, may warrant a lesser visitation suspension penalty.
 - b. A visitor, who is arrested, shall be suspended pending disposition of the case which may include any conviction, disposition, e.g., incarceration, probation, or parole. Reinstatement of privileges will require submission of a new application.
6. In all instances where inmates test positive for and/or are in possession of illegal drugs, or refuse to comply with a request for a drug screen, in addition to appropriate disciplinary actions, the warden shall modify the inmate's visits, with the exception of ministers and attorneys, according to the following:
 - a. First Offense - Visits shall be suspended for six (6) months.
 - b. Subsequent Offenses - Visits shall be suspended for additional six-month periods.

Effective Date: March 1, 2004	Index # 507.01	Page 10 of 16
Subject: VISITATION		

- c. Following a period of visitation restriction of twelve (12) months, inmates who continue to violate rules regarding substance abuse and risk lengthy visitation restrictions shall be given consideration by the warden for limited and restricted visits by one (1) or two (2) members of the immediate family (or significant friend in the absence of immediate family) who may be instrumental in convincing the inmate to seek help and to comply with substance abuse regulations. These procedures shall be incorporated into the facility's visitation policy.
 - d. The penalty may also be considered for reduction if the inmate successfully completes substance abuse programming.
- 7. In all instances where an inmate's visits are suspended for any reason, such as drug conviction, sexual misconduct, etc., Visitor Status (LCD2) will be modified to reflect this action. The reason for the suspension will be properly coded on the "visitor status denial" screen, and the beginning and ending dates will also be entered. This will be completed for each approved visitor on the list. Should the suspension reason be associated with a specific incident, the incident number will also be entered.

H. Institutional Clinic

Inmates who are patients in the institutional infirmary shall be allowed visits in a time, place, and manner as scheduled by the warden or his/her designee on a regular basis, provided that the attending physician/health provider allows it.

I. Outside Hospital

- 1. Inmates who are patients in community hospitals shall not be allowed visits, unless:
 - a. The hospitalization exceeds two (2) weeks continuous duration, or
 - b. The inmate is in critical condition or terminally ill.
 - c. The warden/designee approves the visit.
- 2. In accordance with hospital policy, children may be allowed to visit if accompanied by an adult who has been approved by the facility and it is in accordance with hospital policy.
- 3. Visitation shall be restricted to two (2) visitations per week unless the inmate is critical and a maximum of one-half hour per day per approved visitor during established hospital visitation hours, unless further restricted by the attending physician.
- 4. Hospital visiting rules as well as TDOC rules are to be obeyed.
- 5. No gifts, food, or packages shall be allowed for inmate patients.

Effective Date: March 1, 2004	Index # 507.01	Page 11 of 16
Subject: VISITATION		

6. Visits shall be subject to termination and/or suspension under the same criteria as with institutional visits.
7. The officer(s) in charge shall maintain a log of names of each visitor, time of arrival, and time of departure. That log shall become part of the record referenced in Section VI.(D)(3) above.

J. Visitation Areas

1. All institution visits (to include persons with disabilities) shall take place in areas designated by the warden. The area should allow reasonable ease of communication between inmates and their visitors.
 - a. Minimum custody inmates should be given the most flexibility and choices about areas for visitation.
 - b. Maximum and close custody inmates at Level 4 custody facilities shall be restricted to more secure areas for visiting due to supervision requirements.
 - c. Attorneys and inmate clients shall, upon request, be afforded privacy for their visits.
 - d. Outside visitation areas may be operated from April 1 through October 31 for inmates classified as minimum or medium custody. Cooking may be permitted in these areas, but only on the first weekend of the month. Cooking at minimum-security annexes may be permitted each weekend. The warden shall develop procedures that will specify food items and allowable amounts when cooking is permitted. The amount of food permitted must be in proportion to the number of persons visiting the inmate. Inmates convicted of Class A disciplinary infractions shall not be allowed to visit in these areas for a minimum of two (2) months subsequent to the conviction. On weekends when cooking is not permitted, food items shall be limited to the following:
 - (1) Deli/lunch meats - pre-packaged, unopened, and sealed
 - (2) Sliced cheese - pre-packaged, unopened, and sealed
 - (3) Condiments - single serving individual sealed packages
 - (4) Bread - commercially packaged sliced bread
 - (5) Paper plates, napkins, and plastic eating utensils
 - (6) Soft drinks – sealed cans or plastic bottles only not to exceed two (2) liters in size

Effective Date: March 1, 2004	Index # 507.01	Page 12 of 16
Subject: VISITATION		

- e. At the warden's discretion, the outside visitation area may be operated from November 1 through March 31. No food items, except institutional vending machine food, are approved for consumption on the outside visiting area during this time period.

2. Vending machines may be furnished in visitation areas.

K. Property of Visitors

1. Except for privileged official visitors or as specified in Policy #507.02, visitors shall not be allowed to deliver any items to inmates.
2. Facilities utilizing the debit card system for vending machines will not permit any monies into the visitation area.
3. Electronic communication devices are prohibited. Should there be an urgent need for a device to be kept on the person of a visitor, for example, a physician, emergency personnel, etc., a detailed written request shall be prepared and submitted to the warden. If such a request is approved by the warden, the device is subject to search by opening compartments upon entry and departure of the visitor.
4. Visitors shall not be allowed to bring any items into visitation areas except:
 - a. One (1) unopened package of cigarettes or cigars per adult visitor, if smoking is permitted in the visitation area.
 - b. One (1) book of matches per adult
 - c. \$10.00 in coins for the first person, and \$3.00 in coins for each additional person at facilities not utilizing the debit card system
 - d. Baby items (i.e. diapers, formula, unopened sealed baby food, etc.)
 - e. Car keys
5. All other items shall be placed by the visitor either in institution lockers, where provided, or in their private cars.

L. Dress Code for Visitors, Official Visitors, and Volunteers

1. Persons entering TDOC facilities should be encouraged to dress comfortably and in casual attire; however, they shall be expected to comply with the following basic dress requirements. Wardens may further define these requirements in local policy.
 - a. Clothing shall fit in an appropriate manner. Clothing appearing to be too large or too small for the wearer, which creates obvious gaps or exposure, or would present a hazard to the wearer will be rejected by the shift supervisor.

Effective Date March 1, 2004	Index # 507.01	Page 13 of 16
Subject: VISITATION		

- b. Visitors must wear undergarments.
 - c. Appropriate footwear to provide basic foot protection shall be required while on institutional grounds. Open toe shoes or sandals are permitted; however, shower shoes, flip-flops, etc., are prohibited.
 - d. Shorts or skirts are permitted provided the leg is covered to within three (3) inches above the knee in a standing position with the garment worn in the position in which it is intended to be worn.
2. The below listed types of clothing are specifically prohibited:
- a. Garments manufactured from spandex or spandex-type fabrics.
 - b. Any clothing that is transparent or translucent in nature.
 - c. Sleeveless shirts or dresses or clothing exposing a bare chest or midriff.
 - d. Any camouflage attire.
 - e. Clothing with logos that contain pictures, slogans, or vulgarity, or contain signs or symbols of security threat groups (STG), or any clothing determined by the processing officer to be associated with any STG. The association may be made by color combination, designs, or logos affixed to the clothing, or the manner in which the clothing is worn.
 - f. Splits in dresses or skirts that extend three (3) inches above the knee will not be permitted.
3. Visitors may not wear excessive clothing such as two (2) pairs of pants or an extra shirt under their top layer of clothing. This is necessary to prohibit the exchange of clothing between inmates and visitors.

M. Institutions with closed circuit television, with recording capabilities, shall operate the recorders continuously during visitation hours. All recordings will be retained at least one (1) week. If the recordings reveal criminal activities, disciplinary offenses, or activities resulting in inmate grievances, those recordings will be maintained until the resolution of the disciplinary, criminal proceeding, lawsuit, or grievance. Recordings, along with Chain of Custody form CR-3255, shall be maintained in the office of the deputy warden.

VII. ACA STANDARDS: 4-4156, 4-4169, 4-4267, 4-4498, 4-4499, 4-4500, 4-4503, 4-4504.

VIII. EXPIRATION DATE: March 1, 2007.



TENNESSEE DEPARTMENT OF CORRECTION
VISITATION APPLICATION
INSTITUTION: _____

INMATE NAME: _____ TDOC #: _____

READ CAREFULLY: All questions must be answered. Any omissions or falsifications will be considered sufficient reason for disapproval for visitation. Please attach recent photograph in lower left-hand corner or application will not be processed. Return this form to the warden of the above noted institution. This application will become part of the inmate's institutional record under the provisions of T.C.A. 4-3-603, 4-3-606, and 4-6-140. It will be considered a public record available for review by the general public, subject to the procedures established in the above-cited statutes.

NAME		RACE (circle one)	RELATIONSHIP TO INMATE
LAST		A = Asian or Pacific Islander	AU = Aunt
FIRST		B = Black	BR = Brother
MIDDLE		H = Hispanic	CO = Cousin
		I = American Indian/Alaskan Native	DA = Daughter
ADDRESS		W = White	FA = Father
STREET			FC = Foster Child
CITY		HAIR COLOR (circle one)	NI = Niece
STATE		BAL = Bald	FP = Foster Parent
ZIP		BLK = Black	FR = Friend
		BLN = Blonde/Strawberry	GF = Grandfather
TELEPHONE NUMBER		BRO = Brown	GM = Grandmother
		GRY = Gray	HU = Husband
		RED = Red/Auburn	MO = Mother
SEX (circle one)		SDY = Sandy	SB = Step Brother
M = Male		WHI = White	SD = Step Daughter
F = Female			SF = Step Father
		EYE COLOR (circle one)	SI = Sister
MARITAL STATUS		BLK = Black	SN = Son
		BLU = Blue	SM = Step Mother
		GRN = Green	SR = Step Sister
DATE OF BIRTH		GRY = Gray	SS = Step Son
MONTH		HAZ = Hazel	UN = Uncle
DAY		BRN = Brown	WI = Wife
YEAR			NE = Nephew
		COMPLEXION (circle one)	
HEIGHT/WEIGHT		BLK = Black	Are you required to carry a pager?
FEET		DBR = Dark Brown	YES NO
INCHES		DRK = Dark	If Yes, please state why:
WEIGHT		FAR = Fair	
		LBR = Light Brown	
DRIVER LICENSE INFO		LGT = Light	
STATE		MED = Medium	
NUMBER		MBR = Medium Brown	
		YEL = Yellow	

Are you currently on the visiting list of an inmate confined in the Tennessee Department of Correction? ____ Yes ____ No
If Yes, what is his/her name: _____, Number _____, Relationship _____
Have you ever been convicted of a felony? ____ Yes ____ No. If Yes, please list offense(s), date, location, disposition/sentence, and TDOC number if applicable: _____
Are you now, or have you ever been, an employee or contract employee of the TDOC? ____ Yes ____ No. If Yes, when? _____

ATTACH RECENT PHOTO HERE

YOUR SIGNATURE: _____ DATE: _____
NOTE: (1) If you are under 18 years of age, your parent or legal guardian's approval must be indicated by notarized signature. If signed by legal guardian, a copy of certified court order granting guardianship must be attached. (2) Visitors' handbooks are available upon receipt of a self-addressed stamped envelope with this application.
SIGNATURE: _____ DATE: _____
____ Approved
____ Disapproved _____ DATE: _____
Warden's Designee
____ Approved
____ Disapproved _____ DATE: _____
Warden's Signature
(Required only if Disapproved by Designee)

TENNESSEE DEPARTMENT OF CORRECTION
VISITATION APPLICATION
PARENTAL CONSENT/RELEASE FOR MINOR'S VISITATION

INSTITUTION: _____

INMATE NAME: _____ TDOC NUMBER: _____

*(For children under eighteen (18) years of age, please fill out completely,
have notarized by a notary public, lawyer, or local postal official.)*

This form must be completed by the custodial parent/legal guardian and properly notarized for minor children (under 18) to visit an inmate when the custodial parent/legal guardian is unable, or unwilling to visit and accompany the minor child. The child may visit only with the authorized person named below, who is over 18 years of age and who must also be on the approved visitation list of the inmate they wish to see. Permission is granted for the child to be searched.

MINOR(S) NAME(S)	DATE OF BIRTH	RELATIONSHIP OF CHILD TO INMATE
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

APPROVED ESCORT/GUARDIAN	GUARDIAN'S DATE OF BIRTH
_____	_____
_____	_____
_____	_____
_____	_____

_____ SIGNATURE OF CUSTODIAL PARENT/LEGAL GUARDIAN	_____ DATE
---	---------------

STATEMENT OF NOTARY PUBLIC

Subscribed to, and sworn before me on this _____ day of _____ 20 _____

My commission expires on: _____

Notary Public

pc: Visitation files
Inmate



TENNESSEE DEPARTMENT OF CORRECTIONS
CONTACT VISITATION WITH MINORS AGREEMENT

INSTITUTION

I, _____ TDOC # _____ agree to the
Offender Name

following rules of conduct during visits with children under the age of 18:

- (1) Absolutely no visitation with the victim(s) or alleged victim(s) of my crimes of conviction without documented approval by the institution's mental health authority, and Warden.
- (2) Physical contact with a child is limited to an appropriate initial greeting and parting goodbye gesture. For example, an appropriate hug or kiss on the cheek.
- (3) No prolonged handling or touching of the child is allowed.
- (4) No kissing of the child on the mouth.
- (5) No sitting of the child on the lap.
- (6) No contact with a child of other visitors.
- (7) No whispering, passing notes, swearing, spanking, hitting, threatening, or use of foreign language or other words unfamiliar to visitation security staff.
- (8) All child visitors must be in direct sight of visitation security staff at all times.
- (9) No changing diapers or other assistance in personal hygiene or intimate dressing activity.
- (10) The parent/guardian is responsible for managing the behavior of the child.
- (11) All directions given by visitation security staff, and the rules of this agreement, must be followed by inmate visitor without disagreement at the time of visitation or in the presence of the child.
- (12) Any specific visit, as well as my privilege to have contact visits with a child under the age of 18, may be terminated if any of the above guidelines are violated; or if the visiting child, or caretaker is unduly distressed from the visit.

Offender Signature

Custodial Parent or Legal Guardian
of Visitor Under 18 Years of Age

Witness & Job Title

Date

CR-3619 (Rev. 12-03)

Original-Inmate Institutional Record Canary-Visitation File
Pink-Custodial Parent or Legal Guardian of Visitor Under 18 Years of Age

RDA 1167



ADMINISTRATIVE POLICIES
AND PROCEDURES
State of Tennessee
Department of Correction

Index #: 507.01

Page 1 of 1

Effective Date: December 1, 2005

Distribution: B

Supersedes: N/A

Approved by:

Subject: VISITATION

POLICY CHANGE NOTICE 05-16

INSTRUCTIONS:

Please change the first sentence in Section VI(B)(5) to read as follows:


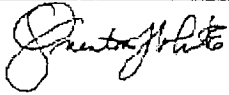
- "5. If the Warden's designee approves the applicant visitor, the name shall be entered into Visitor (LIML)."

Please change Section VI(D)(3) to read as follows:

- "3. Each institution shall maintain a record of the names of all visitors admitted to the institution to visit inmates. This record will be maintained in a bound logbook separate from the inmate's visitation file and shall remain at the institution where visit occurred. The logbook will be maintained for a period of three (3) years. Visitor arrivals and departures shall be entered into Visitor History (LIMM)."

Please change the first sentence in Section VI(G)(7) to read as follows:

- "7. In all instances where an inmate's visits are suspended for any reason, such as drug conviction, sexual misconduct, etc., Visitation (LIMM) shall be modified to reflect this action."


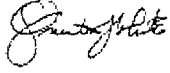
 <p>ADMINISTRATIVE POLICIES AND PROCEDURES State of Tennessee Department of Correction</p>	Index #: 507.01	Page 1 of 1
	Effective Date: September 15, 2004	
	Distribution: B	
	Supersedes: N/A	
<p>Approved by: </p> <p>Subject: VISITATION</p>		

POLICY CHANGE NOTICE 04-56

INSTRUCTIONS:

Please add the following subsection to Section VI(G) to read as follows:

- "8. Copies of written notices to inmates and visitors, in all cases of visitation suspension, shall be placed in the inmates' visitation files."

 <p style="text-align: center;">ADMINISTRATIVE POLICIES AND PROCEDURES State of Tennessee Department of Correction</p>	Index #: 507.01.1	Page 1 of 3
	Effective Date: August 1, 2005	
	Distribution: B	
	Supersedes: 507.01.1 (7/1/02)	
Approved by:  Subject: NON-CONTACT VISITATION		

- I. AUTHORITY: T.C.A. 4-3-603, T.C.A. 4-3-606, T.C.A. 39-16-201.
- II. PURPOSE: To establish departmental guidelines governing non-contact visitation of inmates.
- III. APPLICATION: To the Assistant Commissioner of Operations, institutional employees, contract employees, inmates of facilities with a minimum restricted custody or higher security housing component, and privately managed institutions.
- IV. DEFINITIONS:
 - A. Non-Contact Visitation: The placement of an inmate and his/her visitor(s) in separate locations where no physical contact can be made but visual and auditory communication can occur.
 - B. Non-Contact Visitation Booth: A booth that, while permitting verbal interaction between the inmate and a visitor, prohibits any physical contact.
- V. POLICY: The Warden of an institution, which has a minimum restricted custody or higher security housing component, shall develop a local policy that governs non-contact visiting.
- VI. PROCEDURES:
 - A. Institutional policy shall define reasons for use of a non-contact visitation area and may include, but not be limited to, the following:
 1. As an alternative to suspension of visitation privileges.
 2. Full reinstatement of visitation privileges following a suspension.
 3. When an offender is in maximum custody.
 4. When there is a reasonable suspicion that contraband will be exchanged.
 5. When mandated by the institutional disciplinary committee.
 6. For unacceptable social behavior.
 7. When the offender is in segregation, pending disciplinary hearing, or protective custody.

Effective Date: August 1, 2005	Index # 507.01.1	Page 2 of 3
Subject: NON-CONTACT VISITATION		

8. At the request of the visitor.
 9. Media Interviews.
- B. Institutional policy shall address the following issues related to non-contact visitation:
1. Identify the location of non-contact visitation areas and what segment of the population is to use each.
 2. Identify the duration of non-contact visitation restrictions and the review process to reinstate routine visitation privileges.
 3. Identification of inmates required to visit in non-contact visitation area.
 - a. Maximum custody
 - b. Segregation (including those pending a hearing)
 - c. Protective custody:

Protective custody inmates who are involved in special programs and who are recommended by the Warden may be granted contact visits upon written approval of the Assistant Commissioner of Operations upon receipt of a written program request from the Warden. The recommendation must contain a detailed explanation of the program and a visitation schedule.
 - d. Others who fit the criteria established in Section VI.(A) of this policy.
- C. Inmate and visitor searches shall be conducted in accordance with Policy #506.06.
- D. The requirements of Policy #507.01 shall apply to all visitors accessing non-contact visitation facilities.
- E. The local policy shall detail the security procedures regarding non-contact visitation, including:
1. How doors are to be secured.
 2. The availability of restroom facilities for the inmate and the visitor.
 3. Placement of inmate in non-contact visitation area prior to the visitor being admitted into the visitation area.
 4. Release of inmate from non-contact visitation area after the visitor has vacated the area.

Effective Date: August 1, 2005	Index # 507.01.1	Page 3 of 3
Subject: NON-CONTACT VISITATION		

- F. The inmate will be permitted no physical contact with the visitor(s) at any time for any reason. Any attempts to affect physical contact between the visitor and the inmate shall be cause to terminate the visitation and the initiation of appropriate disciplinary action.
- G. Non-contact visits shall not exceed two (2) hours.
- H. Non-contact visitation shall be consistently monitored by institutional staff.
- I. The inmate shall be notified in writing of the circumstances requiring non-contact visitation. A copy shall be provided to the visitation supervisor to be noted in the visitation file.
- J. Visitors will be notified of the non-contact visitation requirement prior to being processed.
- K. Warden (or designee in the Warden's absence) shall approve all non-contact visits.

VII. ACA STANDARDS: 4-4267.

VIII. EXPIRATION DATE: August 1, 2008.