

EXECUTION PROCEDURES

FOR

LETHAL INJECTION

This manual contains a summary of the most significant events and departmental procedures which will occur during the final days leading to the execution of a condemned inmate. It contains a detailed listing of some of the duties and responsibilities of certain key departmental personnel. In addition, the manual covers 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 performing a legally ordered execution by lethal injection.

SECTION 8 (PERIMETER SECURITY) IS CONFIDENTIAL AND IS NOT FOR PUBLIC RELEASE.

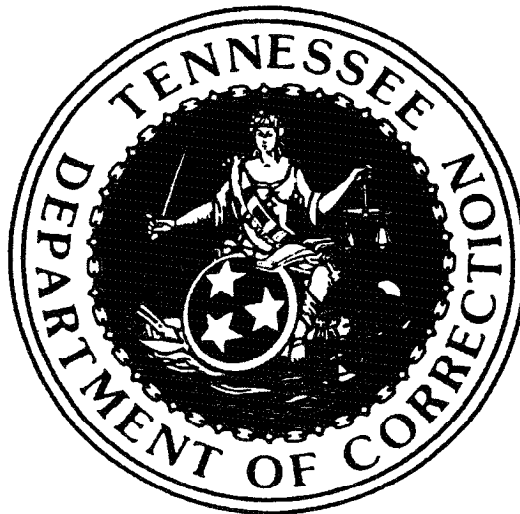
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INTRODUCTION



RIVERBEND MAXIMUM SECURITY INSTITUTE



The Tennessee Department of Correction is responsible for the incarceration of convicted felons serving sentences ranging from one year to death. Individuals sentenced to death are housed and executed at Riverbend Maximum Security Institution. Upon the exhaustion of an individual's appeals, the execution process shall begin.

In the capacity as commissioner, it is my duty by law to oversee the humane and constitutional execution of individuals sentenced to death by judicial authority in Tennessee. This manual explains the procedures for lethal injection. It will be reviewed annually, or as needed, by a designated panel.

Commissioner

Date

DEFINITIONS



RIVERBEND MAXIMUM SECURITY INSTITUTION

DEFINITIONS

The definitions listed below only pertain to the Lethal Injection Process within this manual.

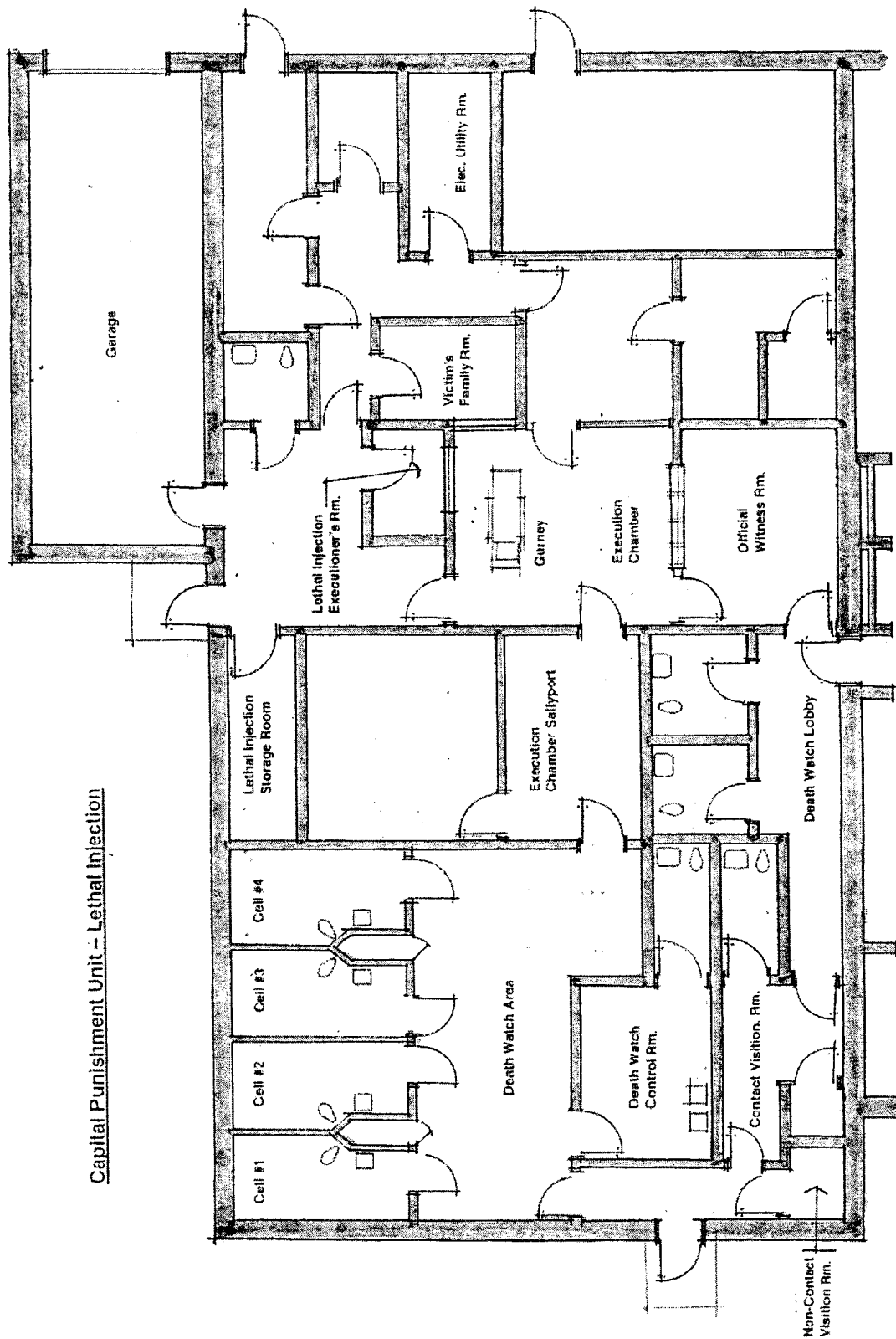
Bin Card	A card used to inventory and account for lethal injection chemicals.
Catheter	A thin flexible tube that is inserted into a part of the body to inject fluid.
CERT	Correctional Emergency Response Team
Death Watch	A period of time immediately prior to an execution during which special procedures are implemented in order to ensure that the execution is carried out in a safe and orderly manner.
Death Watch Area	An area that includes the inmate's cell(s) contact and non-contact visitation areas, the control room, and the secured monitoring area.
Drip Chamber	A hollow device that provides a visual of the drip/flow.
EMT	Emergency Medical Technician
Lethal Injection Room	A room where the Executioner administers the lethal injection chemicals at the direction of the Warden.
Execution Team	The Execution Team shall consist of: the Warden, Deputy Warden, Executioner, Extraction Team, Death Watch Team, IV Team, Lethal injection Recorder, Facility Maintenance Supervisor, MIS Security Systems Technician(s), and Escort Officer(s).
Extraction Team	Execution Team members who are responsible for the removal, restraint, and movement of the inmate during the time of execution.
Gurney	A wheeled stretcher for transporting.
Flash Chamber	A device that precludes blood leakage as a needle is removed from the catheter and an IV unit is coupled to the catheter.
IV	Intravenous
Extension Line	The clear tubing used to administer fluids.

DEFINITIONS - CON'T

LICs	Lethal Injection Chemicals
Pan Tilt Zoom Camera (PTZ)	The camera used by the Execution Team in the Lethal Injection Room. The camera monitors the condemned inmate's IV site(s).
Solution Set	Equipment designed to administer an IV.
Syringe	A medical instrument used to inject fluids into the body or draw them from it.
Tourniquet	A compression device used to cut off the flow of blood to a part of the body, most often an arm or leg. It may be a special surgical instrument, a rubber tube, a strip of cloth, or any flexible material that can be tightened to exert pressure.

Note: The masculine pronoun is used throughout the manual

Capital Punishment Unit - Lethal Injection



DUTIES OF MANAGEMENT AND ADMINISTRATIVE PERSONNEL



RIVERBEND MAXIMUM SECURITY INSTITUTION

RIVERBEND MAXIMUM SECURITY INSTITUTION PERSONNEL

WARDEN

Primary Role

To assure that the procedures prescribed by law and as outlined in this operating procedure are performed, either by personal performance or by delegation.

Duties:

1. To assure that the security of the institution is maintained.
2. 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 at least 30 days before the execution.
3. To explain to the inmate the procedures and activities which will take place during Death Watch.
4. To control any contact between the condemned inmate and other persons.
5. To coordinate the notification of official witnesses of the date and time to be at the institution to witness the scheduled execution.
6. To coordinate the appointment of execution staff member(s).
7. To select a person to serve as Executioner.
8. To set the precise hour and minute of execution.
9. To assure that the chemicals used for lethal injection have been properly acquired, stored, and accounted for.
10. Will arrange for presence of physician to carry out functions set forth on p. 20.
11. To coordinate with the Medical Examiner for disposition of the body.
12. To keep the Commissioner and Assistant Commissioner of Operations informed of the progress towards and implementation of the execution.
13. To coordinate with the Metropolitan Nashville Police Department and Tennessee Highway Patrol and any additional security forces required.
14. To control activation of closed circuit TV to the victim family witness room.

WARDEN'S DUTIES CON'T

15. To order the Executioner either verbally or by gesture to proceed with execution.
16. To cause the announcement to significant parties and the public of the fact that the sentence of execution has been carried out.

DEPUTY WARDEN

Primary Role

Assist the Warden in performing execution procedures and substitute for the Warden if he is unable to perform his duties.

Duties:

1. To assure the security of the condemned inmate.
2. To supervise preparation of the Death Watch cell area, Execution Chamber, and the condemned inmate for execution.
3. To coordinate and/or approve, with assistance by assigned security staff, visits and phone calls permitted to the condemned inmate.
4. To provide the final inspection of restraint devices to ensure condemned inmate is secure on the gurney prior to IV catheters being placed in each arm.
5. To ensure that any blinds between the witness room and the Execution Chamber are closed prior to the witnesses entering and opened after the witnesses are seated.
6. To supervise the removal of the body from the Execution Chamber.
7. To coordinate the release of the condemned inmate's body to the authorized recipient or coordinate burial at State expense in the event of an unclaimed body.

LETHAL INJECTION RECORDER

Primary Role

Assist the Warden in carrying out his duties.

Duties:

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 complete the Lethal Injection and Execution Recorder Checklist.

DEATH WATCH SUPERVISOR

Primary Role

To coordinate all security requirements for the inmate during the Death Watch and to supervise all correctional officers assigned any responsibilities for direct supervision of the inmate during Death Watch, including preparation of the condemned inmate.

Duties:

1. To prepare a duty schedule for officers assigned this detail.
2. To review post orders for correctional officers and to become familiar with all functions of subordinates.
3. To ensure that the condemned inmate personally inventories his personal property and packs away all items he is not permitted to retain. The 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 the inmate's designee.
4. To maintain a bound ledger of information related to Death Watch associated activities which concern the death watch. This log will contain a record of all visitors, meals served, shaving, handling of mail, inmate behavior, movement, communications, etc.
5. To only permit authorized persons to enter the Death Watch area. A list of authorized personnel will be provided by the Warden.
6. To maintain a sufficient amount of clothing in the inmate's size retained by Death Watch officers in order to provide a change of clothing each time the inmate leaves the cell.
7. To ensure that cellular phones, cameras, audio, and video equipment are not taken into the Death Watch area or the Execution Chamber at any time during Death Watch or at the time of execution, unless authorized by the Warden.
8. To coordinate movement of witnesses entering and exiting witness rooms during the execution process.

DEATH WATCH SUPERVISOR CON'T

9. To ensure that the closed circuit TV and audio speaker systems are activated and deactivated at the prescribed times during the execution process.
10. To ensure the events pertaining to the execution are documented by the Lethal Injection Recorder on the Lethal Injection Execution Recorder Checklist.

INSTITUTIONAL CHAPLAIN

Primary Role

To offer and deliver chaplaincy services to the condemned inmate and the inmate's family as needed.

Duties:

1. 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.
2. To say a brief prayer of intercession immediately prior to execution.
3. To assist in 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

Primary Role

To assure that the closed circuit television and the audio systems between the Execution Chamber and witnesses room(s) are functioning properly at the scheduled time of execution.

PHYSICIAN

Physician's Primary Role

To pronounce death

Duties:

1. To be present at the precise time of execution in the capital punishment garage.
2. As an ultimate and last option, the physician may perform the cut-down procedure should the IV Team be unable to find a vein adequate to insert the catheter.
3. To examine the body for vital signs five minutes after the chemicals for lethal injection have been injected.
4. To notify the Warden if the inmate is not legally dead.
5. To pronounce death if no vital signs are detected.

IV TEAM

IV Team's Primary Role

To establish properly functioning IV lines for administration of the lethal injection chemicals.

Duties:

1. To prepare the IV equipment.
2. To ensure the equipment used is in working order.
3. To locate sites for intravenous use.
4. To ensure vascular access is properly established.
5. To ensure the IV lines are flowing properly.
6. To document the injection of the chemicals on the Lethal Injection Chemical Administration Record sheet.

FACILITY MAINTENANCE SUPERVISOR

Primary Role

To assist with the witnesses

EXTRACTION TEAM

Primary Role

To escort and secure the condemned inmate during the execution process.

ESCORT OFFICER(S)

Primary Role

To accompany and guide witnesses during the execution process.

CENTRAL OFFICE PERSONNEL

COMMISSIONER

Primary Role

To oversee the administration of judicial executions in Tennessee.

Duties:

- 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 To communicate to the Warden any changes that could alter or delay the execution.
- 3 To arrange for or mandate an Employee Assistance Program (EAP) debriefing as needed.

DEPUTY COMMISSIONER

Primary Role

To work directly with the Commissioner and perform any assigned duties.

ASSISTANT COMMISSIONER OF OPERATIONS

Primary Role

To be stationed at the Command Post or location designated by the Commissioner and assume operational control of the institution during the time the Warden is directing the execution.

Duties:

1. To serve as liaison to all support units and to conduct an operational debriefing of all security and procedural personnel after the execution.
2. To maintain telephone and/or radio contact with the Warden and other personnel.

TDOC COMMUNICATIONS OFFICER

Primary Role

To coordinate all media operations associated with the execution.

Duties:

1. To provide assistance to the Warden in obtaining phone communications needed by media representatives.
2. To coordinate all visits by media representatives both prior to and subsequent to an execution.
3. To notify the media of the witness lottery by faxing an advisory to the Associated Press.
4. To attend the media drawing held at RMSI and send out a notification to the Associated Press regarding who was selected.
5. To compile a press kit including guidelines, specifics of the case for which the inmate is being executed, and other related policies and statutes needed for the execution.
6. To communicate with the Governor's communication staff about who will be available to address media inquiries.
7. To establish a contact sheet with names, assignments and contact numbers of each Public Information Officer involved. The Warden will be issued a copy.
8. To coordinate with the Facility Maintenance Supervisor to create a staging area with a podium for news briefings.
9. To establish a schedule for news briefings.

DIRECTOR OF VICTIM SERVICES

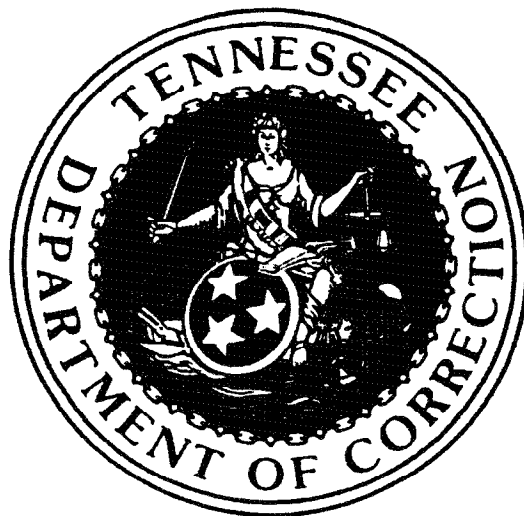
Primary Role

To work with victims, family members, and other interested parties involved in the execution process.

Duties:

1. To confirm the list of individuals registered for notification.
2. To mail execution notification letters and packets.
3. To work closely with the victim liaison from the Attorney General's office.
4. To work with the Escort Officer(s) in accompanying witnesses.

SELECTION AND TRAINING OF STAFF



RIVERBEND MAXIMUM SECURITY INSTITUTION

EXECUTION TEAM MEMBER SELECTION CRITERIA LETHAL INJECTION

Certain persons are members of the Execution Team by virtue of their official position (i.e. Warden, Deputy Warden). The Warden selects the remaining team and considers at a minimum the following general criteria for other members:

1. Length of service.
2. Ability to maintain confidentiality.
3. Maturity.
4. Willingness to participate.
5. Satisfactory work performance.
6. Professionalism.
7. Staff recommendations to the Warden.
8. Review of personnel files by the Warden prior to selection.

The following positions on the Execution Team are specialized and have specific requirements:

1. Two (2) EMTs - Paramedic - Certified Emergency Medical Technician
2. Three (3) Correctional Officers - Received IV training through the Tennessee Correction Academy by qualified medical professionals.
3. Facility Maintenance Supervisor - A person knowledgeable of the institution's physical plant and equipment.
4. MIS Security Systems Technician(s) - Must be an Information Resource Support Specialist 3 or above with audio/visual experience.

TRAINING OF EXECUTION TEAM MEMBERS

Execution Team

The Execution Team shall consist of: the Warden, Deputy Warden, Executioner, IV Team, Extraction Team, Death Watch Team, Lethal Injection Recorder, Facility Maintenance Supervisor, MIS Security Systems Technician(s), and Escort(s) Officers.

Training

1. All Execution Team members read the Lethal Injection Execution Manual when they become members of the Execution Team. Additionally, the Warden or designee holds a class during which the manual is reviewed and clearly understood by all participants. At least annually, the Warden or designee holds an Execution Manual review class for all members of the Execution Team.
2. The Execution Team simulates Day 4 (Execution Day) of the Death Watch Procedures and the steps outlined in Section 4 for at least one (1) hour each month. A training record is maintained to document all staff members who participate in the training. The simulation includes all steps of the execution process with the following exceptions:
 1. Volunteers play the roles of the condemned inmate and physician.
 2. A body is not placed in the body bag.
 3. Saline solution is substituted for the lethal chemicals.
3. All training that occurs is documented. The documentation includes the times and dates of the training, the participants, and what the training consisted of.

Executioner

The Executioner receives initial and periodic instruction from a qualified medical professional.

**PROCUREMENT, PREPARATION, INTRODUCTION OF THE CHEMICALS, AND
PROCEDURES OF ACCOUNTABILITY**



RIVERBEND MAXIMUM SECURITY INSTITUTION

BRIEF EXPLANATION OF THE CHEMICALS USED IN LETHAL INJECTION

Sodium Thiopental

A rapid-onset barbiturate used in general anesthesia. It works by depressing the central nervous system, causing sedation or sleep, depending on the dose. It reduces oxygen flow to the brain and causes respiratory depression. It will be administered in one lethal 5 gram dose during the injection process.

Pancuronium Bromide (Pavulon)

A muscle paralytic. It will assist in the suppression of breathing and ensure death. A lethal dose of 100mg/100mL is administered during the injection process.

Potassium Chloride

A salt that in high doses interrupts the electrical signaling essential to normal heart function. A high dose of potassium chloride administered intravenously causes cardiac arrest and rapid death. A lethal dose of 100 mg/mL of a 2 mEq/mL concentrate is administered during the injection process.

PROCUREMENT, STORAGE, ACCOUNTABILITY, AND TRANSFER OF THE CHEMICALS

Procurement

1. Upon direction from the Warden or his designee, a member of the Execution Team checks the supply of chemicals and expiration dates. If he determines that additional chemicals are needed, he contacts the Procurement Officer at RMSI. The RMSI Procurement Officer contacts the Procurement Officer at DeBerry Special Needs Facility (DSNF) to order the needed chemicals. When the chemicals are delivered, the Procurement Officer at DSNF contacts the Procurement Officer at RMSI. One of the members of the Execution Team picks up the chemicals at either the DSNF or the RMSI warehouse. The Warden ensures that there are enough lethal injection chemicals kept in inventory at RMSI to carry out three executions.

Storage of Chemicals

1. The member of the Execution Team and the Warden take the chemicals to the armory area of Building 7 at RMSI. The lethal injection chemicals (LICs) are not stored in the weapon area of the armory due to the occasional employee traffic but rather in the key control section of the armory where there is the least employee need for access. The chemicals are placed in unmovable heavy gauge steel containers with security grade locks or in a small refrigerator that has been equipped with heavy gauge steel bar(s) to prevent mobility and access to the refrigerator without the removal of the locked/secured bars. The refrigerator is plugged into an emergency power outlet with back-up power to the generator in the event of a power outage. Pancuronium Bromide must be refrigerated at approximately 40 degrees to extend shelf life past six months.
2. All locking devices and storage containers are designed to prevent access to anyone without the proper keys or result in such destruction that entry into the container is unmistakable. There is only one key to access each storage container or refrigerator. That key is issued permanently to the Warden of RMSI. The Warden also has the pattern key to the container or refrigerator in his possession. There are no other duplicates produced. The Warden surrenders the key to no one other than the one member of the Execution Team designated for inventorying the LICs and only for the duration of the count and expiration checking of the LICs. Only the Warden or designee is allowed to access the storage containers or refrigerator.
3. The chemicals on hand are monitored for expiration dates. All of the chemical boxes and bottles have an expiration date, and all chemicals are in tamper-proof bottles or containers. As the chemicals reach their expiration dates, they are disposed of by hazardous waste pick-up.

NOTE: The chemical manufacturer may change the concentration of the chemical solution without notification. The label should be carefully checked before mixing.

Accountability of Chemicals

1. A permanently bound ledger is maintained in the armory/key control area where all employees, including the armory/key control officer(s), signs each time they enter the area. The armory/key control officer performs a visual inspection of each container upon arrival at his workstation to ensure the proper band is in place and that the container or refrigerator has not been compromised in any way.
2. A permanently bound ledger is maintained in the storage area that contains a record of each LIC. An inventory of each chemical is maintained on a Bin Card form. Any LICs removed for use, disposal due to expiration, or for any other reason are deducted from the inventory. Any LICs received into the storage container or refrigerator are added to the inventory.
3. Each storage container has a numbered security band that is broken prior to opening the container. The number of each band is recorded in the ledger. When the container or refrigerator is opened for any reason, the band is broken and the justification for entry is recorded in the ledger adjacent to the band number. When the container is secured and a new band is placed on the container or refrigerator, a new number is recorded in the ledger.
4. Upon receipt of the LICs, the Warden or designee proceeds to the armory storage area, secures the LICs, and adjusts the inventory appropriately. Prior to the LICs being placed in storage, the expiration date and lot number or other identifying marking is recorded to ensure that the LIC is properly disposed of at the time of expiration.
5. The Warden and the designee jointly verify all inventories of LICs on a semi-annual basis (January/July), at a minimum, and subsequent to each execution. The Warden and the designee make appropriate entries in the ledger with their full signatures that verify the correctness of the LIC count.

Transfer of Location

1. After the LICs are signed out on the appropriate ledger in the armory for execution purposes, the LICs are placed in an inconspicuous container for transport to the Execution Chamber. The Warden's designee is responsible for the delivery of the LICs to the appropriate individuals in the Execution Chamber.
2. In the event the LICs are not used and not compromised in any way, the LICs are returned to the armory, re-entered on the perpetual inventory ledger, and secured in the appropriate container or refrigerator.

LETHAL INJECTION CHEMICAL SET-UP AND PREPARATION

1. A minimum of two members of the Execution Team bring the LICs from the armory area directly to the Lethal Injection Room approximately three hours before an execution. The amount of chemicals and saline is sufficient to make two complete sets of eleven (11) syringes each. One set is color coded red and the back-up set is color coded blue. Each syringe is numbered in the order it is to be administered and labeled with the name of its contents. Only the Warden and one member of the Execution Team has a key to the Lethal Injection Room.
2. Each chemical is prepared for being drawn into syringes by one member of the Execution Team. Another member of the Execution Team observes and verifies that the procedure has been carried out correctly.
3. Only one chemical and one syringe is prepared at a time. The two sets of syringes are positioned in specific holding places in two separate trays color coded red and blue. The syringes are numbered, labeled, and placed in the order they will be administered. One member of the Execution Team will perform this procedure while another member of the Execution Team observes and verifies that the procedure has been carried out correctly. The Chemical Preparation Time Sheet will document the preparation of each chemical.
4. Instructions for preparation of one set of syringes:

Sodium Thiopental: The Sodium Thiopental is in powder form and is mixed with sterile water. A box of Thiopental contains 500 mg of powder and a bottle of sterile water. 10 boxes of 500 mg of Thiopental are required to produce 5 grams of the chemical. The member of the Execution Team draws 20 cc of sterile water and injects it into the powder. The powder is dissolved into the water. Next, he repeats the process nine (9) more times, using the remaining 9 boxes for a total of 5 grams of the chemical. He then draws the solution into four syringes. The syringes are labeled **Sodium Thiopental** with consecutive **numbers one (1) through four (4)**.

Saline: The member of the Execution Team draws 50 cc of saline solution from the IV bag into a syringe which is labeled **Saline** with the **number five (5)**. Saline is administered between the drugs to prevent any mixing of the LICs and flushes the IV line.

Pancuronium Bromide (Pavulon) The member of the Execution Team draws 50 cc of Pancuronium Bromide (100mg/mL) in each of two syringes. These syringes are labeled **Pancuronium Bromide** with **numbers six (6) and seven (7)**, respectively.

Saline: The member of the Execution Team draws 50 cc of saline solution from the IV bag into a syringe which is labeled **Saline** with the **number eight (8)**.

Potassium Chloride: The member of the Execution Team draws 50 cc of Potassium Chloride (100 mL of 2 mEq/mL) into each of two syringes. The syringes are labeled **Potassium Chloride** with the **numbers nine (9)** and **ten (10)**, respectively.

Saline: The member of the Execution Team draws 50 cc of saline solution from the IV bag into a syringe which is labeled **Saline** with the **number eleven (11)**.

5. The tray is placed on the workstation in the Lethal Injection Room.

6. **THIS PROCESS WILL BE REPEATED FOR THE SECOND SET OF SYRINGES**

7. When the execution is complete, all syringes and any of the unused LICs are sent to the Medical Examiner's office with the body.

IV PREPARATION

IV LINE SETUP

REQUIRED ITEMS: 2 BAGS OF 0.9% SODIUM CHLORIDE
2 SOLUTION SETS
2 HEMOSTATS
EXTENSION SETS
TAPE

1. Two (2) bags of 0.9% Sodium Chloride Injection USP are hung in the injection room. The expiration dates should be checked.
2. A Solution Set spike is inserted into each bag with the clamp turned to the off position. The drip chamber is compressed until it is approximately 1/3 filled. The Solution Sets are 85 inches long. The length of the Solution Set may be purchased longer or shorter just as long as there is a port near the spiked end.
3. The port nearest the spiked end is opened. This is done by tearing the plastic and rubber off leaving an open hole.
4. Once the port is opened, an extension is inserted. Extensions can be purchased in different lengths. The extension into the first port should be 18 to 24 inches in length. Extensions are added to each end of the Solution Set until it reaches the desired length. The ends should reach from head to toe of the condemned inmate.
5. Once the desired length is obtained, the lines should be filled with Sodium Chloride. The clamp is opened, allowing the port to fill. When it is filled it is clamped and capped off. The line that goes to the body continues to fill. The clamp is turned off and the line is capped.
6. The line is taped to the port (where the syringe is inserted) in place. The remainder of the line is placed out of the ports in the window. It should be taped in place to keep it from being pinched closed.
7. The Sodium Chloride bag and line on the left goes to the left side of the condemned inmate. The left side of the condemned inmate is nearest the wall / window and requires fewer extensions. **Repeat #5 and #6. IV lines are ready.**

INSERTION OF A CATHETER AND CONNECTION OF IV LINES

Strap Down and Location of the Vein

1. The Extraction Team straps the condemned to the gurney in the Death Watch Area.
2. The Extraction Team moves the gurney into place in the Execution Chamber and straps it to the floor. Members of the team place arm supports on the gurney and restrain the condemned inmate's arms securely to the gurney. The restraints are secure but not tight enough to slow or stop blood circulation.
3. The Extraction Team exits the Execution Chamber after the condemned inmate is in place and secure.
4. The IV Team enters the Execution Chamber with an instrument cart. One member of the IV team remains in the Lethal Injection Room.
5. The member of the IV Team in the Lethal Injection Room activates the phone light in the Execution Chamber.
6. Size, location, and resilience of veins affect their desirability for infusion purposes. The EMT inserts the first catheter into a vein on the right side of the condemned in the antecubital fossa area. If a catheter cannot be successfully inserted into the antecubital area, the EMT examines other locations for insertion in the following order:
 - a. Forearm
 - b. Wrist
 - c. Back of the hand
 - d. Top of the foot
 - e. Ankle, lower leg, or other appropriate locations as determined by the EMTs
7. In the unlikely event that none of these veins are usable, the physician is called into the Execution Chamber to perform a cut-down procedure.

Venipuncture and IV Lines

1. The EMT(s):
 - a. Place a tissue towel under the limb or body part to be used to start an IV.
 - b. Place a tourniquet around the limb or body part 6-8 inches above the vein to be used.
 - c. Find the best vein to use according to the succession outlined.
 - d. Swab the area with an alcohol pad.
 - e. Determine the size of the catheter to be used which is determined by the size of the vein, 18 gauge being the largest.
 - f. Insert a catheter into the vein bevel side up at a shallow angle, feeding the plastic catheter sleeve into the vein.

The flash chamber of the catheter fills with blood, which is the first indicator the catheter is inside a vein.

2. An IV Team member attaches the Solution Set line from the right Sodium Chloride bag to the catheter. This is a friction coupling and requires the line to be pushed into the catheter and twisted to secure the connection.
3. An IV Team member in the Execution Chamber signals the IV Team member in the Lethal Injection Room to open the clamp on the right bag of Sodium Chloride, near the spike, to allow a flow of Sodium Chloride into the vein.
4. Members of the IV Team observe the IV for indication of a well functioning line. The first indicator is that when the clamp is opened, there is a steady flow/drip inside the drip chamber. The second indicator is that the flash chamber becomes clear of blood as the Sodium Chloride begins to flow. When the IV Team is confident that there is a well-functioning line, the IV Team member in the Lethal Injection Room deactivates the telephone indicator light, signaling that there is a successful IV line.
5. A member of the IV Team places the Tegaderm transparent dressing over the catheter and secures the line in place with tape.
6. The second IV is then started on the left side of the condemned inmate and **Steps 1-5 are repeated**, using the left bag of Sodium Chloride.

CHEMICAL ADMINISTRATION AND IV MONITORING

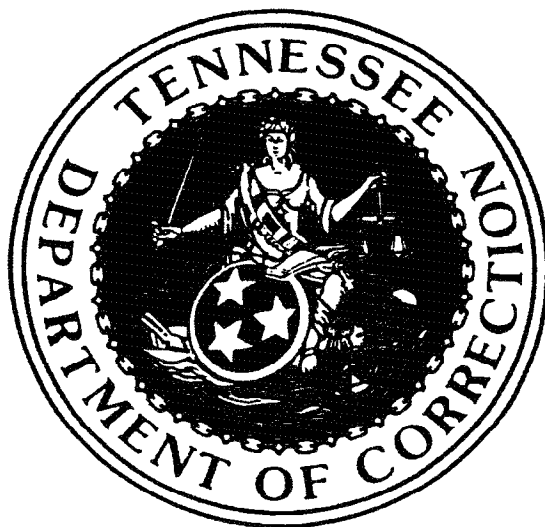
1. All members of the IV Team monitor both catheters to ensure that there is no swelling around the catheter that could indicate that the catheter is not sufficiently inside the vein. The IV Team member in the Lethal Injection Room monitors the catheters by watching the monitor in his room which displays the exact location of the catheter(s) by means of a pan-tilt zoom camera. The IV Team Members observe the drip chambers in both lines to ensure a steady flow/drip into each Solution Set line.
2. Next, an IV Team member tapes both hands, palms up, to the arm support to prevent movement. The palms will be down should the back of the hand be used for the catheter.
3. When the hands are taped in place, the members of the IV Team leave the Execution Chamber.
4. Designated members of the IV Team enter the Lethal Injection Room and assume their pre-assigned stations.
 - a. One IV Team member observes the process, monitoring the catheter sites for swelling or discoloration, and enters the times of the LIC and Saline administration on the Chemical Administration Record sheet.
 - b. One IV Team member observes the process and hands the labeled/numbered/colored syringes to the Executioner in the prescribed order.
5. The Executioner selects either the left or right Solution Set line based on the flow/drip inside the drip chamber. If both lines are equal, the left line nearest the Executioner is used.
6. When the Warden gives the signal to proceed with the execution, the Executioner clamps the line near the spike. The Executioner receives the first syringe from the member of the IV Team and inserts and twists it into the extension line.

DRUG SEQUENCE	IDENTIFIER LABEL	VOLUME
1. SODIUM THIOPENTAL	(DRUG NAME, RED # 1)	50 cc
2. SODIUM THIOPENTAL	(DRUG NAME, RED # 2)	50 cc
3. SODIUM THIOPENTAL	(DRUG NAME, RED # 3)	50 cc
4. SODIUM THIOPENTAL	(DRUG NAME, RED # 4)	50 cc
5. SALINE FLUSH	(DRUG NAME, RED # 5)	50 cc
6. PANCURONIUM BROMIDE	(DRUG NAME, RED # 6)	50 cc
7. PANCURONIUM BROMIDE	(DRUG NAME, RED # 7)	50 cc
8. SALINE FLUSH	(DRUG NAME, RED # 8)	50 cc
9. POTASSIUM CHLORIDE	(DRUG NAME, RED # 9)	50 cc
10. POTASSIUM CHLORIDE	(DRUG NAME, RED # 10)	50 cc
11. SALINE FLUSH	(DRUG NAME, RED # 11)	50 cc

7. The Executioner pushes on the plunger of the **#1 syringe (red)** with a slow, steady pressure. Should there be or appear to be swelling around the catheter or if there is resistance to the pressure being applied to the plunger, the Executioner pulls the plunger back. If the extension line starts to fill with blood, the execution may proceed. If there is no blood, the Executioner discontinues with this line. He starts the process on the other line with the back-up set of syringes starting with syringe # 1(blue) and following all of Step 6.
8. An IV Team Member hands the syringes to the Executioner and both IV Team Members observe the correct order of the syringes as the Executioner injects the LICs and saline solution.
9. After the **#11 syringe** has been injected, the Executioner closes the extension line with a clamp and opens the line below the spike to allow a drop of 1-2 drops per second in the drip chamber.
10. The Executioner signals the Warden that all of the LICs and saline solution have been administered.

DEATH WATCH PROCEDURES

LETHAL INJECTION



RIVERBEND MAXIMUM SECURITY INSTITUTION

STAFF RESPONSIBILITIES AND SPECIAL PROCEDURES FOR INMATES ON DEATH WATCH

Purpose: The purpose of this operating procedure is to designate staff responsibilities and establish uniform property, privileges 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. Housing and Security Assignments

- A. The inmate is transferred to Building 8 (Capital Punishment) three (3) days prior to the scheduled execution.
- B. Correctional officers are 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. Middle Tennessee Institutional Notification and Advisement of Law Enforcement Agencies

- A. Upon determination of the execution date and time, the Commissioner, TDOC Communications Officer, Assistant Commissioner of Operations, Wardens of Tennessee Prison for Women, Deberry Special Needs Facility, Charles Bass Correctional Complex and Turney Center may be advised by Riverbend's Warden or his designee. Should circumstances develop which necessitate it, CERT TEAM activities are coordinated by the Assistant Commissioner of Operations. Formulation of security personnel is at the discretion of the Assistant Commissioner of Operations.

3. State-Issued Property and Possession Limit

The inmate is allowed only the items listed below. Any other item is 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 is 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 materials 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 walkman type radio (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

The inmate has commissary privileges with purchasing and possession limits specified in post orders. Glass, aerosol, and metal containers are not 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 are confiscated and disposed of in accordance with institutional policy # 506.15.1.

6. Package Permits

Package permit privileges are suspended for inmates on Death Watch. Any package already mailed is received and stored with the inmate's other property.

7. Library, Legal Library Services, Periodical Subscriptions

A. The condemned inmate may request legal materials from the law library in writing. Such materials are carefully inspected by the Death Watch Supervisor. There are 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., are 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 are fed to all condemned inmates, except holidays and weekends which will be two meals just as general population. Special dietary instructions for medical reasons are followed.

9. Recreation

Recreational activities for inmates on Death Watch are suspended.

10. Television and Radio Privileges

Television and radio privileges are the same as routinely provided, except that during the Death Watch period, the television is located outside the inmate's cell.

11. Personal and Legal Phone Calls

The inmate may make unlimited calls to anyone on his pre-approved telephone list. He may make and receive phone calls to legal counsel without restriction.

12. Visitation Privileges

A. Social

1. Only those individuals on the inmate's approved visiting list are allowed visits during the Death Watch.
2. All visits are held in the Death Watch area, and physical contact between the visitor(s) and inmate is not permitted. Visits are 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 is as flexible as circumstances permit, and is 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 is based on the individual circumstances of each case.
 - a. Security procedures, including searches, are of the minimum deemed necessary by the Deputy Warden.
 - b. Contact visits are 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 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 priest, minister, or spiritual advisor may be permitted by the Warden 9:00 pm - 11:00 pm, prior to the execution. This visit takes place at the front of the inmate's cell.
 - a. The priest, minister, or spiritual advisor may not accompany the inmate into the Execution Chamber.
 - b. At the inmate's 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 representing by the inmate may visit up to one (1) hour before the time of execution.
2. The attorney is permitted telephone contact with the condemned inmate during the last hour prior to execution.
3. Visits with attorneys are non-contact and are 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 are held with the condemned after placement on Death Watch.
2. Telephone interviews with media representatives are not permitted.
3. **Representatives of the news media are not 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 by lethal injection.
2. The Execution Team shall consist of: the Warden, Deputy Warden, Executioner, IV Team, Extraction Team, Death Watch Team, Lethal injection Recorder, Facility Maintenance Supervisor, MIS Security Systems Technician(s), and Escort Officer(s). The identity of the Execution Team is confidential.
3. Readily available to the Execution Team are radios with holster, keys, and restraints.
4. The following procedures shall apply:
 - A. The Execution Team's Officer in Charge and/or the Assistant Officer in Charge conducts a training session at least once each month at which time all equipment will be tested. The training includes a simulated execution (i.e. IV lines, IV Drip).
 - B. A week before a scheduled execution, the Officer in Charge and assistant assembles the Execution Team in the Execution Chamber area to prepare and test all appliances and equipment for the scheduled execution.
 - C. The Warden ensures that the Execution Team carries out the following instructions:
 1. Assemble all other members of the Execution Team in the Execution Chamber before the scheduled execution and review their specific assignments and duties.
 2. Ensure that all equipment is properly placed.
 3. The inmate is 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 is advised.

6. After the physician pronounces the inmate deceased, the designee informs the Commissioner that the sentence has been carried out.
7. The body is removed and placed in a body bag by the Execution Team and Medical Examiner's staff. The drugs and syringes used are placed in the body bag and closed.
8. The body is placed in the Medical Examiner's vehicle.
9. The Execution Team, under the direction of the Officer in Charge, cleans the equipment and Death Watch area. The holding cell is cleaned thoroughly with the mattress and pillow sanitized. Equipment shall be stored in its proper location. An entry is made in the post log documenting the completion of these procedures.
10. The Execution Chamber and Death Watch area are secured. The Execution Team reports 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. The post is the entrance area leading into the Death Watch area. The Death Watch Supervisor assumes authority of all personnel assigned to pre-execution monitoring (Death Watch). The 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. There may be one Floor Officer per shift assigned.
2. This officer must be a Correctional Lieutenant or higher. The officer reports directly to the Warden or Deputy Warden. During off-duty hours, he will remain on standby status unless relieved by the Administrative Lieutenant.
3. Equipment needed: radio with holster, keys, and restraints.
4. Specific duties and responsibilities
 - A. Immediate Action
 1. Upon notification of the assignment (normally when a death watch reaches active stage), the Death Watch Supervisor prepares to assume the duty schedule reflected above.
 2. He reviews the post orders for the Control Officer and Floor Officer and become familiar with all functions of subordinates.
 3. He ensures 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 is permitted to retain a copy of the inventory. The sealed property is retained in storage in Building 8 until ordered removed or surrendered to the inmate's designee.
 4. He is responsible for escorting condemned inmate to Building 8 and placing him in a cell after strip searching and exchanging his clothing.
 5. He ensures 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 a record of activity must be logged accurately.

6. He ensures that sufficient clothing in the inmate's size is retained in the preparation area to accommodate an exchange each time the condemned inmate leaves his cell.

B. Subordinate Personnel

1. He supervises all subordinate personnel.
2. He ascertains the phone numbers and addresses of all subordinate personnel in order that they may be contacted after hours.
3. He ensures that all orders and instructions are read and understood by all subordinate personnel.

C. Routine Security Measures, Checks, Logs

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

- D. Normally the inmate receives telephone calls from a special extension plugged in at his cell location. When not in use, ensure its security.
- E. Emergencies and Other Contingencies
 - 1. In the event of self-inflicted or other injury, the Death Watch Supervisor takes immediate and decisive action. He contacts the medical clinic immediately to send assistance.
 - 2. He personally supervises the dispensing of any medication on a single unit dosage basis.
 - 3. He immediately notifies the Shift Supervisor, Deputy Warden or Warden in the event of an emergency.

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 assume his duties.

2. This officer must be a Correctional Corporal or higher. The officer 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, the officer assumes the duties and responsibilities as described herein and the shift supervisor is alerted concerning the delegated assignment.
2. The Control Monitor begins maintenance of the Death Watch Supervisor's log ensuring the recording of significant detailed information.
3. During pre-execution monitoring, the Control Monitor ensures that only 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. He ensures the cleanliness of the area as well as the cell area during pre-execution monitoring.

B. Routine Security Measures, Security Checks and Logs

1. He keeps an accurate chronological log of post activities.
2. Keep a sign-in and sign-out log for **every** person who enters or leaves the Death Watch area.

3. He maintains close surveillance of subordinate personnel.
4. He keeps all unauthorized personnel out of the area to include inmates, other employees and visitors.
5. He reports the security of the post to the Control Room every thirty minutes.
6. He personally ensures that the condemned inmate is handcuffed (behind his back) anytime he leaves his cell. A restraint belt may be used. The handcuffs may be removed when the inmate is receiving non-contact visits.
7. He ensures that when a condemned inmate is moved, he is escorted by two officers designated by the Death Watch Supervisor.
8. He ensures that when the condemned inmate is moved from his cell, he is 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. He ensures that all visiting is non-contact and is held in the visiting area next to the Control Room, unless otherwise directed.
2. He ensures escorts for visiting during pre-execution monitoring are provided by two experienced correctional officers assigned by the Death Watch Supervisor.
3. He ensures that supervision of visiting for condemned inmates in pre-execution monitoring is designated by the Death Watch Supervisor.
4. He ensures that an accurate log of pertinent information to include names of each visitor, time of arrival and departure of each visitor, and inmate is maintained by the officer assigned to a supervised visitation.
 - a. The number of persons authorized and the visiting hours are in accordance with specific instructions issued by the Warden or Deputy Warden.
 - b. Allowable commissary items are listed in Section E.

D. He ensures that the inmate is allowed only the items listed below. Any other item is 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 walkman type radio (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

Note: All orders and deliveries are inspected and delivered by the officer. This includes removal of non-transparent candy wrappers. He avoids handling of contents except with a napkin, tissue, or sanitary disposable gloves.

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 are given by the Warden, Deputy Warden or Death Watch Supervisor, and are logged (no exceptions). Each phone call is supervised.
3. The inmate receives telephone calls from a special extension plugged in at his cell location. When the telephone is not in use, the Control Monitor personally ensures its security.

G. Emergencies and Other Contingencies

1. If any employee is taken hostage, he is without authority regardless of rank.
2. In the event of self-inflicted or other injury, he takes immediate and decisive action. He contacts the medical clinic immediately to send a physician or ranking medical person if he is not available.
3. He immediately notifies the Warden, Deputy Warden, Death Watch Supervisor and Shift Supervisor.

FLOOR OFFICER MONITOR

1. The duties and responsibilities of this post are in the direct supervision and monitoring of a condemned inmate's activities during the final days of pre-execution monitoring.
2. This officer may be a correctional officer or higher. The officer reports directly to the Control Monitor. The officer 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 and restraints
4. Specific Duties and Responsibilities

A. Immediate Action

Upon notification, the officer assumes the duties and responsibilities as described herein, and the shift supervisor is alerted of the delegated assignment.

B. Routine Security Measures, Security Checks and Logs

1. The Floor Officer monitor closely observes the condemned inmate's activities and immediately reports any unusual circumstances or activities to the Death Watch Supervisor or Control Monitor.
2. He ensures that all eating utensils and trays are removed from the cell when not in use.
3. He remains posted at the cell front, but may enter the condemned inmate's cell if circumstances warrant it.
4. The cell door key(s) remains in the possession of the Control Monitor except as needed.
5. He converses freely with the inmate, but avoid opinionated or inflammatory statements. He does not discuss personal feelings regarding the death penalty. He does not make promises to the inmate. All requests by the inmate not covered herein are referred to the Death Watch Supervisor.
6. He does not leave his post unless properly relieved.

7. He visually inspects and thoroughly examines all items permitted into or out of the inmate's cell. He carefully examines all clothing sent from the clothing room.
8. He performs a very thorough strip search of the condemned inmate any time he enters or exits his cell.
9. He exchanges the inmate's clothing any time he enters or exits the cell. The same clothing may be reused until it becomes soiled.
10. He ensures that the condemned inmate is handcuffed behind his back any time he leaves his cell. The inmate remains handcuffed until he is returned to his cell. The inmate 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. He ensures 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. The officer is responsible for the daily cleanliness of his area and the cell areas. Normally, the day shift is responsible for sweeping and mopping the entire area. However, the officer ensures that the area remains in a state of cleanliness and trash containers are emptied during his 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. He maintains or causes to be maintained (by the Control Officer) a Supervisor's Log of Activities.
14. He personally supervises the feeding of all meals during the shift. He ensures that no inmates are utilized in the feeding of any meal during an active Death Watch, including preparing the trays.
15. He keeps all unauthorized personnel out of the area.

DEATH WATCH PROCEDURES - LETHAL INJECTION

DAY 1

1. Security staff are assigned to posts in the Death Watch area. The supervisor is a Correctional Lieutenant or higher.
2. Death Watch logs are activated during the entire Death Watch period. All activity unique to the Death Watch and execution must be documented. Areas addressed include, but are not limited to: **inmate's behavior, actions, movements, communications initiated and received concerning Death Watch activities.**
3. The condemned inmate is moved to Death Watch status in Building 8.
4. The inmate's property is inventoried and stored as specified in TDOC Policy #504.02.
5. The institutional chaplain begins daily visits with the inmate.
6. The visiting status of the inmate changes to non-contact.
7. Designated personnel test execution-related equipment to include the closed circuit TV, telephones, intercoms, etc.
8. Inmate clothing is obtained and issued as needed.
9. The Chaplain requests instructions for release of the inmate's body in writing. If no recipient is designated, the Warden arranges for a pauper's burial.

DAY 2

1. The Food Service Manager is advised of meal needs for TDOC and other agency support staff.
2. The inmate orders his last meal.
3. The Chaplain confirms funeral arrangements with the family, if available.

DAY 3

1. MIS personnel test the closed circuit TV system and the audio system.
2. The Food Service Manager prepares and serves the last meal. The inmate may request a special meal. The meal is provided within reason as determined by the Warden. Cost must not exceed \$20.00.
3. The TDOC Communications Officer arrives to handle media inquiries.
4. The lethal injection chemicals are removed from secured storage and delivered to the Lethal Injection Room.

DAY 4 – EXECUTION DAY

12:00 am

1. By prior planning, the Execution Team arrives and reports directly to the Executioner waiting area in Building 8. Their identities are known by the fewest 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. Lethal injection recorder
 - e. Death Watch Supervisor and assigned officers
 - f. Chaplain
 - g. Physician and associate
 - h. Executioner (Executioner waiting area)
 - i. IV Team
 - j. Extraction Team

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

3. The inmate is dressed in cotton trousers, shirt, cotton socks, or cloth house shoes.
4. Official witnesses report to the Administration Building conference room no later than 12:00 am. They are greeted by Escort Officers, processed through checkpoint, and moved to the Parole Board Room in Building 8, where they remain until final movement to the witness room.
5. Immediate family members of the victim report to the Administration Building no later than 12:30 am and are greeted by Escort Officers. These witnesses are security cleared and escorted to the conference room in Building 8, where they remain until final movement to the victim family members witness room.
6. The Lethal injection Recorder or designee, designated EMTs, and the physician report to the Execution Chamber for preparation. The Lethal Injection Recorder or designee checks the phones in the Execution Chamber.
7. The Medical Examiner's staff is stationed in the capital punishment garage.

12:30 am

1. Victim family member witnesses are secured in the Building 8 conference room by the Escort Officers no later than 12:45 am.
2. Official witnesses are secured in the Building 8 Parole Board Room by the Escort Officers no later than 12:45 am. They are moved to the capital punishment waiting area at 1:00 am or as directed by the Death Watch Supervisor.

1:00 am

1. Beginning at 1:00 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 / designee, and the Defense Counsel witness.
2. At the command of the Warden or Deputy Warden, the Extraction Team approaches the holding cell and asks the condemned inmate to approach the cell door and be handcuffed. After being handcuffed, he is asked by the Extraction Team Leader to step back and place his hands above his head on the wall at the rear of the holding cell. (If the condemned inmate refuses to cooperate, the Extraction Team enters the holding cell and removes the inmate).
3. The Extraction Team places the condemned inmate on the gurney and secures him in restraints.
4. The condemned inmate is moved to the Execution Chamber.
5. The Lethal injection Recorder or designee records the time the condemned inmate enters the Execution Chamber.
6. The IV Team establishes IV lines into both arms as instructed in Section 5 of this manual.
7. Official witnesses, victim family members, the Attorney General/designee and the Defense Counsel witness, are secured in the appropriate witness rooms.
8. The closed circuit television camera and audio system are activated.

1:10 am

1. Blinds to the witness room(s) are opened by the Warden and Deputy Warden.
2. The Warden contacts the Commissioner to ensure that no last minute stay or reprieve has been granted.
3. The Warden permits the condemned inmate to make a last statement.

4. The Warden gives the signal to proceed and the Executioner begins to administer the first chemical. The Lethal Injection Recorder documents the time the process begins.
5. Following the completion of the lethal injection process, and a five-minute waiting period, the blinds to the official witness room are closed, the closed-circuit TV camera is disengaged, and the privacy curtain is closed. The Warden then asks the physician to enter the room to conduct an examination. The physician reports his findings to the Warden or designee.
6. The inmate is pronounced deceased by the physician. The Administrative Assistant or designee records the time that death is pronounced.
7. The Warden or designee announces that the sentence has been carried out and invites the witnesses to exit. The Warden announces the following: "The sentence of _____ has been carried out. Please exit."
8. The witnesses are then escorted from the witness rooms by Escort Officers.
9. The Commissioner or designee notifies all appropriate State officials that the sentence has been carried out. Media representatives are notified by the TDOC Communications Officer or designee.
10. The Extraction Team removes restraints.
11. The Medical Examiner staff assists in removal of the body and placement in the Medical Examiner's vehicle, which is in the capital punishment garage.
12. The Medical Examiner's vehicle is cleared to exit the facility.
13. The Lethal Injection Recorder completes the Lethal Injection Execution Recorder Checklist.

POST EXECUTION

1. The body is transported to the State Medical Examiner for examination and release.
2. The Assistant Commissioner of Operations conducts an operational debriefing at the appropriate time.
3. The Commissioner arranges for or mandates an EAP debriefing as needed.

CONTINGENCY ISSUES

IV Line Alternatives

The cut-down procedure is used unless the physician chooses a different method to find an IV site.

Any interruption of the delivery of the lethal injection drugs in the primary IV line

The Executioner switches to the secondary IV line and, starting with **syringe #1 (blue)**, begins the administration of the second set of syringes using the reserve tray.

Repeating the Lethal Injection Process

If the inmate is not deceased after the initial set of syringes has been injected, the physician returns to the designated waiting area. The curtain is opened, blinds raised, camera activated, and the Warden gives the command to repeat the lethal injection procedure with the second set of syringes (blue). 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.

VICTIM SERVICES



RIVERBEND MAXIMUM SECURITY INSTITUTION

VICTIM SERVICES

Notification

The TDOC Victim Service Director works closely with the victim liaison from the Attorney General's office, to confirm the list of victims/family members/interested parties registered for notification. Letters and packets are sent to each. The letter is specific to the registrant's permission to view the execution, as mandated by law:

- Victim family members: Those who are permitted to witness the execution. These persons receive a letter, requesting their choice to witness or attend the execution.
- Other victim family members: Extended family members who may wish to *attend* the execution to provide support to those who are permitted to view the execution, but by law, are not personally allowed to view the execution.
- Other interested party/support persons: Persons identified by victim family members who would attend the execution to provide support to those who are permitted to view the execution, with permission granted on a case-by-case basis by the Warden.

Packets include:

- Cover letter
- Official letter
- Official response forms
- Copy of the TN law 40-23-116 Manner of executing sentence of death -- Witnesses
- DVD "The Other Side of Death Row"
- Booklet "What to Expect at an Execution"
- Map
- Media guidelines
- Critical Incident Stress Management flier

These notifications are sent out to correspond in time to the announcement of the media lottery.

The Victim Services Director prepares a list of persons who plan to witness the execution, and of those who plan to attend the execution. The Victim Services Director will communicate any desire to speak to the media to the TDOC Communications Officer.

Accompaniment

The facility provides a private room in the Administration Building for persons viewing and attending the execution to use. Those witnessing or attending the execution are brought to the facility by the Attorney General's Office at a time agreed upon by TDOC Central Office and the Warden. The Victim Services Director meets them at the facility and escorts them to the private room. This room provides a place for witnesses to leave belongings and for attendees to wait for the return of the witnesses. The Victim

Services Director will accompany witnesses through the execution process. A designee will be assigned to remain and wait with any persons who accompany and wait in the Administration Building for witnesses to return.

At the time determined by the warden/designee, the witnesses are processed through the check-point and taken into the prison facility room(s) next to the visitor galley, where they will remain until escorted into the victim's viewing room for the execution.

After the execution is completed, the witnesses are escorted back to the Administration Building where they are reunited with any persons who were there waiting for them. The TDOC Communications Officer will arrange for witnesses to speak to the media should they desire to do so. Afterward, the entire group will be escorted out of the prison to their awaiting vehicle.

CONFIDENTIAL

NOT FOR PUBLIC RELEASE

PERIMETER SECURITY

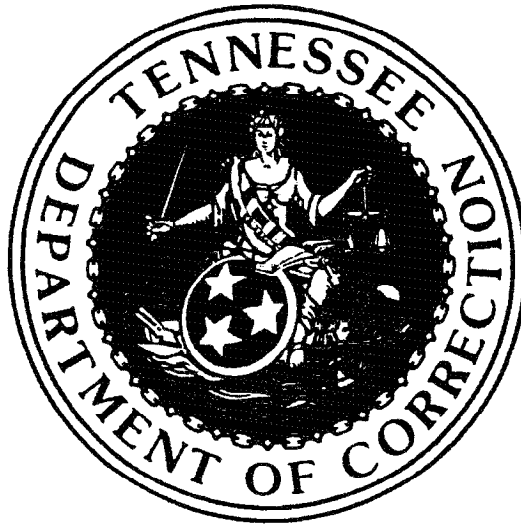
PRIOR TO, DURING AND SUBSEQUENT TO AN EXECUTION



RIVERBEND MAXIMUM SECURITY INSTITUTION

CONFIDENTIAL

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.

Warden

ABC:aa

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.

Warden

ABC: aa

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) Stethoscope(s)
- _____ (1) Flashlight with batteries
- _____ (8) Chux
- _____ (4) Cut-down trays
- _____ (2) Lidocaine 2%
- _____ (2) Lidocaine 2% with Epinephrine
- _____ (2) 4-0 vicryl
- _____ (2) 4-0 ethilon sutures
- _____ (1) 5-0 vicryl
- _____ (2) 5-0 ethilon sutures
- _____ (2) PPE size XL
- _____ (1) PPE size XXL
- _____ (2) Faceshields
- _____ (1) Scissors
- _____ (2) Scalpel # 11 & # 15

IV TEAM INVENTORY CHECKLIST

- _____ Normal saline 1000 cc or more
- _____ Solution set
- _____ Extension tubing sufficient to reach condemned inmate
- _____ Tourniquets – various styles
- _____ Assortment of IV catheters (range 18 gauge to 21 gauge)
- _____ Assortment of surgical tape
- _____ Arm boards
- _____ Tegaderm transparent dressing
- _____ Alcohol pads
- _____ Sharps container
- _____ 4x4 Gauze pads
- _____ Red biohazard bag
- _____ Chux
- _____ Latex-free gloves

CHEMICAL PREPARATION TIME SHEET

Date _____

5 grams Sodium Thiopental Mixed

Time

4-Syringes prepared by _____ at _____

Witnessed by _____

100 mg/mL Pancuronium Bromide

2-Syringes prepared by _____ at _____

Witnessed by _____

100 mg/mL Potassium Chloride

2-Syringes prepared by _____ at _____

Witnessed by _____

Saline

3-Syringes prepared by _____ at _____

Witnessed by _____

DAY OF EXECUTION – LETHAL INJECTION EXECUTION RECORDER CHECKLIST

Inmate Name _____ Inmate # _____

Date _____

TIME

_____ Report to designated area for final briefing

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

_____ Physician in place

_____ IV Team in place (EMTs and Officers)

_____ 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 ensure execution is to proceed

_____ Gurney positioned in Death Watch Area

_____ 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' Team enters the Execution Chamber

_____ IV Team exits the Execution Chamber

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

Recorder's Initial _____

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

Inmate Name _____ Inmate # _____

Date _____

TIME

_____ 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.

_____ Warden asks offender for any last comments

_____ Warden orders Execution Team to proceed

_____ Lethal Injection process completed

_____ Blinds and curtains closed and closed circuit TV deactivated

_____ Physician enters the Execution Chamber

_____ 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 EMTs depart

_____ 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

_____ The body removed from the institution

Recorder's Initial _____

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

Inmate Name _____ Inmate # _____

Date _____

Offender's Comments if any:

Lethal Injection Recorder

Date

Warden

Date

LETHAL INJECTION CHEMICAL ADMINISTRATION RECORD

Inmate Name _____ Inmate # _____

Date _____

SET 1 (Red)	Drug	Time Begin
Syringe 1	Sodium Thiopental	_____
Syringe 2	Sodium Thiopental	_____
Syringe 3	Sodium Thiopental	_____
Syringe 4	Sodium Thiopental	_____
Syringe 5	Saline	_____
Syringe 6	Pancuronium Bromide	_____
Syringe 7	Pancuronium Bromide	_____
Syringe 8	Saline	_____
Syringe 9	Potassium Chloride	_____
Syringe 10	Potassium Chloride	_____
Syringe 11	Saline	_____

End Time _____

Recorder Signature _____

Warden _____

LETHAL INJECTION CHEMICAL ADMINISTRATION RECORD

Inmate Name _____ Inmate # _____

Date _____

SET 2 (Blue)	Drug	Time Begin
Syringe 1	Sodium Thiopental	_____
Syringe 2	Sodium Thiopental	_____
Syringe 3	Sodium Thiopental	_____
Syringe 4	Sodium Thiopental	_____
Syringe 5	Saline	_____
Syringe 6	Pancuronium Bromide	_____
Syringe 7	Pancuronium Bromide	_____
Syringe 8	Saline	_____
Syringe 9	Potassium Chloride	_____
Syringe 10	Potassium Chloride	_____
Syringe 11	Saline	_____

End Time _____

Recorder Signature _____

Warden _____

State of Tennessee
DEPARTMENT OF CORRECTION
News Release

The Department of Correction reports that pursuant to the order of the Tennessee Supreme Court and in accordance with state law, 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.

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. Failure to complete this form will result in the execution being carried out by lethal injection. You will not be given another opportunity to waive your right to have your execution carried out by lethal injection. If you waive your right to have your execution carried out by lethal injection, you may rescind that waiver by contacting the Warden no later than 14 days prior to the date of the execution and signing a new affidavit to that effect.

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.

February, 2001 (Revised)

1

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

CHAPTER 0420-3-4

(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);

February, 2001 (Revised)

2

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_____

_____ My Commission expires _____

Notary Public

TENNESSEE DEPARTMENT OF CORRECTION
RIVERBEND MAXIMUM SECURITY INSTITUTION

LETHAL INJECTION CHEMICAL BIN CARD

CHEMICAL NAME: _____ REFERENCE NUMBER _____

UNIT OF ISSUE: _____ LOCATION: _____

[illegible]

TENNESSEE DEPARTMENT OF CORRECTION
POLICIES PERTAINING TO EXECUTIONS



RIVERBEND MAXIMUM SECURITY INSTITUTION



ADMINISTRATIVE POLICIES
AND PROCEDURES
State of Tennessee
Department of Correction

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.

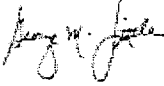
Effective Date: November 15, 2005	Index # 506.16.1	Page 3 of 3
Subject: EXECUTIONS: FACILITY CONTROL AND ACCESS		

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.

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	Distribution: LD	
	Supersedes: 506.16.2 (10/15/03) PCN 03-19 (12/15/03)	
Approved by: 		
Subject: EXECUTIONS: DEATH WATCH		

- I. AUTHORITY: TCA 43-603, TCA 43-606, 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

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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

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- 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.

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. (C)(1).
 - 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.

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- 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.



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AND PROCEDURES
State of Tennessee
Department of Correction

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Effective Date: April 20, 2007

Distribution: LD

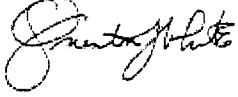
Supersedes: N/A

Approved by:

A handwritten signature in black ink, appearing to read "George W. J. J. J.", is written over the "Approved by:" label.

Subject: EXECUTIONS: CHANGES TO EXECUTION PROTOCOLS

- I. AUTHORITY: TCA 43-603, TCA 4-3-606, TCA 39-13-206, and TCA 40-23-114 through TCA 40-23-117.
- II. PURPOSE: To establish guidelines for changing execution protocols.
- III. APPLICATION: The Warden of Riverbend Maximum Security Institution (RMSI) and the Commissioner of the Tennessee Department of Correction.
- IV. DEFINITIONS: Execution Manuals: Manuals containing the detailed description of policies and procedures that describe the carrying out of executions in Tennessee by lethal injection and electrocution.
- V. POLICY: Any changes to the execution protocols as outlined within the *Execution Manuals* shall be documented and approved by the Commissioner of Correction.
- VI. PROCEDURES:
 1. Any changes to the execution protocols shall be recommended by the Warden of RMSI and approved by the Commissioner of Correction.
 2. The pages of the Execution Manuals shall be numbered and dated. Any change shall be numbered with the new date and inserted into the manual. The old page shall be removed and maintained by the Warden as an historical record.
- VII. ACA STANDARDS: None.
- VIII. EXPIRATION DATE: April 20, 2010.

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	Distribution: B	
	Supersedes: 507.01 (10/1/01)	
Approved by:  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.

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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.

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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.

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- 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.

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- (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.

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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.

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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.

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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.

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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.



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)