

Appendix A

MEMORANDUM OF AGREEMENT
BETWEEN
FEDERAL BUREAU OF PRISONS
AND WITNESS

This agreement is made between the Federal Bureau of Prisons and the following witness:

In accordance with Title 28, Code of Federal Regulations, Section 26.4, the Federal Bureau of Prisons may allow you, as a witness, to be present at the execution. However, your presence at the execution is not a right and, in order to be entitled to be present, you will be required to agree to the following conditions:

1. You will not bring onto institution grounds anything constituting legal or illegal contraband under any applicable statute, regulation or policy, including, but not limited to, firearms, weapons, explosives, metal cutting tools, narcotic drugs, alcoholic beverages, or any item creating a threat to institution safety, security, or good order;
2. You agree to submit to a reasonable search for contraband and other searches as considered necessary by the Bureau of Prisons for entry into the institution;
3. You will conduct yourself in a lawful and orderly manner;
4. You will comply with all lawful directives of correctional personnel while on institution grounds;
5. You will not bring onto institution grounds any photographic or other visual or audio recording device; and

You have read, understand, and agree to the above. By signing this agreement, you agree to comply with its conditions and understand that failure to abide by them will result in your removal from institution grounds and could lead to prosecution for violation of Federal laws.

(Witness)

(Date)

(Agency Representative)

(Date)

Appendix B

MEDIA WITNESS PRESS POOL AGREEMENT

In consideration of having been selected as an official witness to the execution of _____ on _____, I, _____, hereby agree to act as a pool reporter and, not to interview non-media witnesses or Department of Justice staff at the Execution Facility. Following the execution, I agree to return immediately to the Media Center to brief my colleagues there regarding the execution and answer their questions. I also agree to file my story only after I have completed my responsibilities as a pool reporter.

NAME:

(Signature)

ORGANIZATION:

DATE:

(BOP Staff Witness)

Appendix C

SAMPLE LETTER TO MEDIA
(Re: Media Center Operations)

In accordance with the provisions of 28 C.F.R., Part 26,
Implementation of Death Sentences in Federal Cases,

_____ is scheduled to be executed
(Condemned Individual's Name)

at _____ on _____
(Institution) (Date)

No later than eight hours preceding the scheduled execution, a
Media Center will be established at the _____ in
(Location)

Terre Haute, Indiana, and telephones will be available. Should
you desire to cover the event from the Media Center, or if
selected, be a media pool witness, please submit your written
request to me, via fax or by mail, so that it is received in my
office no later than _____
(Date 10 days prior to execution)

The request must include your name, the names of all support
staff (sound technician, cameraperson, etc.) who may accompany
you on this day. Social security numbers and dates of birth for
all participants, including yourself, must also be furnished in
your letter so that appropriate security checks can be completed.
You will be notified promptly if we have any concerns with your
request. Space is limited and admittance to the Media Center
will have to be on a first-come, first-accommodated basis.

Should you desire to be considered to be a media pool witness to
the execution, you will also be required to sign agreements
consenting to a search prior to entering the execution facility,
and agreeing to abide by all relevant conditions, rules and
regulations. Should you participate, your name is subject to
being released to the media.

Please note that all media representatives will be required to
sign a log and show proper press credentials in order to be
admitted to the Media Center.

Sincerely,

Name
Title