



TEXAS DEPARTMENT OF CRIMINAL JUSTICE

Brad Livingston
Executive Director

Family Information Report

On behalf of the Polunsky Unit Wardens and Chaplains, we would like to give you some vital information that should prove helpful to your family during this difficult time. Attached to this cover letter you will find a map to the Hospitality House in Huntsville, Texas. The map has several landmarks that should aid you in locating the Hospitality House, Grace Baptist Church, and other locations that might prove beneficial to your family. The Hospitality House Director, Mrs. Debra McCammon, and her staff invite you to a complimentary, light meal prior to your informational meeting with the chaplains. Please inform one of the chaplains, or the Hospitality House, of the number who will be present for the meal at least one day before the scheduled execution. The Hospitality House is quiet, private, and very comfortable.

You will also find a copy of the letter that each of the witnesses should have received by mail. Occasionally, there may be those who do not receive this letter due to incorrect addresses given to Chaplaincy Headquarters by the Offender. The same problem may occur with telephone numbers given to Chaplaincy Headquarters. Under some circumstances, witnesses may be contacted by telephone. The attached letter contains vital information that all witnesses and family members need to know. Even if you received the letter by mail, you now have another copy, which will aid in keeping the details fresh on your minds.

If the Polunsky Chaplaincy Department can be of service to you in the next two or three days, ask the Visitation Officer to call the numbers listed below. Other contacts that you may wish to record are: Assistant Director of Chaplaincy, Michael Rutledge, at (936) 427-3037; Chaplain David Collier of the Huntsville "Walls" Unit, at (936) 437-1608. Each of us will be glad to assist you in any way possible.

May God bless and strengthen you:

Chaplain Timothy Jones (Ext. 8203)

Volunteer Chaplain John Yaws (Ext. 8374)

Polunsky Unit
Chaplain Timothy Jones & Chaplain Jose Vitela
3872 F.M. 350 South
Livingston, Texas 77351
(936) 967 8082 or fax (936) 967 8437



TEXAS DEPARTMENT OF CRIMINAL JUSTICE

Brad Livingston
Executive Director

Date _____
Address _____
Dear _____,

Offender _____ has listed you as a witness to his scheduled execution. Your name has been submitted for final approval by the Texas Department of Criminal Justice (TDCJ) Correctional Institutions Division Director.

Should you be approved to witness the execution, the outline below lists the steps that will be followed by TDCJ Chaplaincy in order to provide ministry to the offender's family members.

The Chaplaincy Department shall provide a TDCJ Chaplain who shall serve as a Witness Support Liaison (WSL) to the offender's witnesses and family members. The Chaplain's role is to offer support to the offender's witnesses during the execution process by providing compassionate care and information regarding TDCJ expectations and requirements for witnessing an execution and responding to informal questions about the agency and the execution process.

1. **1:30 pm** The designated meeting location on the day of execution is the Hospitality House in Huntsville, Texas (see attached map). The hospitality House will have lunch prepared for you and your family/friends. Remember to inform the Polunsky Chaplaincy staff of how many will be present for the meal at least a day before. The Hospitality House can accommodate a maximum of 30-35 people.
2. **3:00 pm** Approved witnesses will be briefed regarding the execution.
3. **5:00 pm** The Chaplain will escort the approved witnesses to the Old Administrative Building. At that time, witnesses will be instructed of final details prior to entering the witness room.
4. ***6:00 pm** Security escorts Chaplain and approved witnesses to the Huntsville Unit.
5. ***6:05 pm** Security escorts Chaplain and approved witnesses to the witness room.
6. ***7:00 pm** After the execution, the chaplain will escort the witnesses to the Hospitality House for debriefing, departure, and to pick up offenders property.
7. ***7:15 pm** Departure of witnesses and family. The Chaplain encourages all parties to seek additional through a church or minister, if needed. Those who desire to view the remains after the execution will be escorted to the Grace Baptist Church, on Hwy 19, in Huntsville, TX for a 15 minute viewing.

* These times are subject to change due to delay of executions.

If you have questions or concerns regarding funeral arrangements, please contact the Carnes Funeral Home at (409) 986-9900, or 1-888-822-7637. The TDCJ Chaplaincy Department hopes that our presence will be of comfort to you during your difficult time. If you need further assistance, please feel free to contact me at (936) 437-3037, Chaplain Jones at (936) 967-8082 ext. 8203, or Chaplain Collier at (936) 437-1608.

Sincerely,

Michael Rutledge
Assistant Director of Chaplaincy – WSL Coordinator

*Our mission is to provide public safety, promote positive change in offender
Behavior, reintegrate offenders into society, and assist victims of crime.*

P. O. Box 99
Huntsville, Texas 77342-0099
(936) 437-3028
www.tdcj.state.tx.us



"Sharing God's Grace with the Other Victims of Crime"

Please allow me to explain the ministry of the Hospitality House. The House is a ministry of the Baptist General Convention of Texas, the Tryon Evergreen Baptist Association, and the Texas Baptist Men to families of offenders. We are in no way a part of Texas Department of Criminal Justice. We do allow the Chaplains of TDCJ to use our facilities in ministering to the families of their loved ones being executed. We want you to feel at ease about what you will experience at the House.

Legally married spouses and blood relatives are welcome to stay here while final visits are being made to your loved one. You need to call the Warden at the Polunsky Unit (936-967-8082) to inquire about who and how many will be allowed to visit. We request that you call and make reservations if you want to stay here. You may call us at **936-291-6196**. Livingston, Texas (Polunsky Unit) is approximately a forty-five minute drive from the House. Our ministry is provided on a donation basis and there is no minimum donation required. We have a food pantry that you are welcome to use while staying here. We provide soft drinks and snacks.

Witnesses that are not **blood family or legally married spouses** are invited to come the day of the execution for the orientation form the Chaplains. Because of the limit of space, we do need to restrict the number of people in the House to 30-35 people. Any over the limit are welcome to wait outside.

Even if you do not spend the night here, on the day of the execution we welcome the Chaplains to bring your family and the witnesses to the House to explain what will take place and answer any questions that you may have. Support persons for the witnesses may stay outside, but are not invited into the House. We provide a hot meal for you on the day of the execution. We offer prayer and spiritual counseling if you so desire. We do not force you to do anything with which you might feel uncomfortable. We want to make your time as pleasant as it can be under the circumstances.

If the family does not stay the night of the execution, the family and witnesses will be expected to vacate the House and property as soon as all aspects of the execution have been realized.

Please be assured of our concern for your comfort and peace of mind.

Debra McCammon
Executive Director

HUNTSVILLE HOSPITALITY HOUSE

