

Colorado State Penitentiary Execution Protocol

RESTRICTED DISTRIBUTION

Revised May 2013

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I. EXECUTION PROTOCOL MISSION STATEMENT

It is the responsibility of the Colorado Department of Corrections, within the walls of the Colorado State Penitentiary in Canon City, to carry out the death penalty by lethal injection in a professional, humane, and dignified manner, as directed by the sentencing court, and in accordance with Colorado Statutes. The mission will be accomplished by:

- Selecting, training, and preparing team members for their specific roles in the execution.
- Providing adequate procedures and security, both internally and externally, throughout the process.
- Maintaining communication throughout the process with the Office of the Governor, the sentencing court, and the media while ensuring appropriate confidentiality.
- Ensuring the accurate completion of all records and documents including the Record of Execution book.

II. LEGAL RESPONSIBILITY

A. COLORADO REVISED STATUTES

18-1.3-1202. Death penalty inflicted by lethal injection.

The manner of inflicting the punishment of death shall be by the administration of a lethal injection within the time prescribed in this part 12, unless for good cause the court or governor may prolong the time. For the purposes of this part 12, "lethal injection" means a continuous intravenous injection of a lethal quantity of sodium thiopental or other equally or more effective substance sufficient to cause death. The manner of inflicting the punishment of death shall, in all circumstances, be by the administration of a lethal injection regardless of the date of the commission of the offense or offenses for which the death penalty is imposed.

18-1.3-1203. Genetic testing prior to execution.

Prior to the execution of the death penalty pursuant to this part 12, the judicial department shall obtain the chemical testing of a biological substance sample from the convicted offender to determine the genetic markers thereof.

18-1.3-1204. Implements - sentence executed by executive director.

The executive director of the department of corrections, at the expense of the state of Colorado, shall provide a suitable and efficient room or place, enclosed from public view, within the walls of the correctional facilities at Canon City and therein at all times have in preparation all necessary implements requisite for carrying into execution the death penalty by means of the administration of a lethal injection. The execution shall be performed in the room or place by a person selected by the executive director and trained to administer intravenous injections. Death shall be pronounced by a licensed physician or a coroner according to accepted medical standards.

18-1.3-1205. Week of execution - warrant.

When a person is convicted of a class 1 felony, the punishment for which is death, and the convicted person is sentenced to suffer the penalty of death, the judge passing such sentence shall appoint and designate in the warrant of conviction a week of time within which the sentence must be executed; the end of such week so appointed shall be not fewer than ninety days nor more than one hundred twenty days from the day of passing the sentence. Said warrant shall be directed to the executive director of the department of corrections or the executive director's designee commanding said executive director or designee to execute the sentence imposed upon some day within the week of time designated in the warrant and shall be delivered to the sheriff of the county in which such conviction is had, who, within three days thereafter, shall proceed to the correctional facilities at Canon City and deliver the convicted person, together with the warrant, to said executive director or designee, who shall keep the convict in confinement until execution of the death penalty. Persons shall be permitted access to the inmate pursuant to prison rules. Such rules shall provide, at a minimum, for the inmate's attendants, counsel, and physician, a spiritual adviser selected by the inmate, and members of the inmate's family to have access to the inmate.


18-1.3-1206. Execution - witnesses.

The particular day and hour of the execution of said sentence within the week specified in said warrant shall be fixed by the executive director of the department of corrections or the executive director's designee, and the executive director shall be present thereat or shall appoint some other representative among the officials or officers of the correctional facilities at Canon City to be present in his or her place and stead. There shall also be present a physician and such guards, attendants, and other persons as the executive director or the executive director's designee in his or her discretion deems necessary to conduct the execution. In addition, there may be present such witnesses as the executive director or the executive director's designee in his or her discretion deems desirable, not to exceed eighteen persons. The executive director or the executive director's designee shall notify the governor of the day and hour for the execution as soon as it has been fixed:

18-1.3-1207. Record and certificate of execution.

The executive director of the department of corrections or his or her designee shall keep a book of record, to be known as record of executions, in which shall be entered the reports specified in this section. Immediately after the execution, a postmortem examination of the body of the convict shall be made by the attending physician, who shall enter in said book of record the nature and extent of the examination and sign and certify to the same. The executive director or his or her designee shall also immediately make and enter in said book a report, setting forth the time of such execution and that the convict (naming him or her) was then and there executed in conformity to the sentence specified in the warrant of the court (naming such court) to him or her directed and in accordance with the provisions of this part 12, and shall insert in said report the names of all the persons who were present and witnessed the execution, and shall procure each of such persons to sign said report with his or her full name and place of residence before leaving the place of execution. The executive director or his or her designee shall thereupon attach his or her certificate to said report, certifying to the truth and correctness thereof, and shall immediately deliver a certified transcript of the record entry to the court which sentenced the convict.

III.

<p style="text-align: center;"><u>ADMINISTRATIVE REGULATION</u></p>  <p style="text-align: center;">COLORADO DEPARTMENT OF CORRECTIONS</p>		REGULATION NUMBER	PAGE NUMBER
		300-14	1 OF 2
		CHAPTER: Facility Security SUBJECT: Capital Punishment/Execution by Lethal Injection	
RELATED STANDARDS: ACA Standards None		EFFECTIVE DATE: June 1, 2011	
		SUPERSESSION: 06/01/10	
		Tom Clements Executive Director	
OPR: CSP	REVIEW MONTH: March		

I. POLICY

It is the policy of the Department of Corrections (DOC) to carry out the death penalty by lethal injection in a professional, humane, and dignified manner, as directed by the sentencing court, and in accordance with Colorado statutes.

II. PURPOSE

The purpose of this administrative regulation (AR) is to establish procedures, consistent with Colorado statutes, governing death penalty - executions.

III. DEFINITIONS

- A. DOC Employee: Someone who occupies a classified, full or part-time, position in the State Personnel System (including management profile positions) in which the Department has affect over pay, tenure, and status.
- B. Execution Team: DOC employees selected by the executive director to administer the lethal injection protocol and to provide adequate procedures and security throughout the execution process.
- C. Lethal Injection: A continuous intravenous injection of a series of lethal drugs sufficient to cause death.
- D. Witnesses to Executions: Individuals who are authorized by the executive director to view executions as legal witnesses. The number of persons present at an execution shall not exceed 18.

IV. PROCEDURES

- A. All executions shall take place at the Colorado State Penitentiary (CSP).
- B. Condemned offenders shall be housed in accordance with administrative regulation 600-01, *Offender Classification*.
- C. In accordance with CRS 18-1.3-1205, the executive director will receive a warrant for execution. The executive director shall establish a date and time for the execution, within the warrant week. Offenders for whom the executive director receives a warrant for execution shall be moved to CSP during the week of

execution. The executive director shall notify the governor of the date and time scheduled for the execution. All DOC employees, to include the executive director; contract workers; and volunteers, shall not communicate this date and time publicly.

- D. Condemned offender visits shall be in accordance with appropriate Colorado statutes. They shall be approved, in advance, by the executive director, or designee. Media visits are not allowed during the week of execution.
- E. An execution team will be thoroughly trained for its role in the execution.
- F. Identity of the members of the lethal injection team shall be strictly confidential.
- G. Media requests for execution information shall be referred to the director of Public Relations.
- H. Death shall be pronounced by a licensed physician selected by the DOC.
- I. A postmortem examination of the offender's body will be made by the Fremont County coroner or selected physician.
- J. The executive director of the DOC, or designee, shall complete the "Execution Book of Record" and all other appropriate documentation. Documentation shall be distributed per Colorado statutes.
- K. A RESTRICTED DISTRIBUTION document exists to provide procedures and guidelines for carrying out a death sentence by lethal injection and will be distributed to DOC employees on a need-to-know basis.

V. RESPONSIBILITY

- A. The executive director of the DOC shall establish the necessary procedures for implementation of the Colorado Revised Statutes in carrying out the death sentence by lethal injection.
- B. It is the responsibility of the CSP warden to develop and maintain a specific RESTRICTED DISTRIBUTION execution protocol document relative to executions and management of offenders sentenced to death.
- C. It is the responsibility of the executive director, or designee, to ensure that the execution team is thoroughly trained in the execution process.

VI. AUTHORITY

- A. CRS 18-1.3-1202. Death penalty inflicted by lethal injection.
- B. CRS 18-1.3-1204. Implements - sentence executed by executive director.
- C. CRS 18-1.3-1205. Week of execution - warrant.
- D. CRS 18-1.3-1206. Execution - witnesses.
- E. CRS 18-1.3-1207. Record and certificate of execution.

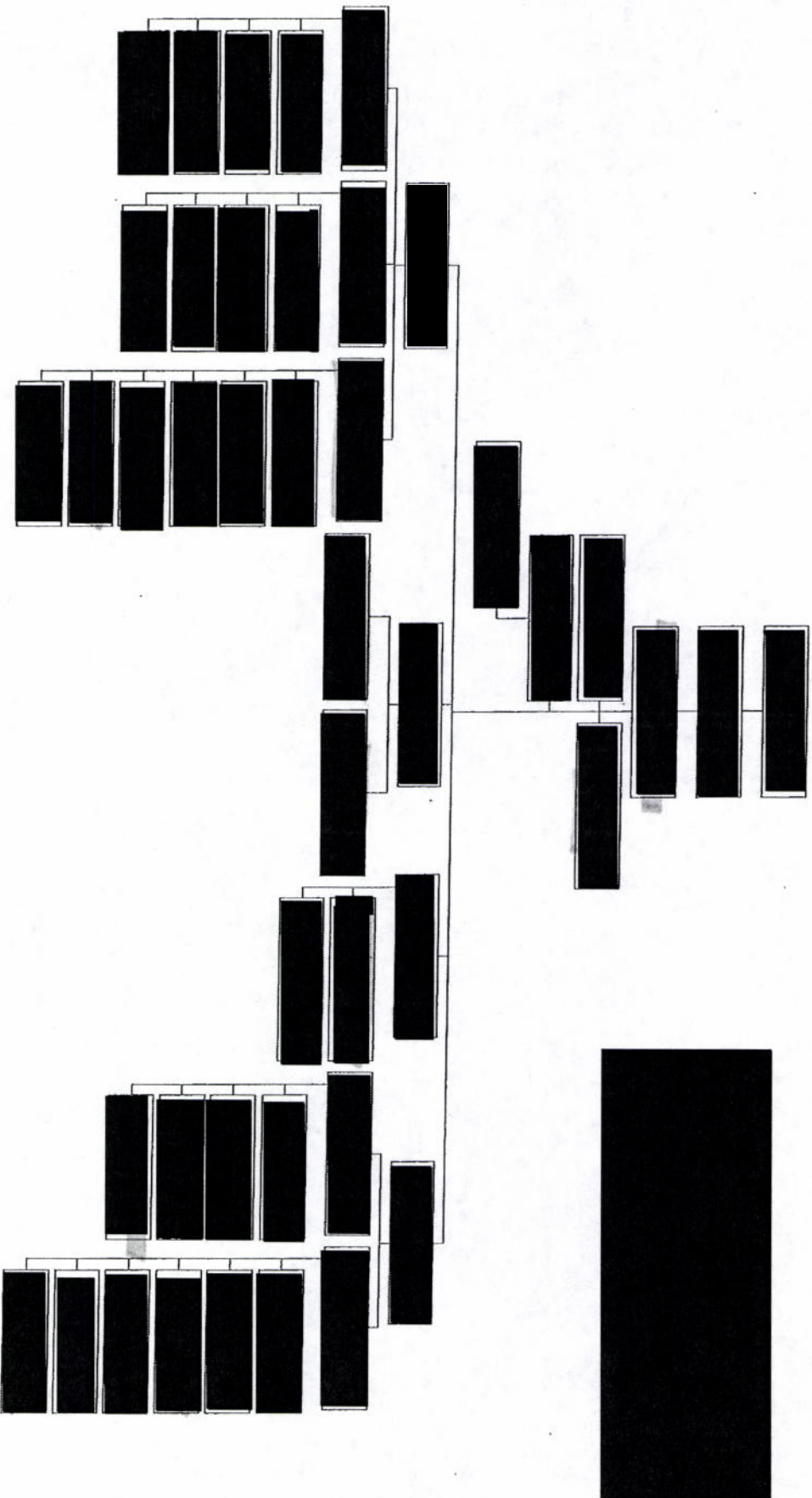
VII. HISTORY

August 1, 2009
August 1, 2008
August 1, 2007
August 1, 2006
August 1, 2005
June 15, 2005
June 15, 2004

ATTACHMENTS: A. AR Form 100-01A, Administrative Regulation Implementation/Adjustments

ORGANIZATIONAL CHART

EXECUTION PROCESS
Incident Command Structure



A. ORGANIZATION STRUCTURE-POST ASSIGNMENTS

POST	POST TITLE	ASSIGNED
1	CDOC Executive Director	
2	Incident Commander	
3	East Canon Complex EOC	
4	Finance Sections Chief	
5	East Canon Complex EOC	
6	CDOC Public Information Officer	
7	Operations Section Chief	
8	Logistics Section Chief	
9	Planning Section Chief	
10	Execution Branch Director	
11	External Security Branch Director	
12	Internal Security Branch Director	
13	External Support Branch Director	
14	Facility Support Branch Director	

B. ORGANIZATIONAL STRUCTURE-POST DUTY AND RESPONSIBILITIES

1. CDOC EXECUTIVE DIRECTOR

- a.
- b.
- c.
- d.
- e.

2. INCIDENT COMMANDER-CCF/CSP Warden

- a.
- b.
- c.
- d.

3. ECC EMERGENCY OPERATIONS CENTER (EOC)-Director of Prison Operations

4. FINANCE SECTIONS CHIEF-Director of Administration

- c. [REDACTED]
5. EAST CANON COMPLEX EMERGENCY OPERATIONS
CENTER (ECCEOC)- CDOC Emergency Manager
- a. [REDACTED]
- b. [REDACTED]
6. CDOC PUBLIC INFORMATION OFFICER-Director of Public
Affairs/Public Information Officer
- a. [REDACTED]
7. OPERATIONS SECTIONS CHIEF-CSP/CCF Associate Warden
(custody/control)
- a. [REDACTED]
- b. [REDACTED]
8. LOGISTICS SECTION CHIEF-CSP/CCF Associate Warden (support
services)
- a. [REDACTED]
- b. [REDACTED]
9. PLANNING SECTIONS CHIEF- CSP Programs Manager
- a. [REDACTED]
- b. [REDACTED]
- c. [REDACTED]
10. EXECUTION BRANCH DIRECTOR-Administrative Services Manager
- a. [REDACTED]
- b. [REDACTED]
11. EXTERNAL SECURITY BRANCH DIRECTOR-CDOC SORT
Commander
- a. [REDACTED]
12. INTENAL SECURITY BRANCH DIRECTOR-CSP Custody/Control
Manager
- a. [REDACTED]
- b. [REDACTED]

13. **EXTERNAL SUPPORT BRANCH DIRECTOR- CSP Physical Plant**
Manager

a. [REDACTED]

b. [REDACTED]

14. **FACILITY SUPPORT BRANCH DIRECTOR-Administrative Services**
Captain

a. [REDACTED]

IV. INCIDENT ACTION PLAN

A. PLANNING SESSIONS

The Incident Commander will appoint an Execution Planning Committee consisting of a multi-disciplinary team that will review and amend the existing Execution Protocol in conjunction with current Colorado Revised Statutes and CDOC AR 300-14, *Capital Punishment/Execution by Lethal Injection*.

B. TEAM SELECTION PROCESS

The CSP Management team will be responsible for the selection of the team members. An adequate number of staff will be selected to ensure that all execution posts and duties are sufficiently staffed to include Team Leaders and back up.

C. TRAINING PROCEDURES

The Planning Committee will work with the CSP Training Coordinator to update and implement lesson plans specific to the execution process.

1. All CSP staff will receive "CSP Execution Training" as applicable. This training will also be made available to all other CDOC personnel.
2. The Team Leaders will ensure that staff assigned to them receive adequate training specific to their area of assignment on the Execution Team.

All training will be documented as per policy, AR 1500-01, *Department Training System*.

D. NOTIFICATION OF WARRANT WEEK/ SETTING OF EXECUTION DATE

In accordance with CRS 18-1.3-205, the Executive Director will receive an order from the sentencing court establishing a Warrant Week for execution. The Executive Director shall establish a date and time for the execution, within that week and shall notify the Governor. All DOC staff, to include the Executive Director, shall not communicate this date and time publicly.

1. Upon notification from the Executive Director, the condemned offender shall be move [REDACTED]

E. **GENERAL SECURITY PROCEDURES**

1. **WARRANT WEEK SECURITY PROCEDURE**

a. Internal:

- 1.) All requests for interviews or information by the media will be referred to the DOC PIO in conjunction with the CSP PIO.
- 2.) At the discretion of the Incident Commander, offender movement may be restricted.

3.) [REDACTED]

4.) [REDACTED]

5.) [REDACTED]

b. External:

- 1.) The Executive Director will make DOC personnel available to assist with external security.
- 2.) The East Canon Complex Emergency Operations Center shall be located, staffed, and activated as directed by the Executive Director.
- 3.) Unauthorized persons entering DOC property may be detained and transported to the Fremont County Detention Center for processing.

2. **MOVEMENT OF CONDEMNED OFFENDER/HOUSING WITHIN EXECUTION HOLDING CELL**

a. [REDACTED]

[REDACTED] When the Executive Director authorizes the movement of the condemned offender, the following security procedures will be ordered by the Incident Commander.

b. Holding Cell Preparation:

- 1.) The area shall be cleared by CSP Security staff to ensure no unauthorized personnel are within the secure area.
- 2.) A thorough shakedown of the holding cell will be made by CSP Security staff to ensure there is no contraband.
- 3.) The cell will be equipped with only the following items:
 - i.) One mattress
 - ii.) Two sheets
 - iii.) One pillow
 - iv.) One pillow case
 - v.) One blanket (additional may be approved, if needed)

c. Movement Procedure:

- 1.) When possible, movement will take place when CSP is in a lockdown status.
- 2.) The condemned offender will always be moved in full restraints.
- 3.) The offender may be escorted to Intake for the purpose of obtaining an updated photograph.

d. Execution Area Security:

- 1.) Doors [REDACTED] allowing access into the execution area, will remain locked and declared "Off Limits" to all unauthorized personnel. The CSP Shift Commander and Master Control will be given a clearance list by the Internal Security Branch Director, identifying those persons authorized access. No offenders, other than the condemned, will be authorized in the execution area.

2.) Authorized Personnel and Placement:

- i.) A security detail of selected and trained staff will be assigned to monitor the offender in the execution area.

[REDACTED]
[REDACTED] This detail will remain on duty until relieved at the direction of the Internal Security Branch Director.

- ii.) [REDACTED] all activities and chronological maintenance of the Warrant Week Log Book which will include the following:

- a.) The names of all individuals shall be recorded by date and time when they enter and exit the area and the reason for their visit
- b.) Shift change
- c.) Telephone calls allowed on a case-by-case basis as determined by the Incident Commander or designee
- d.) Any movement of the offender out of the holding cell and the reason
- e.) Remarks concerning the offender's activities and conversations
- f.) Menu of all meals and what was consumed
- g.) Any unusual incidents
- iii.) [REDACTED] will provide messenger and courier service and will relieve correctional staff within the holding cell area.

3.) The following equipment will be available:

- i.) To be carried by the officer:
 - a.) Flashlight (1 per officer)
 - b.) Handcuffs, leg irons and waist restraint (1 set per officer)
 - c.) Pac Set (1 per officer)
 - d.) OC canister
- ii.) To be stored [REDACTED]
 - a.) First Aid Kit
 - b.) Extra batteries for Pac Set
 - c.) Video Camera, tapes
 - d.) Walking restraints
 - e.) Cordless electric razor
 - f.) Possible: Cards, religious faith book
 - g.) Phone for use by officers
 - h.) Emergent need kit
 - i.) Bio-Hazard Equipment
- iii.) The Holding Cell [REDACTED] will be furnished with the following items:

- a.) One (1) table
- b.) Two (2) chairs
- c.) One (1) telephone
- d.) One (1) television set; to be operated by staff, outside the holding cell, for the benefit of the offender.

4.) All offender property must fit into a CSP foot locker. These items will be stored outside the cell and issued by the security staff supervising the holding cell area. The offender may be permitted to bring the following to the execution holding cell area:

- i.) a religious faith book, medals or emblems
- ii.) canteen food items (must be removed 8 hours prior to scheduled execution)
- iii.) photographs
- iv.) reading material
- v.) letters
- vi.) address book
- vii.) writing materials
- viii.) eye glasses
- ix.) personal hygiene items
- x.) one (1) 2 cu. ft. box of legal material
- xi.) clothing issues:
 - a.) underwear (5 sets)
 - b.) green pants (3 pair)
 - c.) green shirt (3 pair)
 - d.) socks (5 pair)
 - e.) canvas shoes, 1 pair
- xii.) Exceptions and/or additions must be approved by the Internal Security Branch Director.

5.) Offender Meals

- i.) All meals will be picked up by the Courier from Food Service.
- ii.) Meals will be served at the normal meal time
- iii.) Last Meal:
 - a.) The offender may request any food items from the CDOC menu for the last meal.
 - b.) The menu and delivery will be coordinated with the Food Service Supervisor. The last meal must be served no later than 8 hours prior to the scheduled execution.

- c.) Items requested must be those normally in stock for the DOC Master Menu.
 - d.) The menu served shall be recorded on the Warrant Week Log Book.
 - e.) The CSP Shift Commander will observe the last meal tray being prepared by a Food Service staff.
- 6.) Sanitary Facilities:
- i.) A commode and sink are available to the offender within the cell. Water will remain on unless otherwise directed by the Incident Commander.
 - ii.) The offender may be allowed to shower daily upon request and by approval of the Internal Security Branch Director or designee.
- 7.) Lights in the cell and holding area will be kept on at all times.
- 8.) In the event an execution stay extends beyond the parameters of Warrant Week, the offender will be returned to the CSP housing unit. If this offender was housed at SCF then he will be returned to SCF. All property and funds will be returned.

3. VISITATION PROCEDURE

a. Visitor Approval:

- 1.) A visitation list may be submitted by the condemned offender for approval by the Incident Commander.
- 2.) Representatives of investigative agencies or law enforcement agencies will be directed to the DOC Legal Services Advisor who will confirm their status, forward recommendations to the Executive Director for final decision and advise the Incident Commander of confirmation.
- 3.) Visitation by media representatives will not be allowed without Executive Director approval.

b. Visitation Procedure:

- 1.) All visits shall be considered special visits. All approved visitors will be briefed on the following general procedures by the CSP Shift Commander:

- i.) There will be no physical contact between the offender and visitor(s).
- ii.) [REDACTED] The offender will be escorted to the visiting room and secured before visitors are allowed to enter. The offender will remain in leg restraints during the visit. No more than three (3) visitors are allowed at a time.
- iii.) Visits by unmarried persons under the age of 18 will not be permitted unless they are accompanied by their parent(s) or legal guardian.
- iv.) All attire must meet the standard for visitors set forth in current DOC Administrative Regulations. The Internal Security Branch Director may disapprove a visitor for improper dress or terminate a visit due to disorderly or inappropriate conduct by either offender or visitor.
- v.) All visitors must empty their pockets and submit to an electronic search. Lack of compliance or cooperation is cause to disallow visitation.
- vi.) The offender will be permitted the opportunity to accept, decline and/or terminate the visit.
- vii.) Visits:
 - a.) Will be allowed between the hours of 8:00 A.M. and 8:00 P.M. or as directed by the Incident Commander.
 - b.) Length of visits will be determined on a case-by-case basis by the Incident Commander or Internal Security Branch Director.
 - c.) All visits will be of a reasonable duration with consideration given for the relationship of the visitor.
- viii.) Visits with the attorney of record will be held in rooms [REDACTED] A correctional officer will escort the offender to one of these rooms and monitor the visit through the window. The attorney will not pass anything directly to the offender. If the attorney needs to give papers to the offender to read or sign, he will signal the correctional officer who will take the material, check it for contraband, and will then carry it to the offender. After review and signing, the offender

will return the paper(s) to the correctional officer who will return them to the attorney.

x.) CSP staff will process and transport all visitors for the condemned offender separate from all other visitors during Warrant Week. All articles and containers brought in by visitors will be deposited in the lockers provided in the CSP Lobby. The locker key is the only allowable item to be carried into the visit unless prior approval is obtained by the Internal Security Branch Director.

xi.) All outer garments, such as overcoats, raincoats, etc., will be removed before visiting and placed in the clothing rack available in the Lobby.

c. **Supervision of Visitation**

- 1.) The Internal Security Branch Director is responsible for the overall operation of visitation.
- 2.) All visits will be under constant supervision by assigned CSP officers.
- 3.) All personnel involved in the supervision of visitation shall be courteous and professional in their interactions with visitors.
- 4.) The offender and visitors will be informed five (5) minutes before the end of a visit.
- 5.) The visitors will leave before the offender is removed from the visiting area.

d. **Request for Property Transfer**

- 1.) May be approved by the Internal Security Branch Director.
- 2.) Subject to inspection.
- 3.) Occur on last visit.
- 4.) Will only be from offender to visitors. No transfers from visitors to offender will be allowed.

4. **WITNESSES TO THE EXECUTION PROCEDURES**

- a. All witnesses will be approved by the Executive Director.
- b. On behalf of the Executive Director, the DOC PIO, shall request:

- 1.) The Colorado Press Association choose, by a lottery process:
 - i.) 1 wire service representative
 - ii.) 1 reporter representing a small newspaper
 - iii.) 1 representing a major daily newspaper
 - 2.) The Colorado Broadcasters' Association choose, by a lottery process:
 - i.) 1 radio reporter
 - ii.) 1 television reporter
 - 3.) This will provide a total of 5 media witnesses.
- c. The DOC PIO will meet with media witnesses approximately ten (10) days prior to the execution to sign agreements and answer questions.
- d. Selected media witnesses will be instructed to arrive at the East Canon Complex Visiting Center (ECCVC) [REDACTED] Members of the media not witnessing the execution will remain at the ECCVC. The DOC PIO will remain at the ECCVC with the media.
- e. Official non-media witnesses will report to a location designated by the Executive Director. DOC escort staff and a representative from the DOC PIO office will be available to meet the witnesses, verify identity, and transport to CSP.
- f. The witnesses will be escorted [REDACTED] following the execution briefing.
- g. General Guidelines for Witnesses
- 1.) Recording, transmitting, photographic, audio or video equipment will not be authorized. Any unauthorized articles shall be returned to their vehicles or deposited in the visitation lockers at the ECCVC.
 - 2.) All witnesses shall be subject to an electronic search and shall adhere to all procedures as outlined in AR 300-27, *Facility Access and Control*.
 - 3.) Media witnesses will be allowed to take only DOC provided pen or pencil and paper into the witness area.
 - 4.) Outer garments, such as overcoats, raincoats, etc., will be removed before entering the witness viewing area and placed in the clothing racks available in the CSP lobby.
- h. Witness Movement at CSP

- 1.) The Execution Branch Director will brief the non-media witnesses to the expected procedures and escort the witnesses to the execution area at a predetermined time [REDACTED]
- 2.) The CSP PIO will brief the media witnesses to the expected procedures and escort the witnesses to the execution area at a predetermined time [REDACTED]
- 3.) The Execution Branch Director and CSP PIO will be responsible to ensure that media and non-media witnesses will be kept separate when entering and exiting the execution area.
- 4.) Immediately after execution and pronouncement of death the witness window curtain will be closed and the witnesses will be escorted from the viewing area to the lobby where they will sign the Record of Execution book.
- 5.) The media witnesses will then be transported as a group to the Media Center where they will brief the other media members.
- 6.) Official non-media witnesses will be given the option to remain for the media briefing or return to the location designated by the Executive Director.
- 7.) The Executive Director may make an on-camera statement and answer media questions at the ECCVC.
- 8.) Media members will be allowed to make telephone calls or file reports at their expense.

5. KEY CONTROL

- a. The Incident Commander will be issued key set: [REDACTED]
- b. The Internal Security Branch Director will be issued key set: [REDACTED]
- c. The Execution Branch Director will be issued key set: [REDACTED]
- d. The Courier will be issued key set: [REDACTED]
- e. The External Support Branch Director will be issued key set: [REDACTED]

[REDACTED]

f. The CSP/CCF Public Information Officer will be issued key set:

g. The Strap Down Team Leader will be issued key set:

h. Emergency keys - The following key rings are to be utilized in case of emergency

• [REDACTED]

• [REDACTED]

• [REDACTED]

i. The facility Key Control Specialist will be responsible for:

1.) Assembling key rings.

2.) Fixing, removing, or replacing any malfunctioning key or locking device.

3.) Maintain Execution Key Ring Log

• Log for Issue and Return

• Staff sign acceptance/return of keys

4.) Retrieving the key rings after the execution.

5.) Ensuring inventory, accountability and storage of keys and locks.

F. CHRONOLOGICAL EVENTS

1. 45-DAYS PRIOR TO WARRANT WEEK

a. Incident Commander shall ensure the Executive Director has given approval of the team member selection

b. The Incident Commander shall ensure selected Execution Team members are receiving on-going training.

c. The DOC Public Information Officer (PIO) shall request the

Colorado Broadcasters Association and the Colorado Press Association select the media representatives for witnesses, by lottery process.

- d. The DOC PIO shall ensure a block of rooms are reserved at a location selected by the Executive Director during Warrant Week.
- e. The Incident Commander shall request the DOC Communications Officer obtain sufficient non-institutional, private, unlisted telephone line(s) be installed and activated for communicating with the Governor. Only the Governor, Attorney General, Executive Director, Director of Prison Operations, Incident Commander, Communications Officer, and the telephone company shall know the telephone number.
- f. The DOC Communications Officer shall ensure sufficient telephones are available in the East Canon Complex Visiting Center (ECCVC) for use by the media during Warrant Week. These telephones should be installed and activated no less than thirty-six (36) hours prior to the first day of Warrant Week.
- g. The Executive Director will delegate coordination of emergency plans with outside law enforcement agencies. Agencies to be contacted ten (10) days prior to the first day of Warrant Week are:
 - 1.) Colorado State Patrol
 - 2.) Fremont County Sheriff
 - 3.) Canon City Police Department
 - 4.) Canon City Fire Department
 - 5.) Florence Police Department
 - 6.) Federal Bureau of Prisons

2. 30-DAYS PRIOR TO WARRANT WEEK

- a. The Incident Commander shall meet with the offender to:
 - 1.) Review pre-execution procedures
 - 2.) Provide a written summary of the rules that apply to the execution procedures in order to plan for special Warrant Week visits, religious assistance and other privileges.
 - 3.) Instruct the offender to have his property organized, boxed, and marked for delivery to the offender's designated heir after the execution. This property will be packaged (2) days prior to the scheduled execution week. Those items to be taken with the offender to the execution holding cell will be held

separately if the offender has no final will and testament, or designated heir, the property shall be disposed of in accordance with AR 300-06.

- 4.) Sign a miscellaneous withdrawal slip for postage.
- b. The Incident Commander shall ensure continuation of training for the execution team members.
- c. The Incident Commander will ascertain if the family will claim the remains. If not, the Incident Commander will notify the Business Manager to provide disposition at State expense.
- d. The Execution Branch Director will establish spiritual or counseling contact for the offender.
- e. The Execution Branch Director will coordinate with the Victims Rights Coordinator for contact with the victims.
- f. The Internal Security Branch Director will inspect the execution area to ensure it is clean, secure, and all necessary fixtures are in working order.
- g. The CSP PIO will develop an information packet including pertinent court documents, biographical information, and offender activity for use by the media. The DOC PIO will review the packet prior to dissemination.
- h. The Executive Director shall make notification of Warrant Week to the following entities:
 - 1.) Mayors and City Councils of Canon City and Florence
 - 2.) Fremont County Commissioners

3. 10-DAYS PRIOR TO WARRANT WEEK

- a. The Internal Security Branch Director or designee shall:
 - 1.) Determine disposition of the offender's legal materials, funds, property.
 - 2.) Obtain execution clothing and ensure proper fit. Execution clothing shall consist of DOC green uniform pant and green button front shirt.
- b. The DOC PIO shall notify the media witnesses, selected by the Broadcasters and Press Associations, of the upcoming execution procedures.

- c. The External Support Branch Director shall ensure the readiness of the emergency power plant and other associated equipment.
- d. The Attorney General Representative shall review all legal issues to ensure compliance.
- e. The Execution Teams shall continue to rehearse duties until each member is proficient.
- f. The Executive Director or designee will meet with the designated agencies and formulate a plan that will address the following issues:
 - 1.) Establish the location of the ECCEOC.
 - 2.) Traffic control on major highways and city streets.
 - 3.) A Surveillance of demonstrators.
 - 4.) Arrest and detain procedures for trespassers and other violators of State laws.
 - 5.) Coordinate transportation to the Fremont County Detention Center.
 - 6.) Provide a list of persons outside agencies have assigned to the ECCEOC.
 - 7.) Coordinate with East Canon Complex External Security.
- g. The Incident Commander shall obtain decedent and parents' information for the Certificate of Death.

4. 5-DAYS PRIOR TO WARRANT WEEK

- a. The Internal Security Branch Director shall request that the offender complete a withdrawal slip to remove any funds deposited in the Offender Banking System.
- b. The Executive Director or designee shall request Federal Aviation Administration (FAA) to restrict air space. The DOC PIO shall include this information in the packets provided to the media.
- c. The Internal Security Branch Director will issue a memo to Checkpoint regarding special visits for the condemned offender.
- d. The condemned offender's property will be packaged and readied for disposal as he has requested.

5. **1-DAY PRIOR TO WARRANT WEEK**

a. The Internal Security Branch Director shall:

- 1.) Ensure the offender will be moved to the execution holding cell [REDACTED]
- 2.) Ensure current photograph are taken.

b. The Incident Commander shall:

- 1) Instruct the Internal Security Branch Director to place the facility on execution activation status [REDACTED]
- 2.) Activate the special Warrant Week visitor list.
- 3.) Ask for the offender's last meal request.

6. **1-DAY PRIOR TO SCHEDULED EXECUTION**

a. [REDACTED]

The Incident Commander will explain visitation procedures, legal issues, property and funds disposition, telephone calls, and spiritual counseling.

- b. The Incident Commander shall ensure that the offender's property has been inventoried, prepared for disposition, and withdrawal slips prepared for miscellaneous charges and for all remaining offender funds. This property shall be stored at CSP until after the execution.
- c. The Incident Commander shall ensure that the decedent and parents' information section for the Certificate of Death is available to the coroner immediately following the execution.
- d. The Internal Security Branch Director shall ensure adequate first aid equipment is available outside the execution area as a precaution for a medical problem with a staff member or Witness
- e. The DOC Communications Specialist shall ensure that the telephone lines dedicated for the execution are activated
- f. The External Support Branch Director will ensure phone lines are operational

7. **FACILITY ACTIVATION FOR EXECUTION**

a. Time Keeper Checklist:

- 1.) The Incident Commander shall place the facility and designated staff on Execution Activation status.
- 2.) MOVEMENT IN AND OUT OF THE FACILITY WILL BE RESTRICTED. [REDACTED]
- 3.) The Incident Commander shall operate the facility as normally as possible. Staff shall conduct themselves in a courteous and professional manner.
 - i.) Facility Operations Centers will be staffed by command level staff and will be activated [REDACTED]. The Operations Center will monitor facility operations and liaison with the ECCEOC.
- 4.) At a pre-determined time, on-site external and internal security measures will be established under the direction of the Internal Security Branch Director.
- 5.) The last meal will be served no later than 8 hours prior to the scheduled execution. The meal will consist of anything within reason that is stocked by CSP Food Services.
- 6.) The Execution Branch Director and External Support Branch Director will report to the Chemical Room at least three hours prior to the scheduled execution time with the Chemical Injection Team. A pre-execution inventory and syringe preparation will be completed by the Chemical Injection Team.
- 7.) The approved Spiritual Advisor will meet with the offender to assist the offender in preparation for the execution. The offender may elect to have the Spiritual Advisor present during the execution.
- 8.) The Execution Team will stage in the Staff Training Room [REDACTED] for a briefing. This will include the Executive Director, Incident Commander, and all other execution team members. Officers participating must be neatly dressed and in compliance with the uniform regulations with exceptions, name and rank identifiers will be left off. All execution team members will synchronize their watches.
- 9.) The Internal Security Branch Director shall direct that all execution related radio traffic be restricted to a channel designated by the Incident Commander.

- 10.) All furniture and property will be removed from the execution holding cell area. The Spiritual Advisor will be escorted to a area designated by the Internal Security Branch Director.
- 11.) CSP/CCF-ERT will be directed by the Internal Security Branch Director to enter the Witness Viewing Room to provide additional assistance during movement of offender if required.
- 12.) The offender will be offered the opportunity to shower and put on clean clothes [REDACTED] prior to the scheduled execution time. The offender will not be returned to the execution holding cell until the Chemical Injection Team is in the Chemical Room.
- 13.) The Incident Commander will notify the chemical injection team to proceed to the Chemical Room when notified the offender is in the shower.
- 14.) Following the shower, the offender will be dressed in green uniform pants, green button-up front shirt, socks and shoes and placed back into the execution holding cell. CSP/CCF-ERT will exit the area once the offender is secured in the holding cell.
- 15.) The Executive Director will establish phone contact with the Governor [REDACTED] prior to the scheduled execution time.
- 16.) [REDACTED] prior to the scheduled execution time, the Holding Cell Attendant(s) and Courier will exit the holding cell area. One will take the offender's property to Property and the other will escort the Spiritual Advisor back to the holding cell area from the staff roll call room.
- 17.) After removal of offender's property, the Execution Strap-down Team and IV Technicians will proceed to the execution holding cell area.
- 18.) [REDACTED] prior to the scheduled execution time, the Internal Security Branch Director will ensure the curtain surrounding the area is drawn closed, the Strap-down team will remove the offender from the cell and strap the offender to the execution table. The Internal Security Branch Director will ensure all straps are properly fastened and the offender is secured. The Strap-down team will exit to [REDACTED] They will remain ready to assist should they be needed by the Internal Security Branch Director for any reason but will not be in a position to witness the execution.
- 19.) [REDACTED] prior to the scheduled

execution time, or when instructed by the Incident Commander, the IV Technician(s) will insert two (2) large bore intravenous catheters into appropriate veins. They will assure a slow flow of normal saline into both cannulas. [REDACTED]

- 20.) The Incident Commander will read the Execution Warrant to the offender, after the IV lines have been inserted, prior to the scheduled execution time.
- 21.) The Internal Security Branch Director will ensure that the Execution Suite Security staff are posted in the execution corridor hallway.
- 22.) After reading of the Execution Warrant, the Execution Branch Director and CSP PIO will escort the witnesses to the witness viewing room.
- 23.) The Execution Branch Director will notify the Incident Commander that all witnesses are in place, no unauthorized persons are present, [REDACTED]. The Incident Commander will notify the Executive Director that preparations are complete.
- 24.) At the designated execution time, the Executive Director will phone the Governor to inform him that preparations for the execution are complete.
- 25.) By order of the Governor, the Executive Director will instruct the Incident Commander to begin the execution.
- 26.) The Incident Commander will disconnect the telephone after receiving the order to proceed with the execution. The witness viewing window curtain will be opened.
- 27.) The Incident Commander will verify the witness room curtain is open, enter the Chemical Room, and instruct the chemical injection team to proceed.
- 28.) The chemical injection team shall administer only the first chemical according to the Lethal Injection Procedures and syringe #2. Then signal the Incident Commander that first chemical injection is completed.
- 29.) The Incident Commander will close the curtain to the witness area. The offender will be assessed for level of consciousness by a trained medical professional.
- 30.) If deemed appropriate after the assessment, the Incident Commander will reopen the curtain and instruct the Chemical Injection to proceed with the Lethal Injection Procedures.

- 31.) [REDACTED] after all chemical agents are injected the Incident Commander will ask the Coroner to enter the room.
- 32.) The Coroner shall examine the offender and pronounce death and the time.
- 33.) The Internal Security Branch Director will order the curtain closed.
- 34.) The Incident Commander will reactivate the telephone and immediately notify the Executive Director of the death pronouncement. The Executive Director will immediately notify the Governor of the same.
- 35.) Once the witness window curtain is closed, the Execution Branch Director and CSP PIO will escort the witnesses from the area. Upon exiting the witness area, all witnesses will sign the Record of Execution book and the Executive Director's Report in the CSP lobby.
- 36.) The media witnesses will then be escorted back to the ECCVC.
- 37.) After the witnesses and staff not directly involved in removing the body have departed the execution area, all intravenous lines will maintain intact and be transported with the body unless instructed otherwise by the Coroner..
- 38.) The Strap-down team will remove the restraints, cover the body and remove the body to Intake for fingerprinting. The Strap-down team will assist in the removal of the body to the coroner's vehicle for transport to the mortuary
- 39.) The Chemical Injection Team will exit the execution area.
- 40.) When CSP Master Control staff observe the body being moved from the execution holding cell area, they are to notify the Crisis Intervention Response Team (CIRT) that the execution has been completed. CIRT members will then deploy to the Pods.
- 41.) The selected Spiritual Advisor, after signing the Witness Book, will notify the next of kin as requested by the offender.
- 42.) An exit inventory of all injection materials and associated items will be completed by the Chemical Injection Team.
- 43.) All execution team members will attend a debriefing after the

execution. Incident reports will be written if necessary.

- 44.) The Incident Commander will enter closing statements in the Record of Execution book.
- 45.) An "ETMOVE" shall be completed to remove the executed offender from count the following work day.
- 46.) A copy of the closing statement and the Certificate of Death will be placed in the working file and forwarded to the Inactive Records Custodian.
- 47.) In the event of a stay of execution, all property and funds will be returned to the offender.

G. LETHAL INJECTION PROCEDURES

- 1. DOC staff will be selected by the Executive Director as Chemical Injection Technicians. Their identity will remain anonymous.
- 2. Obtaining Drugs
 - a. The Executive Director will ensure the ordering of sufficient agents prior to the scheduled execution.
 - b. When the drugs have been received and the quantities verified, they shall be placed in the lethal injection drug box, double locked, and placed in a designated secure location.
- 3. Pre-execution Inventory and Equipment Check.
 - a. An inventory checklist shall be completed, dated, and initialed by the Incident Commander and the Chemical Injection Team Leader. Expiration dates of all applicable items shall be checked and outdated items shall be replaced immediately.
 - b. The chemical injection team shall conduct a pre-execution equipment check of all materials necessary to perform the execution. The inventory of all execution materials and equipment shall be conducted [REDACTED] prior to the scheduled execution.
- 4. [REDACTED] the Chemical Injection Team shall set up the lethal injection syringes and equipment.
- 5. Intravenous Setup Procedures
 - a. Two 1000cc bags of normal saline will be used.
 - b. Two primary IV tubing sets and one extension set per bag, will be primed, clamped off and each line will be identified with "A" and

"B" to indicate where the IV tube has been inserted.

c. Allow the IV fluids to run for 3-4 minutes to ensure patency. Once patency is established, decrease flow to TKO.

d. The lethal doses of execution drugs to be injected are:

- | | | | |
|-----|--|---|-------|
| 1.) | Sodium Pentothal / Pentobarbital (lethal quantity of sodium thiopental or other equally or more effective substance sufficient to cause death) | = | 50 cc |
| 2.) | Pancuronium Bromide | = | 50 cc |
| 3.) | Potassium Chloride | = | 50 cc |

e. The syringes to be used in injecting the drugs shall be prepared and loaded in the following order, Chemical Preparation Checklist, Appendix H; will be utilized for preparation and injection of the following solutions.

- 1.) Six (6) 60-cc syringes, each containing 50 cc of sterile normal saline.
- 2.) Two (2) 60-cc syringes, each containing 50 cc of Sodium Pentothal/Pentobarbital. (Lethal quantity of sodium thiopental or other equally or more effective substance sufficient to cause death)
- 3.) Two (2) 60-cc syringes, each containing 50 cc of Pancuronium Bromide (Pavulon).
- 4.) Two (2) 60-cc syringes, each containing 50 cc Potassium Chloride.

NOTE:

IT IS NOTED THAT 2 SYRINGES OF PANCURONIUM BROMIDE (PAVULON) AND 2 SYRINGES OF POTASSIUM CHLORIDE ARE PREPARED, EVEN THOUGH THE INJECTION PROCEDURE ONLY CALLS FOR HALF THAT NUMBER.

5.) One set is to be held in stand-by in the event that one of the other syringes is dropped or otherwise damaged in handling during the injection procedure.

6.) The chemical injection team shall enter the Chemical Room after the offender is escorted to the shower [REDACTED] prior to the scheduled time of execution. They shall ensure injection materials are ready.

7. IV Insertion Procedure

- a. Two (2) large bore angiocaths shall be inserted into appropriate vein and secured in place. The hemostats/roller clamp shall be removed and the flow of normal saline started and administered at a slow rate

of flow.

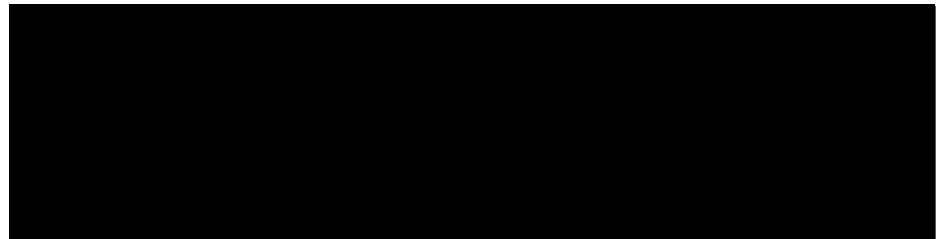
- b. The IV Technicians shall work as a team. Each shall install one IV and crosscheck the other's installations.

NOTE:

AT THIS POINT, THE ADMINISTRATION SETS SHALL BE RUNNING AT A SLOW RATE OF FLOW (50ml/min) AND READY FOR THE INJECTION OF CHEMICALS. PRIOR TO THE OPENING OF THE CURTAIN, THE IV TECHNICIANS WILL CHECK THE PATENCY OF BOTH IV's AT THE IV SITE - ENSURING NO SIGNS OR SYMPTOMS OF INFILTRATION. OBSERVATION OF BOTH SETUPS TO ENSURE THAT THE RATE OF FLOW IS UNINTERRUPTED SHALL BE MAINTAINED BY THE INJECTION TECHNICIAN IN THE CHEMICAL ROOM. NO FURTHER ACTION SHALL BE TAKEN UNTIL THE PRE-ARRANGED SIGNAL TO START THE INJECTION OF LETHAL AGENTS IS GIVEN BY THE INCIDENT COMMANDER FROM THE EXECUTIVE DIRECTOR.

- c. Drugs, when directed, should be injected into the best hook-up, or if equal flow is maintained the side utilizing the least IV tubing, *ie.*, left arm, should be used.
- d. The Incident Commander will at this time be notified by pre-arranged signal that the Chemical Injection Team is prepared to begin the injection process.
- e. The curtain between the execution area and the witness viewing room shall remain closed until the normal saline IVs have been started and are running properly.

f.



8. Injection Procedure

WHEN THE SIGNAL TO COMMENCE IS RELAYED BY THE INCIDENT COMMANDER FROM THE EXECUTIVE DIRECTOR:

- a. Open roller clamp and check drip chamber to ascertain full slow steady drip of liquid into selected arm.
- b. The flow of the normal saline into the selected arm shall be closed off utilizing the roller clamp and/or the hemostat clamp.
- c. The syringes will be injected in numerical order.
SP1 - Sodium Penothal/Pentobarbital or other equally or more effective substance sufficient to cause death. Push

syringe content.

NS2 - Normal Saline, Push syringe content.

PB3 - Pancuronium Bromide Push syringe content.

NS4 - Normal Saline, push 20 cc's

PC5 - Potassium Chloride Push syringe content.

NS6 - Normal Saline, Push syringe content.

CAUTION: If all the contents of syringe #1 have not been flushed from the line, there is a chance of precipitation or flocculation forming when coming in contact with the contents of syringe #3 which will block the flow of fluid through the Angiocath. If this should happen, shift over to the contingency line running to the second IV site. Monitor the IV injection site for patency and infiltration.

H. CERTIFICATION OF DEATH AND DISPOSITION OF THE BODY

[REDACTED] after completion of the injections, or at such earlier time as may be directed by the Incident Commander, the physician or coroner shall examine the offender to pronounce death. Upon pronouncement of death, the viewing window curtain will be closed and witnesses removed. The technicians in the injection booth shall remove all items associated with the execution by placing such in the lock box located in the Chemical Room. Designated staff will perform an exit inventory and complete the Injection Team Inventory Checklist, Appendix I.

[REDACTED]

The Strap-down team will assist in removing the body to the hearse waiting in the Vehicle Sallyport.

I. POST EXECUTION PROCEDURES

Upon completion of the execution and departure of the coroner, a formal de-briefing will be conducted in the CSP Training Room. All participants shall complete a detailed incident report.

The Critical Incident Response Team (CIRT) will be available throughout the entire process.

V. APPENDICES

APPENDIX A

CHECKLIST

	ACTIVITY	TIME
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APPENDIX B

CHECKLIST

	ACTIVITY	TIME
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APPENDIX C

CHECKLIST

	ACTIVITY	TIME
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APPENDIX D

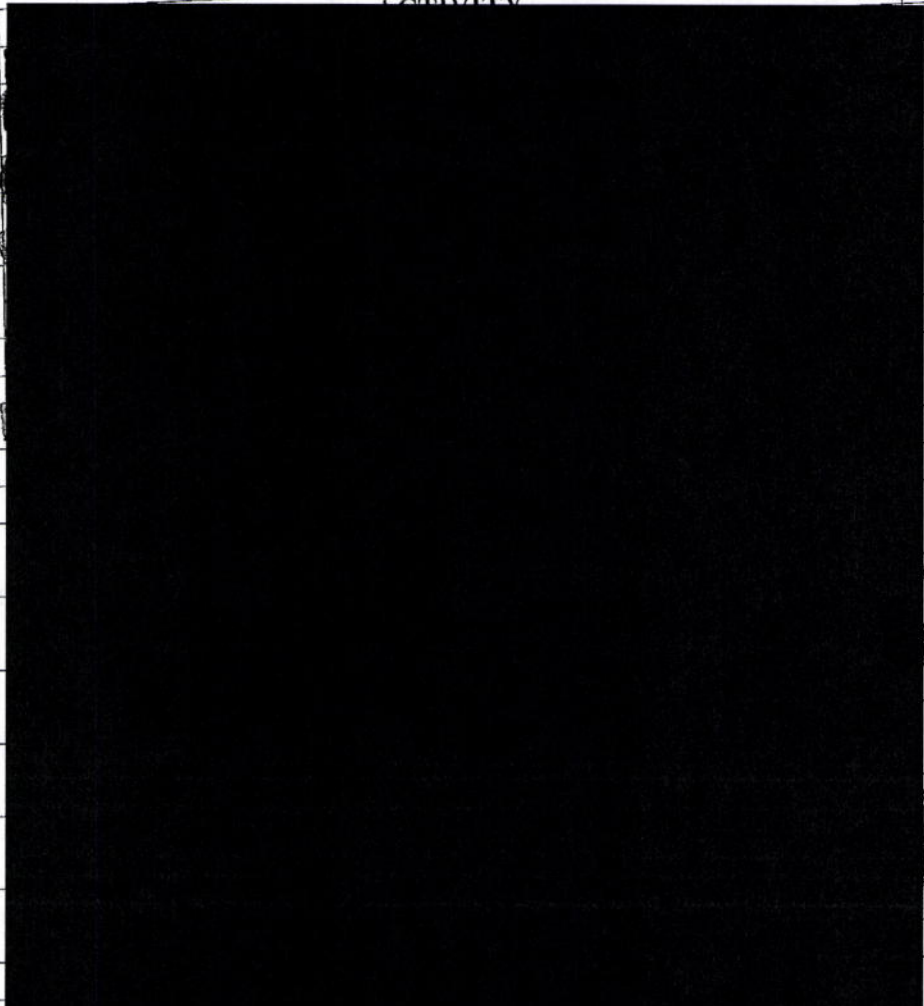
[REDACTED]

HECKLIST

	ACTIVITY	TIME
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9	[REDACTED]	
11	[REDACTED]	
13	[REDACTED]	
17	[REDACTED]	
25	[REDACTED]	

APPENDIX E

CHECKLIST

	ACTIVITY	TIME
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APPENDIX F

CHECKLIST

	ACTIVITY	TIME
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APPENDIX G

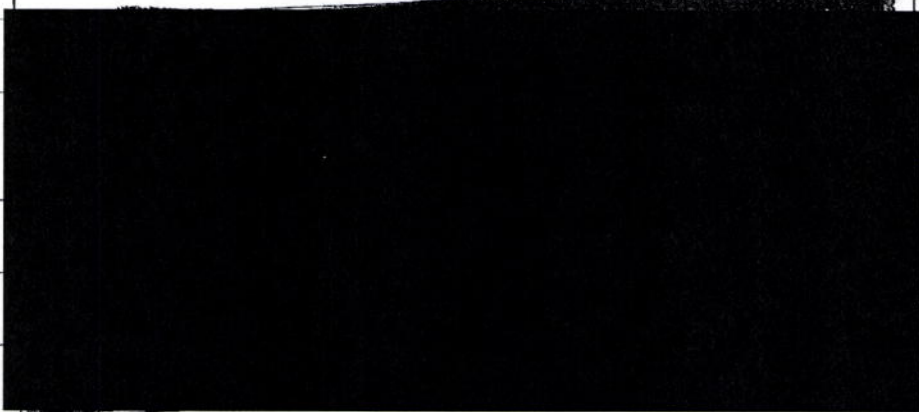
CHECKLIST

	ACTIVITY	TIME
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APPENDIX H

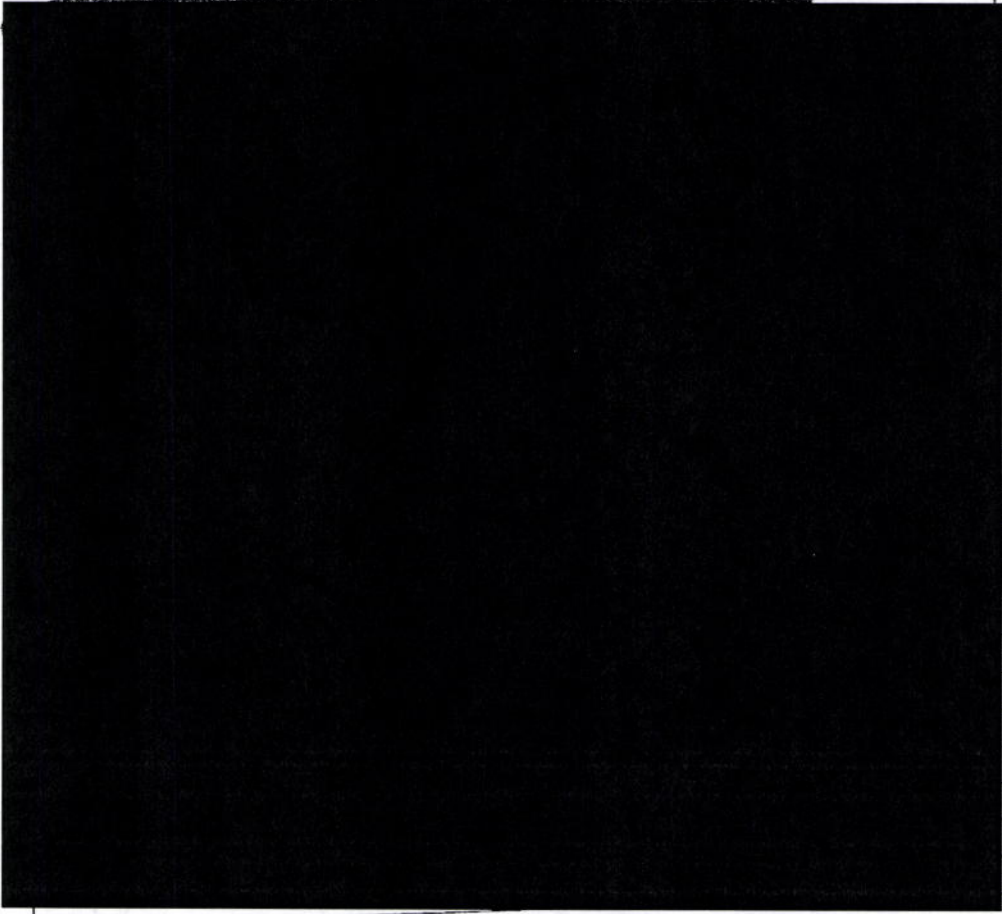


CHECKLIST

	ACTIVITY	TIME
8		
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48		

APPENDIX I

CHECKLIST

APPENDIX J

INJECTION TEAM INVENTORY CHECKLIST

Date of Inventory:

QUANTITY	DESCRIPTION	BEGINNING	ENDING
20 (2 doses)	Pancuromum Bromide (Pavulon) 10 milligrams (5 cc vials)		
10 (2 doses)	Potassium Chloride, 20 milli-equivalent (10 cc vials)		
2 (2 doses)	Sodium Pentothal/ or Pentobarbital, 2.5 grams (50 cc vials)		
12	Syringe, 60 cc		
2	Syringe, 5 cc		
10	Needle, 18 Ga., 1 1/2"		
8	Angiocath, 20 Ga., 1 1/4"		
8	Angiocath, 16 Ga., 1 1/2"		
4	Normal Saline, IV Bag, 1000 cc		
1	Lidocaine FTC., 2% w/Epinephrine 1:100,000, 30 cc		
6	Primary tubing set		
12	Extension Sets		
1	Stethoscope		
1	Box of Alcohol Sponges		
4	Band Aids		
4	Adhesive Tape, 1"		
4	Adhesive Tape, 2 or 3"		
2	Scissors, bandage, pr.		
2	Tourniquet .		
6	Hemostat, 6"		
1	Gloves, Box, Size large		
1	Gloves, Box, Size Medium		
1	Flashlight, 2 cell w/batteries		
2	Batteries, Flashlight, (spares)		
4	Labels, Hot Pink		
4	Bath Towels		
2	Extra Sheets for Execution Bed		
1	Injection Agent Checklist		
INITIALS OF INVENTORY TAKERS			

APPENDIX K

INJECTION ROOM CHECKLIST

Upon order to proceed:	
Left arm if flowing properly - marked with "A" or "B"	
Open roller clamp completely, ensure full flow	
Clamp off tube above injection port with hemostat or engage roller clamp to stop flow of normal saline	
Access port closest to IV access site	
Begin Injection:	
Inject one only "SP1" - Sodium Pentothal/or Pentobarbital	
Inject one only "NS2" - Normal Saline	
ASSESSMENT FOR LEVEL OF CONSCIOUSNESS	
Inject one only "PB3" - Pancuronium Bromide	
Inject one only "NS4" - Normal Saline	
Inject one only "PC5" - Potassium Chloride	
Inject one only "NS6" - Normal Saline	
(If leak or stoppage occurs - change to right arm)	
Give completed signal to Incident Commander	

APPENDIX L

EXECUTION MEDIA WITNESS AGREEMENT

STATE OF COLORADO
COUNTY OF FREMONT.

COLORADO DEPARTMENT OF CORRECTIONS
THIS AGREEMENT made this _____ day of _____, 20____, by and between the
Executive Director, Colorado Department of Corrections, and _____, hereinafter
referred to as "Media Representative";

WHEREAS, the execution of _____ at the Colorado State Penitentiary on _____
is an event of which the public should be informed;

NOW THEREFORE, the Executive Director agrees to allow this media representative to enter the
confines of Colorado State Penitentiary to witness the execution.

THE TERMS AND CONDITIONS of this agreement are as follows:

1. The media representative will report to the East Canon Complex Visiting Center at least one
hour prior to the execution.
2. The media representative consents to electronic search in accordance with Department of
Corrections' policies.
3. The media representative agrees to brief other media representatives regarding observations
during the execution immediately following the execution, prior to filing a report. The
briefing will be presented at the East Canon Complex Visiting Center before filing a report
with their organization.
4. The media representative agrees to take only Department of Corrections-provided pen or
pencil and paper into the witness area, and further agrees not to attempt to bring into this
witness area any photographic or recording equipment, audio or video.
5. The media representative certifies by signature hereon that he/she is not acquainted with, not
related, by blood or marriage, to either the condemned offender, or the victim(s) of the
offender's crime(s).
6. By State Statute, the Colorado Department of Corrections may not make public the time and
date of an execution. In order for the media representative to have adequate time to be
present for the execution, it will be necessary to provide several hours advance notification
of this time and date. The media representative agrees not to divulge this information to
anyone prior to the execution. The media representative understands that should this
information be disclosed, this representative and other media representatives may not be
allowed to witness future executions.

Executive Director

Media Representative

ATTESTED TO:

Notary Public

(Seal)

APPENDIX M

FAA AIR SPACE RESTRICTIONS

FAA air space restrictions should be requested by the Legal Services Advisor 5 days prior to the scheduled execution date. If the scheduled execution date is not at that time known, use the first day of the Warrant Week. Call:

FAA's Longmont Office
(303) 651-4252 or



Request that the air space over the East Canon Complex be restricted for all aircraft to a vertical altitude of 2,000 feet above the terrain over a radius of 5 miles. The request is forwarded from the Longmont Office to FAA's regional office in Seattle for preliminary review and then to FAA's national headquarters in Washington, D.C. for final approval. FAA will request a 24-hour telephone contact to which they can refer inquiries about the restriction. Promptly inform FAA in the event of a stay of execution or immediately after completion of the execution so they can cancel the restriction.

COLORADO DEPARTMENT OF CORRECTIONS
EXECUTIVE DIRECTOR'S REPORT

BE IT REMEMBERED, that on _____ the _____

The penalty of death having now been duly and fully inflicted upon the said _____ in accordance with the said warrant of conviction and the provision of the statute aforesaid, this report is hereby made and signed immediately after, and at the place of said execution, by all the persons who witnessed said execution, this _____ day of _____ A.D., _____

(RESIDENCE)

49

[illegible]

APPENDIX O

COLORADO DEPARTMENT OF CORRECTIONS

PHYSICIAN' S REPORT

I, the undersigned Attending Physician at the execution of the death penalty, this day, upon one _____ an offender, at Colorado State Penitentiary, after witnessing said execution, and immediately after the same, did make a post mortem examination of the body of said offender, and find that _____

CERTIFIED to and signed by me in the place of execution, this _____ day of _____ A.D. _____

APPENDIX P

EXECUTIVE DIRECTOR'S CERTIFICATE

STATE OF COLORADO,)
) ss.
Fremont County)

I, _____, Executive Director of the Colorado Department of Corrections, do hereby certify that the above and foregoing is a true and correct report of the execution of _____, an offender at Colorado State Penitentiary, on the _____ day of _____ A.D. _____.

IN WITNESS WHEREOF, I have hereunto set my hand, on the date last above written.

Executive Director
Colorado Department of Corrections

APPENDIX Q
45-DAY CHECKLIST

ITEM	RESPONSIBILITY	DATE COMPLETED	SIGNATURE
Select individuals to assign to Cell Attendant and Security Posts.			
Notify Colorado Broadcasters Association and Colorado Press Association to select media witnesses by lottery.			
Request one sufficient, private, unlisted phone be installed and activated in the execution area.			
Ensure sufficient phones are available in the East Canon Complex Visiting Center for use by media no more than 36 hours prior to the first day of Warrant Week.			
Ensure injection agents and supplies are ordered in sufficient quantity to perform execution.			
Coordinate emergency plans with outside law enforcement agencies.			

APPENDIX R

30-DAY CHECKLIST

ITEM	RESPONSIBILITY	DATE COMPLETED	SIGNATURE
Meet with the offender regarding execution procedures, provide offenders with written summary of rules, and instruct to have property organized.			
Ascertain if family will claim remains. If family is not claiming remains, notify the Business Manager in order to provide disposition at State expense.			
Assemble selected participants for training; participants shall rehearse the execution process.			
Inspect the execution area to ensure cleanliness; security and all necessary fixtures are in working order.			
Establish spiritual or counseling contact for the offender.			
Develop information packet for use by the media.			
Construct a file on the offender that contains all pertinent court documents, biographical information, offender activity and any other data pertinent for use by the Executive Director.			
Notify Mayors and City Councils of Canon City and Florence and Fremont County Commissioners of Warrant Week.			

APPENDIX S
10-DAY CHECKLIST

ITEM	RESPONSIBILITY	DATE COMPLETED	SIGNATURE
Determine disposition of offender's legal materials, funds, property and resolve issues regarding will and organ donation.			
Ensure sufficient lethal agents are received.			
Obtain execution clothing and ensure fit (green uniform pant and button front shirt).			
Obtain Decedent and Parents information for Death Certificate.			
Notify media witnesses of upcoming execution.			
Review all legal issues to ensure compliance.			
Ensure execution team rehearses until each member is proficient.			
Meet with designated agencies and formulate a plan to address traffic control, surveillance of demonstrators, arrest and detain procedures, location of ECCEOC identify persons outside agencies will be assigning to the ECCEOC, coordinate with East Canon Complex External Security.			

APPENDIX T

5-DAY CHECKLIST

ITEM	RESPONSIBILITY	DATE COMPLETED	SIGNATURE
Request the offender to complete a withdrawal slip to remove any funds deposited in the Inmate Banking System.			
Request Federal Aviation Administration air space restrictions.			
Include FAA air space restrictions in packets provided to the media.			
Conduct inventory of Chemical Room.			

APPENDIX U

1-DAY CHECKLIST

ITEM	RESPONSIBILITY	DATE COMPLETED	SIGNATURE
Offender will be moved to the execution holding cell one day prior to the first day of Warrant Week.			
Provide a current photo of the condemned offender to be submitted with the FBI fingerprint card.			
Instruct the Internal Security Branch Director to place the facility on execution activation status.			
Activate special Warrant Week visitor list.			
Ask for offender's last meal request.			
Conduct inventory of Chemical Room.			

APPENDIX V

EVENTS FOR DAY PRIOR TO SCHEDULED EXECUTION CHECKLIST

ITEM	RESPONSIBILITY	DATE COMPLETED	SIGNATURE
Meet with the offender and explain the events leading up to execution time, activate offender's Warrant Week visitor list, explain visitation procedures, legal issues, property and funds disposition, phone calls, and spiritual counseling			
Ensure the offender's property has been inventoried, prepared for disposition withdrawal slips prepared for miscellaneous charges and for all remaining offender's funds; property shall be stored at CSP until after the execution.			
Ensure that Death Certificate information is available to the coroner.			
Ensure that FAA air space restriction is in effect.			
Confirm additional phone lines are operational.			
Ensure that the private line phone in the execution area and the phone in the East Canon Complex Visiting Center are activated.			