

**STATE OF CALIFORNIA
SAN QUENTIN OPERATIONAL PROCEDURE
NUMBER 0-770
EXECUTION BY LETHAL INJECTION**

May 15, 2007



**Arnold Schwarzenegger, Governor
State of California**

**James E. Tilton, Secretary
Department of Corrections and Rehabilitation**

**Robert L. Ayers, Jr., Warden
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	TITLE:	EXECUTION BY LETHAL INJECTION
	REVISED:	May 15, 2007

I. PURPOSES AND OBJECTIVES

- A. The purpose of this procedure is to establish appropriate guidelines for the execution of condemned inmates in compliance with the laws of the State of California and the United States.
- B. The objectives of this procedure are:
 - 1. To establish the care, treatment and management of condemned inmates from the time an execution date is set through the completion of the execution.
 - 2. To establish criteria for the selection, training, and oversight of the Lethal Injection Team.
 - 3. To delineate specific duties and responsibilities of personnel in preparation for and completion of the execution by lethal injection of condemned inmates.
 - 4. To ensure direct supervision and managerial oversight of the Lethal Injection process.

II. REFERENCES

- A. United States Constitution, Amendment VIII
- B. California Penal Code Sections: 1193, 1217, 1227, 3600, 3601, 3602, 3603, 3604, 3605, 3700, 3700.5, 3701, 3702, 3703, 3704, 3704.5, 3705, 3706.
- C. California Code of Regulations, Title 15, Chapter 1, Article 1, 3000, Subchapter 2, Article 7, 3173, c, 1-6, Subchapter 4, Article 1, 3261.5, a-g, Subchapter 4, Article 7.5, 3349, a-d.
- D. California Department of Corrections and Rehabilitation (CDCR) Operations Manual: (DOM), Article 13, 13010.5, Article 17, 13050.1-13050.18, Article 42, 54020.1-54020.22.

III. REVIEW AND APPROVAL

- A. This procedure will be reviewed and/or revised annually in the month of June or at additional times as needed.
- B. The procedure is subject to the approval of the Warden and the Office of the Secretary, CDCR.

IV. RESPONSIBILITY

- A. The Warden is responsible for the recruitment, selection, retention, and training of all staff involved in the Lethal Injection process. The Warden is also responsible for managerial oversight and overall implementation of this procedure.
- B. The Chief Deputy Warden is responsible for the security of the institution during a scheduled execution.
- C. The Associate Warden, Specialized Housing Division, is the Lethal Injection Team Administrator and is responsible to provide direct managerial oversight and supervision of the Lethal Injection Team's training, preparation, and performance during an execution.
- D. The Lethal Injection Team Leader is responsible for providing direct supervision of the Lethal Injection Team during training, preparation, and the implementation of this procedure.

V. METHODS

- A. Method of Execution:
 - 1. The judgment of death shall be executed within the walls of the California State Prison at San Quentin.
 - a. The punishment of death shall be inflicted by the administration of a lethal gas or by an injection of a substance or substances in a lethal quantity sufficient to cause death by standards established under the direction of the Department of Corrections. (California Penal Code Section: 3604 (a)).
 - b. This procedure provides the direction and process for execution by lethal injection.
 - c. If the inmate elects to have lethal gas as the method of execution, refer to San Quentin Operational Procedure No. 769 for appropriate procedures.
- B. Execution Dates:
 - 1. All execution dates are set in accordance with the provisions of Penal Code Sections 1193 and 1227.
 - 2. The first execution date is set under the provisions of Penal Code Section 1193. The execution date must be scheduled no sooner than 60 days, but no later than 90 days from the 1193 PC hearing.
 - 3. All subsequent execution dates are set under the provision of Penal Code Section 1227. Execution dates set under this provision of the penal code must be scheduled no sooner than 30 days, but no later than 60 days from the 1227 PC hearing.

C. Execution Site:

1. The State of California has established a dedicated Lethal Injection Facility within the walls of the California State Prison at San Quentin for execution by lethal injection.
 - a. The Lethal Injection Facility consists of three (3) witness viewing rooms, one holding cell, an infusion/control room with mixing area, Security Team areas, restrooms, and execution room.
 - b. The witness areas are accessible by a door located at the junction of the South and East Blocks. This area is separate but adjacent to the execution room. Visibility of the execution is through clear security glazing. Maximum capacity of the witness area is fifty (50) individuals.
 - c. The holding cell contains a sink, toilet and sufficient room for a bed and mattress.
 - d. Secure space is provided adjacent to the holding cell for visitation by a spiritual advisor.
 - e. Security Team areas consist of an observation post near the holding cell, a search area, preparation area and a staff restroom.
 - f. The Infusion Control Room has sufficient space to accommodate the Infusion Team and designated members of the Intravenous Team and the Security Team. There is a mixing area located on one wall of the Infusion Room.
 - g. The Lethal Injection Facility safe and refrigerator shall be permanently mounted within the Infusion Control Room.
 - 1) Combination numbers to the Infusion Control Room safe are maintained only by the Warden, Associate Warden, Specialized Housing Division, and the Team Leader.
 - 2) The combination to the Infusion Control Room safe will be changed after each execution to maintain quality control, accountability, and security of lethal injection chemicals.
 - 3) The refrigerator shall be secured within a lockable, heavy gauge, steel enclosure to prevent unauthorized access. Access to the keys for the enclosure shall be limited to the Warden, Associate Warden, Specialized Housing Division, and the Team Leader.
 - 4) The temperature of the refrigerator will be monitored and documented to ensure that the proper storage temperature of the pancuronium bromide is maintained.

- 5) The refrigerator shall be connected to a power supply which is connected to the institution's back-up generator to ensure the integrity of the chemicals in the event of a power outage.

D. Execution Site Operation:

1. Security:

- a. Access to the Lethal Injection Facility will be restricted to staff authorized by the Warden, except in an emergency.
- b. All staff entering the Lethal Injection Facility must have prior approval of the Warden, or acting Warden, in the Warden's absence.

2. Key Procedure:

- a. The keys for the Lethal Injection Facility are located in the Institution's Main Control, in a locked box secured under glass. All access must be approved by the Warden.
- b. Keys allowing access to the Lethal Injection Facility locked box will only be issued to the Warden, Chief Deputy Warden, Associate Warden, Specialized Housing Division, or the Lethal Injection Team Leader.
- c. Each person authorized to draw these keys will be required to sign the key control log noting the time, reason for entry into the Lethal Injection Facility, and time of return.
- d. Each person authorized to draw the keys to the Lethal Injection Facility must personally return the keys to the Control Room to ensure that the keys are properly secured in the locked box under glass. Under no circumstances will the keys be returned by someone other than the person authorized to draw the keys.
- e. Any emergency access to the Lethal Injection Facility will be documented in a written report to the Warden as an unusual occurrence at the institution. The Warden (or Administrative Officer of the Day during weekends, holidays, and 1st and 3rd watches) will be immediately notified of the reasons access to the Lethal Injection Facility was required.

E. Maintenance:

1. The Associate Warden, Specialized Housing Division, Chief of Plant Operations, and the Lethal Injection Team Leader will conduct documented inspections of the Lethal Injection Facility on a monthly basis. (Attachment 1)
 - a. The Associate Warden, Specialized Housing Division, will work with the Team Leader to complete documented security inspections of the Lethal Injection Facility.
 - b. The Team Leader will inspect all keys, locking devices, security systems, sanitation, electrical, and mechanical systems in the Lethal

Injection Facility to ensure that the Lethal Injection Facility is fully operational at all times.

- c. The Team Leader will immediately report any deficiencies to the Associate Warden, Specialized Housing Division.
 - d. The Team Leader will coordinate with Plant Operations for the immediate repair of any noted deficiencies and for scheduled maintenance as needed.
 - e. The Team Leader will submit a written report to the Associate Warden, Specialized Housing Division, after each monthly inspection attesting to the readiness of the Lethal Injection Facility Security.
 - f. The Chief of Plant Operations will note any deficiencies and schedule immediate repairs as necessary.
 - g. The Chief of Plant Operations will report directly to the Warden the status of any repairs.
2. Thirty days prior to a scheduled execution, the Associate Warden, Specialized Housing Division, shall schedule weekly inspections of the Lethal Injection Facility.
 - a. The Associate Warden, Specialized Housing Division, will coordinate with the Team Leader to conduct weekly security inspections of the Lethal Injection Facility.
 - b. The Team Leader will follow the procedures identified in Section V E. 1. b. through g., above, when conducting these weekly inspections.
 3. Five days prior to a scheduled execution, the Associate Warden, Specialized Housing Division, shall schedule daily inspections of the Lethal Injection Facility.
 - a. The Associate Warden, Specialized Housing Division, will personally conduct the daily inspections of the Lethal Injection Facility with the Team Leader.
 - b. The Associate Warden, Specialized Housing Division, will confirm that all items (clothing, personal hygiene items, television, radio, etc.) needed to re-house the inmate in the Lethal Injection Facility Secured Holding Area are present prior to re-housing the inmate in the Lethal Injection Facility.
 4. On the morning before a scheduled execution, the Associate Warden, Specialized Housing Division, Chief of Plant Operations, and the Team Leader will make a final inspection of the Lethal Injection Facility. All deficiencies will be reported directly to the Warden.

F. Selection, Recruitment and Annual Review of Lethal Injection Team Members:

1. The purpose of this section is to establish a process and criteria for the recruitment, screening, and selection of members of a team to carry out the judgment of death in compliance with the laws of the state of California and the United States.
2. Recruitment and Screening Process:
 - a. With the assistance of the Director, Division of Adult Institutions (DAI), the Warden will coordinate the recruitment and selection of Lethal Injection Team Members. The Lethal Injection Team will consist of a minimum of 20 members. The total number of Lethal Injection Team Members will be determined by the Warden.
 - b. In the event the Warden is unable to field a sufficient number of qualified Lethal Injection Team Members, the Warden will contact the Director, DAI, to coordinate the identification of additional potential candidates for team membership. Prospective team members will be selected from departmental locations as determined appropriate by the Director, DAI.
 - c. The hiring authorities from designated locations will select prospective team members from personnel assigned to their respective areas of responsibility consistent with selection criteria listed below. The hiring authorities will forward the names and classifications of prospective team members to the Director, DAI.
 - 1) The Warden will select a panel of individuals to review qualifications, interview prospective candidates, and select Lethal Injection Team Members. The Associate Director, Reception Centers and the Lethal Injection Team Leader will participate as panel members.
 - 2) The Warden will chair the panel and be responsible for the selection of team members consistent with the criteria outlined in this section.
 - 3) If necessary, specialists may be contracted to perform specific duties during the Lethal Injection Process.
 - d. Screening of Candidates
 - 1) The panel will screen all candidates to ensure that each candidate meets the criteria established for membership on the four designated teams.

The selection panel screening process will include:

- a) Review of all the available candidate's performance evaluations.
 - b) Review of the candidate's Personnel, Supervisory, and Training files.
 - c) Review of the candidates current CI&I Report from the California Department of Justice.
 - 2) The selection panel will interview each candidate to determine the following:
 - a) Personal History and Background
 - b) Professional Experience
 - i. Identify professional experiences, e.g., custody, administrative, that would aid them in performing this duty.
 - ii. Identify the professional characteristics which made this individual a candidate for membership on the team.
 - c) The selection panel will establish a pool of employees that have been approved for membership on the team. The Director, DAI, will ensure that a sufficient number of employees, in all four categories, will be maintained. It is the responsibility of the San Quentin Warden to notify the Director, DAI, of the necessity to fill vacancies.
3. Duties performed by the team members may include:
 - a. Security
 - b. Intravenous Access
 - c. Infusion of Lethal Chemicals
 - d. Record Keeping
4. Criteria for Lethal Injection Team membership:
 - a. Each team member will be selected based on their qualifications and expertise to effectively carry out the duties in one of these specialized functions.

The following criteria will be utilized in the selection of all personnel assigned to the team:

- 1) Volunteer.
 - 2) Demonstrated professional job performance and demeanor.
 - 3) Good attendance record.
 - 4) No prior stress claims.
 - 5) No corrective action in the past three years.
 - 6) No sustained Adverse Action as reflected in CDCR and State Personnel Board records and as substantiated by the candidate.
 - 7) Annual permanent employee performance evaluations that meet or exceed expected standards.
 - 8) Must not be on probation in the candidate's current classification. This criteria does not apply to promotions made subsequent to initial placement on the Lethal Injection Team.
 - 9) Must not have been assigned to any condemned housing unit either full- or part-time in the past 12 months.
- b. In addition to the general selection criteria, each specific team category will have the following criteria:
- 1) Team Leader Assignment Selection Criteria – Lieutenant or Captain:
 - a) Five years of supervisory experience.
 - b) Proven ability to make sound decisions and effectively direct the actions of others.
 - c) Demonstrated proficiency in the transportation of inmates and the application of restraints.
 - d) Good physical condition.
 - 2) Security Team Assignment Selection Criteria – Assistant Team Leader – Sergeant or Lieutenant:
 - a) Three years of supervisory experience.
 - b) Proven ability to make sound decisions and effectively direct the actions of others.

- c) Demonstrated proficiency in the transportation of inmates and the application of restraints.
 - d) Good physical condition.
- 3) Security Team Assignment Selection Criteria – Correctional Officer or Sergeant:
 - a) Three years of line experience.
 - b) Proven ability to make sound decisions.
 - c) Demonstrated proficiency in the transportation of inmates and the application of restraints.
 - d) Good physical condition.
- 4) Intravenous Team Assignment Selection Criteria:
 - a) Demonstrated ability to insert an intravenous catheter or catheters into an appropriate vein or veins of an inmate.
 - b) Demonstrated ability to set up intravenous lines and intravenous drip.
 - c) Qualified in the appropriate placement of the ECG leads utilized during this process.
- 5) Infusion Team Assignment Selection Criteria:
 - a) Able to follow the directions provided by the manufacturer in mixing the chemicals.
 - b) Possess the organizational skills necessary to appropriately label and color code the chemical used during the lethal injection protocol.
- 6) Record Keeping Team Assignment Selection Criteria:
 - a) Understanding of the critical need to keep accurate records during the Lethal Injection process.
 - b) Demonstrated expertise in report writing and record keeping.

5. Annual Review:

In order to ensure that the selection criteria for membership on the Lethal Injection Team is maintained, an annual compliance review will be conducted by the Warden of San Quentin. This will be conducted annually in the month of June.

This review will include, but not be limited to, the following:

- a. Review of the Personnel, Supervisory, and Training files.
- b. Review of most recent performance evaluation.
- c. Review of the CI&I Report from the California Department of Justice.

G. Training:

1. The purpose of this section is to establish a training regimen for Lethal Injection Team Members. This training will ensure that the Lethal Injection Team Members have the necessary skills and experience to carry out their specific tasks during a lethal injection execution. Training is a necessary aspect of this procedure. The serious nature of this procedure requires all members of the Lethal Injection Team to be thoroughly trained in their respective roles, and to have a general knowledge and familiarization in the entire lethal injection process.
2. The Associate Warden, Specialized Housing Division, has direct responsibility to ensure that relevant quality training is provided to each member of the Lethal Injection Team.
3. Each Lethal Injection Team Member will undergo specific training relevant to their assigned duties during an execution. The following categories of teams have been identified:
 - a. The Security Team
 - b. The Intravenous Team
 - c. The Infusion Team
 - d. The Record Keeping Team
4. Training for all Lethal Injection Team Members:
 - a. Monthly training will include, but not be limited to:
 - 1) A simulation of an execution by lethal injection.

- 2) Training on potential problems and recommendations for avoidance or resolution.
- b. The Team Leader and Security Team training will include but not be limited to:
 - 1) Application of restraints.
 - 2) Escort and transportation of inmates.
 - 3) Inmate/staff relations.
 - 4) Effective communication.
 - 5) Appropriate methods of securing the condemned inmate so restraints do not to interfere with the intravenous lines.
 - 6) Departmental Use of Force Policy and use of force techniques.
 - 7) Potential problems and recommendations for avoidance or resolution.
- c. Intravenous Team training will include but not be limited to:
 - 1) Maintaining current certification and license to insert intravenous catheters into peripheral veins.
 - 2) Maintaining a current certification and license for placement of the ECG leads used during the lethal injection process.
 - 3) Set up intravenous lines and intravenous drip.
 - 4) Understanding the different sizes of intravenous catheters and determination of the proper size of the catheter(s) to be used, dependent on the size of the vein.
 - 5) Potential problems and recommendations for avoidance or resolution.
- d. Infusion Team training will include but not be limited to:
 - 1) Appropriate mixing of the chemicals used in the lethal injection process.
 - 2) Proper level and rate of infusion of the chemicals into the intravenous lines established by the Intravenous Team.

- 3) Proper sequence of infusion of the three chemicals used in the lethal injection process and the physical effects that each chemical can have on the inmate as they are administered.
 - 4) Numbering and color-coding of the syringes used in the lethal injection process to ensure each chemical is administered in appropriate order.
 - 5) Proper handling and accountability of controlled substances.
 - 6) Potential problems and recommendations for avoidance or resolution.
- e. Record Keeping Team training will include but not be limited to:
- 1) Accurate record keeping.
 - 2) Report writing.
 - 3) Specific records used to document an execution.

5. Training Schedule

- a. Training shall be conducted monthly for all Lethal Injection Team Members. Specific training dates will be arranged by the Team Leader and approved by the Associate Warden, Specialized Housing Division.
- b. When a Death Warrant has been served on an inmate, the Lethal Injection Team Leader will schedule training in the 30 days immediately preceding the scheduled execution date.
- c. Three days prior to a scheduled execution, the Associate Warden, Specialized Housing Division, will activate all members of the Lethal Injection Team. Daily training and preparedness exercises will be conducted during each of the three days immediately preceding the scheduled execution.
- d. The Lethal Injection Team will train at least once per month for a minimum of eight (8) hours. The Lethal Injection Team will also attend additional training as directed by the Lethal Injection Team Leader. Any specialists contracted to perform specific duties during the Lethal Injection process will train at least annually with the Lethal Injection Team.
 - 1) All Lethal Injection Team Members must attend all training unless on approved vacation/sick leave.
 - 2) The training will include but will not be limited to, security of the Lethal Injection Facility, custody of the inmate, intravenous line applications, the proper documentation of

events, properties of the chemicals used as well as mixing, preparation, and the infusion of the lethal injection chemicals.

- 3) All Lethal Injection Team Members must attend at least six (6) training sessions prior to being assigned duties during an execution. This includes a minimum of three (3) training sessions in the six months immediately preceding a scheduled execution and participation in each of the three daily training sessions immediately preceding the scheduled execution.
- 4) All contracted specialists must attend at least one (1) training session in the year immediately preceding a scheduled execution and participate in each of the three daily training sessions immediately preceding the scheduled execution.

6. Training Methods

- a. All simulation training sessions will include a complete walk-through of a simulated execution by lethal injection in the Lethal Injection Facility.
- b. All training will be conducted using San Quentin Operational Procedures No. 0-770 and approved lesson plans. No unauthorized lesson plans shall be utilized.
- c. Lethal Injection Team Members will be trained to ensure a general understanding and familiarization of each teammate's duties.
- d. Except for necessary out-service classes to maintain certifications and/or licenses, all training will be conducted in the Lethal Injection Facility.
- e. Potential problems and recommendations for avoidance or resolution.

7. Training Documentation and Records

- a. The Associate Warden, Specialized Housing Division, will maintain a lethal injection protocol training file. This training file will contain a record of all lethal injection protocol training sessions.
- b. A lethal injection protocol checklist will be completed by the Lethal Injection Team Leader or designee during each training session to document that appropriate training was conducted and a complete walk-through of the lethal injection protocol was conducted.
- c. In-Service Training sign-in sheets will not be completed during training sessions and the names of the Lethal Injection Team Members will not be included in the training file.

H. Lethal Injection Record Keeping and Documentation:

1. The Litigation Coordinator is responsible for the security of all documents generated prior to, during, and after the Lethal Injection process. Each Associate Warden is responsible to ensure that all documents generated by staff are accurate, completed in a timely manner, and forwarded to the Litigation Coordinator. The Associate Warden, Specialized Housing Division, is responsible to ensure that all documents generated by the Lethal Injection Team are accurate, completed in a timely manner, and forwarded to the Litigation Coordinator. The Litigation Coordinator will maintain the Master Execution File in the Warden's Office Complex. The Master Execution File will serve as a permanent record of all documents related to the execution.
2. Each element of the Lethal Injection Protocol will be documented by a member of the Record Keeping Team assigned to maintain records of the Lethal Injection process.
 - a. The Condemned Unit Correctional Counselor II will collect and log all documents from the inmate on the Correctional Counselor's Pre-Execution Log. All documents received from the inmate as well as the Correctional Counselor's Pre-Execution Log will be forwarded to the Litigation Coordinator for inclusion in the Master Execution File. (Attachment 11)
 - b. The Litigation Coordinator will maintain a copy of and log all documents and notices between San Quentin State Prison and Headquarters, CDCR, or any other agency or organization.
 - c. The Team Leader will ensure documentation of the following:
 - 1) All training of the Execution Team.
 - 2) All inspections of the Lethal Injection Facility.
 - 3) All activities regarding the lethal injection process and all inmate activities after the inmate is re-housed in the Lethal Injection Facility Holding Area.
 - d. The Team Leader will assign a member of the Record Keeping Team to the Lethal Injection Team Administrator, Team Leader, the Security Team, the Intravenous Team, and to the Infusion Team to ensure that these teams' duties are documented without distracting the team members from the task at hand.
 - e. Immediately following the execution, the Lethal Injection Team Leader will complete the Execution Report-Part A. (Attachment 22)

- 1) Each team member will complete an Execution Report-Part B, documenting their actions and observations during the execution. (Attachment 23)
 - 2) Team members will use identifiers assigned to their specific position (duties), rather than their names and classifications, when completing the Execution Report.
 - 3) The Lethal Injection Team Leader will assemble the complete Execution Report for review by the Associate Warden, Specialized Housing Division. The Execution Report will include all appropriate supplemental reports.
- f. All records of the execution will be processed by the Associate Warden, Specialized Housing Division. The Associate Warden will personally meet with the Record Keeping Team following the execution to evaluate and critique all records submitted for inclusion in the Master Execution File.
- g. The Public Information Officer will ensure the Litigation Coordinator is provided a copy of press releases regarding the Lethal Injection Protocol.
3. Documents to be maintained.
- a) Each sub-file within the Master Execution File shall contain the following documentation.
 - 1) Notifications to inmate and involved agencies
 - i. Application for Setting of Execution Date
 - ii. Death Warrant
 - iii. CDCR 1801, Notification of Execution date and Choice of Execution Method
 - iv. CDC 1801-B, Execution Order Notice of Service
 - v. Notice to Director, Division of Adult Institutions
 - vi. Notice to Governor's Legal Affairs Secretary
 - vii. Memo to Director Identifying Alienist Panel
 - viii. CDC 1801-A, Choice of Execution Method
 - ix. Thirty Day Notice Signed by Inmate
 - x. Media Notification of Scheduled Execution
 - 2) Medical Review Documentation
 - i. 20-day Execution Report (PC 3700.5)
 - ii. Medical Status Report
 - iii. 7-day Report
 - iv. PC 3700 Sanity Notice to District Attorney

- 3) Inmate Visiting Records
 - i. Inmate Visiting File
 - ii. Inmate Visiting History
 - iii. Request for Approval of Visitors from the Thirty-Day Notice
- 4) Inmate's completed attachments from the Thirty-Day Notice
 - i. Request for Approval of Witnesses
 - ii. Disposition of Property
 - iii. Next of Kin Notification
 - iv. Last Meal Request
 - v. Release of Remains and Burial Arrangements
- 5) Pre-Execution Logs and Checklists
 - i. CDCR 128B Shift Summary Chronos
 - ii. Lethal Injection Facility Activity Log
 - iii. Condemned Unit 15-minute check logs
 - iv. Correctional Counselor's Pre-Execution Log
- 6) Equipment and Controlled Substance Accountability Reports
 - i. Pre- and Post Lethal Injection Supply Inventories
 - ii. Pre- and Post Lethal Injection Controlled Substance Inventories
 - iii. Controlled Substance Chain of Custody Reports
 - iv. Security Equipment Inventories
- 7) Execution Records
 - i. Security Team Log
 - ii. Intravenous Team Log
 - iii. Infusion Team Log
 - iv. Lethal Injection Administrator/Team Leader Log
 - v. ECG graph paper
 - vi. Lethal Injection Facility Announcements
 - vii. Emergency Operations Center Log
- 8) Post Execution Logs and Records
 - i. Death Certificate
 - ii. Return of Death Warrant
- 9) Legal Documents
 - i. Execution Related Pleadings
 - ii. Ancillary Lawsuits

- iii. Clemency Petition
- iv. Clemency Decision

10) Correspondence

- b) If additional documentation is generated as a result of the Lethal Injection Protocol, those documents will be added to the appropriate sub-file category.

4. Review of the Master Execution File.

- a) After an execution has been concluded the Associate Warden, Specialized Housing Division, will review the Master Execution File to ensure that all documents are accounted for and appropriately categorized.
- b) If force was utilized at any point during the Lethal Injection Protocol, the Execution Report will be available to the Executive Use of Force Review Committee. When the committee has completed its review of the use of force, the Executive Use of Force Review Committee findings and all associated documentation will be added to the Master Execution File.

I. Lethal Injection Team Duties:

- 1. The Associate Warden, Specialized Housing Division, is the Lethal Injection Team Administrator, and will ensure that the Lethal Injection Team is appropriately trained and prepared to carry out their specific duties.
- 2. The Lethal Injection Team Leader will be a custody supervisor at the rank of Correctional Lieutenant or Captain.
- 3. The Lethal Injection Team Members will be assigned by the Team Leader to one (1) of the following duties:
 - a. Security Team. The Security Team will perform the following tasks:
 - 1) Ensure that the Lethal Injection Facility is prepared.
 - 2) Provide direct constant supervision of the inmate in the final six hours prior to the execution.
 - 3) Place the inmate in appropriate restraints and escort the inmate into the execution room prior to the scheduled execution.
 - 4) Provide security of the Lethal Injection Facility during an execution.
 - 5) Provide post-execution security.

- b. Intravenous Team. The Intravenous Team will perform the following tasks:
 - 1) Assist in preparing the inmate by placing the ECG pads on the inmate's chest prior to the execution.
 - 2) Insert the intravenous catheters into appropriate veins in the inmate.
 - 3) Monitor the intravenous lines to ensure patency of the lines.
 - 4) Crimp and uncouple the intravenous lines after the inmate has expired.
- c. Infusion Team. The Infusion Team will perform the following tasks:
 - 1) Receive the Lethal Injection Chemicals from the Associate Warden, Specialized Housing Division, after removal from the Lethal Injection Facility safe or refrigerator prior to the scheduled execution.
 - 2) Mix the Lethal Injection Chemicals in accordance with the manufacturer's instructions and draw the needed chemicals into the appropriate syringes.
 - 3) Label and color-code the syringes.
 - 4) Infuse the Lethal Injection Chemicals in accordance with this procedure.
- d. The Record Keeping Team will perform the following tasks:
 - 1) One member of the Record Keeping Team will be assigned to each of the following teams: Security Team; Intravenous Team; Infusion Team. One member of the Record Keeping Team will be assigned to the Lethal Injection Team Administrator and Team Leader.
 - a) The Record Keeping Team Member assigned to the Infusion Team will complete the Infusion Team Execution Log. (Attachment 16)
 - b) The Record Keeping Team Member assigned to the Intravenous Team will complete the Intravenous Team Execution Log. (Attachment 19)
 - c) The Record Keeping Team Member assigned to the Security Team will complete the Security Team Execution Log. (Attachment 20)

- d) The Record Keeping Team Member assigned to the Lethal Injection Administrator Team and the Lethal Injection Team Leader will complete the Lethal Injection Administrator/Team Leader execution Log. (Attachment 21)
- 2) The Record Keeping Team will document each element of the lethal injection process.
- 3) Upon completion of the execution, the Record Keeping Team will assemble all documents pertaining to the lethal injection process for inclusion in the Master Execution File.
- e. A physician will be assigned to monitor the ECG for signs that the inmate has expired.

J. Selection of Witnesses:

- 1. The Warden shall invite the Attorney General, members of the immediate family of the victim or victims, and at least 12 reputable citizens, to be selected by the Warden. (See Penal Code Section 3605)
- 2. The Warden shall at the request of the condemned inmate, permit those spiritual advisors, not exceeding two, as the condemned inmate may name, and any persons, relatives or friends, not to exceed five, to be present at the execution.
- 3. The Warden shall authorize those peace officers or other CDCR employees as he or she may as deemed necessary to witness the execution.
- 4. Number of persons permitted in the witness viewing rooms:

- a. A maximum of 50 persons will be approved within the following designations.

Official Witnesses:	12
(Includes victim(s) families)	
Attorney General:	1
San Quentin security staff:	8
News media witnesses:	17
Witnesses requested by inmate: (7)	
Spiritual advisor:	2
Family/friends:	5
Governor's Office/CDCR/Victim(s) Families:	5
Total:	50

- b. The Office of the Inspector General will be permitted one (1) observer in the Infusion/Control Room of the Lethal Injection Facility during an execution. No other observers will be permitted in the Lethal Injection Facility.

K. News Media Witnesses:

- 1. Media is defined in Title 15, CCR Section 3000 and DOM subsection 13010.5.

- a. When an execution is scheduled, the CDCR, Assistant Secretary, Office of Public and Employee Communications, will notify the media and establish a 10-day filing period in which media may request to witness the execution. (Attachment 2)
 - b. Requests will be accepted only during the designated 10-day filing period.
 - c. All media requests to witness an execution shall be directed to the CDCR, Assistant Secretary, Office of Public and Employee Communications, 1515 S Street, Sacramento, California, 94283-0001.
 - d. Requests will be considered only for the scheduled execution and will not be kept "on file."
2. The Assistant Secretary, Office of Public and Employee Communications, and the San Quentin Public Information Officer will consult with the Warden to select the members of the news media to witness an execution. All media witnesses must agree to the use of a "pool" method and all media witnesses must agree to release information simultaneously to all other news agencies at a press conference held after the execution.

L. Confidentiality of Witnesses:

1. The names of the witnesses will not be released.

M. Processing of Witnesses:

1. All witnesses must arrive at the institution's West Gate at the time designated by the Warden.
2. Parking will be in the designated parking area.
3. All witnesses will be screened per existing procedures.
 - a. All witnesses must have a valid ID as outlined in California Code of Regulations, Title 15, Section; 3173, c, 1-6.
 - b. No blue jeans, no jeans-style blue, black, or grey pants or Levi's.
 - c. No cameras, cell phones, blackberries, tape recorders, electronic devices, or drawing implements, etc., will be permitted in the witness area.

N. Witnesses Accommodation Prior to Execution:

1. There will be three designated witness staging areas; one for Official/Victim Witnesses, one for Media Witnesses, and one for the Inmate's Witnesses.
2. After screening, each group will be escorted to their respective staging area.
3. All witnesses will view an execution orientation video in their respective staging area.

4. At a time directed by the Warden, the witnesses will be escorted to their respective designated witness rooms within the Lethal Injection Facility.

O. Witness Accommodation after Execution:

1. After the announcement of death, the official witnesses and victim's witnesses will be escorted back to their designated staging area. The inmate's witnesses will be transported to the West Gate and processed out of the institution.
2. The Media Witnesses will be transported to the media area to await the Warden's press conference which will be conducted approximately one (1) hour after the execution.

P. Selection and accommodations of media not selected to witness the execution:

1. The San Quentin Public Information Officer, under the direction of the Warden, in conjunction with the Assistant Secretary, Office of Public and Employee Communications, is responsible for selection, accommodation, and coordination of news media personnel not selected to witness the execution.
2. Members of legitimate media, as defined in Title 15, CCR Section 3000 and DOM subsection 13010.5, will be allowed on San Quentin grounds on the day and time specified by the Warden.
 - a. Requests must be made to the Assistant Secretary, Office of Public and Employee Communications via the process outlined in the media advisory.
 - b. A maximum of 125 non-witness news media personnel will be permitted to remain in the media area during and after the execution.
 - 1) Parking will be in the designated parking area. Media broadcast vans will be admitted to the institution grounds on a space-available basis with prior written approval. Requests for such accommodations should be made when requesting to cover the event. All media members must have a valid State of California photo I.D. (as outlined in CCR, Title 15; Section; 3173; c; 1-6)
 - 2) The non-witness media members will be processed at the West Gate and escorted to the media area.
 - 3) After the execution, the media witnesses will join the non-witness media as soon as possible at the media area for the media press conference, where they will relate what they witnessed to the non-witness media.
 - 4) No more than thirty minutes after the conclusion of the Warden's press conference, the escorting of all media personnel to the West Gate will begin.
3. Interviews with Condemned Inmates.
 - a. All interviews will be consistent with departmental policy. (CCR, Title 15, Section 3261.5, paragraph a-g)

4. Information Releases.

- a. The names of the 12 official witnesses will not be released.
- b. The names of Lethal Injection Team Members will not be released, nor will the members be available for interviews or photographs.
- c. The San Quentin Public Information Officer and Assistant Secretary, Office of Public and Employee Communications will be responsible for all CDCR press releases prior to, during and after an execution and for the developing of all information releases.
- d. The Warden, with the assistance of the Assistant Secretary and Public Information Officer, will hold a press conference approximately one hour after an execution. No other interview(s) will be given by the Warden after the news conference is completed.

Q. Communication:

1. To facilitate access to the Warden by the courts, the Governor's Office, and the Attorney General during business hours and at critical stages prior to an execution, dedicated telephone lines to the State Supreme Court, the Governor's Office, and the State Attorney General's Office will be opened and staffed beginning at least fifteen minutes prior to the execution.

R. Chronology of Events Prior to Execution:

1. Upon receipt of the execution order:
 - a. The Warden will:
 - 1) Notify the Director, DAI, and all other appropriate officials identified in this procedure.
 - 2) Together with the Correctional Counselor II, Litigation Coordinator, and the Associate Warden, Specialized Housing Division, interview the inmate to be executed, serve the warrant of execution, and document the interview on CDC-1801B, Service of Execution Warrant, Warden's Initial Interview. (Attachment 3)
 - a) Inform the inmate of the choices of execution method, either lethal injection or lethal gas and document this on the CDC-1801, Notification of Execution Date and Choice of Execution Method. (Attachment 4)
 - b) Instruct the inmate to indicate his choice within 10 days on CDC-1801-A, Choice of Execution Method, with the explanation that if no choice is made, lethal injection will be the method of execution. (Attachment 5)

- c) Provide the inmate a copy of the Thirty-Day Notification informational package regarding visiting, phone calls, witness list, burial arrangements, and the general rules and procedures that will be utilized during the days leading up to the date of execution. (Attachment 6)
 - 3) Notify the Governor's Legal Affairs Secretary by overnight mail of the scheduled execution with a copy of the execution order enclosed.
 - 4) Submit to the Director, DAI, the names of the three (3) psychiatrists who will serve as the required panel of alienists. The alienists will be employees of CDCR who have previously received the approval of the Director, DAI.
 - 5) Meet with all staff involved in the lethal injection process to ensure that all staff understands their roles in the scheduled execution.
- b. The Chief Deputy Warden will:
- 1) Review this Operational Procedure and the Emergency Operations Plan to ensure they are current.
- c. The Associate Warden, Specialized Housing Division, will:
- 1) Together with the Correctional Counselor II, Litigation Coordinator and the Warden, interview the inmate to be executed, serve the warrant of execution, and document the interview on CDC-1801B, Service of Execution Warrant, Warden's Initial Interview.
 - 2) Direct the Execution Team Leader to ensure the Lethal Injection Facility is maintained and is operational.
 - 3) Refer the inmate for a vein assessment to determine the size, location, and resilience of the veins in the inmate's antecubital areas. If a suitable vein is not available, alternate insertion sites will be considered, including but not limited to:
 - a) Forearm
 - b) Wrist
 - c) Back of hand
 - d) Top of foot

- e) Ankle, lower leg, or other appropriate location.
- 4) Report the results of the vein assessment to the Warden.
- d. The Lethal Injection Team Leader will notify Lethal Injection Team Members of the Execution Order.
- e. The Condemned Unit Correctional Counselor II will:
 - 1) Together with the Associate Warden, Specialized Housing Division, Litigation Coordinator and the Warden, interview the inmate to be executed, serve the Warrant of Execution, and document the interview on CDC-1801B, Service of Execution Warrant, Warden's Initial Interview.
 - 2) Maintain close daily contact with the inmate upon service of the execution warrant.
 - 3) If the condemned inmate cannot communicate effectively, the Correctional Counselor II will obtain the services of an interpreter.
- f. The Litigation Coordinator will:
 - 1) Advise the Warden of any pending litigation regarding the condemned inmate or the scheduled execution.
 - 2) Together with the Warden, Associate Warden, Specialized Housing Division, and Condemned Unit Correctional Counselor II, interview the inmate to be executed, serve the warrant of execution, and document the interview on CDC-1801B, Service of Execution Warrant Warden's Initial Interview.
 - 3) Obtain from the Visiting Lieutenant a copy of the list of approved visitors and a printout of visits weekly.
 - 4) Instruct the Office Assistant who schedules legal visiting to give priority accommodations to the attorney for the inmate. If a scheduling problem occurs, the Litigation Coordinator must immediately be notified.
 - 5) Construct a Master Execution File for the inmate that shall contain all pertinent documents; i.e., execution order, photocopy of the visiting printout, Service of Execution, Warrant Notification of Execution Date and Choice of Execution Method, pre-execution activity log, CDC-128B's, and any other pertinent information.

- a) This Master Execution File shall be kept in the Litigation Coordinator's office.
- b) In the event the execution is stayed, the Master Execution File will be closed and filed in the Litigation Coordinator's office.
- 6) Update the list of scheduled executions and distribute it to the Administrative Officer of the Day book, and also to the Chief Deputy Warden, Associate Warden, Specialized Housing Division, Visiting Lieutenant, Mailroom Sergeant, Chief Psychiatrist and Chaplains.
- g. The Warden's Administrative Assistant will:
 - 1) Act as liaison between the inmate's family and the Warden.
 - 2) Direct the mailroom Sergeant to deliver all non-legal incoming mail for the inmate to the Administrative Assistant to be inspected, logged, and forwarded to the inmate via the oncoming Third Watch Condemned Row Sergeant.
 - a) Mail that is sent to the inmate by anonymous senders, containing offensive messages, will be hand carried to the inmate by the Condemned Row Correctional Counselor II. The Correctional Counselor II will give the inmate the option to accept or reject the offensive correspondence.
 - 3) Instruct the First Watch Condemned Row Sergeant to inspect and log all non-legal outgoing mail from the inmate.
 - a) The Condemned Row Sergeant will forward any unusual mail immediately to the Administrative Assistant for the Warden's attention.
 - b) This process must be handled expeditiously to avoid unnecessary delay of outgoing or incoming mail.
- h. The Public Information Officer will:
 - 1) Advise the Assistant Secretary, Office of Public and Employee Communications, by telephone, of the execution date and coordinate the development of a press release for news media agencies.
- i. The Visiting Lieutenant will:
 - 1) Flag the computer file, in the memo field, with the following instruction:

- a) Priority Visiting Privileges. Do not turn away visitors without approval of Warden or Administrative Officer of the Day. Notify the Warden's office (Public Information Officer) seven days prior to a scheduled execution, of each visit that this inmate has on the day that it occurs.
 - b) Ensure compliance with these instructions.
 - 2) Make photocopies of the inmate's visiting file along with a computer printout of all approved visitors and deliver them to the Litigation Coordinator.
 - 3) Ensure the attorney for the inmate is afforded assistance in expeditiously having access to their client. In the final weeks prior to the execution, this may include facilitating attorney visits during weekends and holidays if necessary.
 - 4) Arrange for visiting:
 - a) Grade A inmate visiting will take place in the Plexiglas booth of the Main Visiting Room during normal visiting hours. A Correctional Officer will be assigned to provide constant and direct supervision of the visit.
 - b) Grade B inmates will continue to receive non-contact visits in the Main Visiting.
2. Approximately 45 days prior to an execution:
 - a. The Warden will:
 - 1) Work with the Attorney General's Office of Victims' Services to confirm the availability of victim(s) family members and the selection of 12 official witnesses and 2 or more alternates.
 - 2) Initiate the process for completion of the 20-day pre-execution report, Penal Code 3700.5, for submission to the Director, Division of Adult Institutions. The report shall include the following:
 - a) A current psychiatric report, written by each of the three alienists.
 - b) Comments of the chaplain attending to the inmate.

- c) A summary of the inmate's conduct and behavior, submitted by the Condemned Row Correctional Counselor II.
 - d) A cover letter from the Warden.
- b. The Associate Warden, Specialized Housing Division, will:
 - 1) Move the inmate to a designated area.
 - a) Inmates housed in East Block will be moved to the first tier upon receipt of the Death Warrant.
 - b) Inmates in North Segregation will remain in their assigned cells.
 - c) Inmates in the Adjustment Center will remain in their assigned cells.
 - 2) Implement hourly checks and logs prepared by condemned unit staff.
 - 3) Direct the condemned unit staff to commence documentation of the inmate's behavior on CDC 128B on each shift.
 - a) The 128B's will be forwarded daily to the Litigation Coordinator via the Associate Warden, Specialized Housing Division.
 - b) Any documentation regarding unusual behavior will be brought to the attention of the Warden.
 - 4) Visit the unit daily to ensure procedural follow through. Sign in on unit log book with each visit.
- c. The Public Information Officer will:
 - 1) Coordinate with the Assistant Secretary, Office of Public and Employee Communications, to make distribution of an announcement to the media via recognized wire services that the execution is scheduled.
 - a) The Advisory must provide instructions to media representatives wishing to witness or otherwise cover the event.
 - b) The Public Information Officer and Assistant Secretary, Office of Public and Employee Communications will announce a 10-day filing period in which the news media may submit their written requests to witness the execution.

- c) Media witness requests must be for the scheduled execution and will not be kept on file.
 - d) No request will be considered that is received after close of business on the tenth and final day.
- 2) Work with the Assistant Secretary to select up to 17 media witnesses to the execution. Consideration will be given to the broadest cross-section of media format and greatest circulation or viewers.
- d. The Psychiatrists (Alienists) will:
 - 1) Interview and examine the inmate within sufficient time to evaluate the findings and give written reports to the Warden within the Warden's 20-day report deadline. (Attachment 7)
 - 2) The written reports shall include an interpretation of the examinations, interviews, and history and shall be stated in lay wording.
 - 3) Information available to one psychiatrist pertinent to the inmate's sanity shall be made available to the other two psychiatrists for evaluation and inclusion in the appropriate psychiatric reports.
- e. The Chaplain will:
 - 1) Interview the inmate to assess the inmate's spiritual and emotional well-being.
 - 2) Determine the inmate's religious preferences and needs, next of kin, funeral or other requests, attitudes or thoughts on death and dying, and note any observations regarding the inmate's emotional stability such as acceptance of the sentence of death, etc.
 - 3) Formulate these observations into a written report and submit it to the Warden within sufficient time to meet the Warden's 20-day report deadline.
- f. The Condemned Row Correctional Counselor II will:
 - 1) Assess the observations of the inmate's counselor and custody staff, and research the case history to determine the inmate's past and present conduct and behavior.
 - 2) Submit this information in writing to the Warden within sufficient time to meet the Warden's 20-day report deadline.

- 3) Continue close daily contact with the inmate. Collect the completed pages of the Thirty-Day Notice that was provided to the inmate by the Warden.
3. Approximately 30 days prior to an execution:
- a. Sanity Review Request:
 - 1) Attorneys may submit in writing for the Warden's review, any current psychiatric information that they believe may have a bearing on evaluating the sanity of a condemned inmate with a scheduled execution date.
 - 2) This information will be accepted within 30 days and up to 7 days prior to the scheduled execution.
 - a) Information submitted more than 30 days will be accepted for consideration by the panel of alienists.
 - b) The panel of alienists will consider this information in preparation of the 20-day pre-execution sanity report.
 - 3) The Warden will have available for review all psychiatric information pertaining to the condemned inmate known to San Quentin's psychiatric staff.
 - a) This information will be reviewed along with all material submitted by the inmate's attorney.
 - b) This information will be used to determine if substantial showing of insanity exists.
 - 4) The Warden will notify the condemned inmate's attorney in writing of the results of the requested sanity review. Should the Warden, with the assistance of the independent CDCR psychiatrist, find a substantial showing of insanity, the Warden will notify the District Attorney of Marin County in accordance with Penal Code Section 3701. (Attachment 8)
 - 5) Beginning the week prior to the execution the Warden will be provided with current daily information regarding the inmate's behavior and psychiatric condition.
 - 6) The inmate's behavior is continuously monitored by unit staff for the final 5 days with documentation completed every 15 minutes. (Attachment 9)

- a) Should the inmate display unusual or inappropriate behavior, the Warden will be notified immediately by institutional staff.
 - b) The Warden will take necessary steps to evaluate any reported changes including utilizing the provisions of PC Section 3701. Results will be reported to the Secretary, CDCR in writing via the Director, DAI.
- 7) The Secretary, CDCR will notify the Governor's Legal Affairs Secretary in writing, of all referrals to the Marin County District Attorney's office under the provisions of PC Section 3701.
- b. The Warden will:
 - 1) Deliver to the Director, DAI the 20-day report.
- c. The Associate Warden, Specialized Housing Division, will:
 - 1) Coordinate with the Team Leader to conduct weekly security inspections of the Lethal Injection Facility.
 - a) The Team Leader will follow the procedures identified in Section V E. 1. b. through g., above for these weekly inspections.
 - 2) Meet with and prepare the members of the Lethal Injection Team.
 - a) Schedule and conduct training for the Lethal Injection Team as needed.
 - 3) Ensure the Lethal Injection Facility is ready and fully stocked with supplies.
- 4. Approximately 10 days prior to an execution:
 - a. The Warden will:
 - 1) Compile and send a final 7-day report (original documents) to the Director, DAI.
 - a) This report will indicate whether or not there has been any change in the inmate's mental condition since the 20-day report.
 - b) The 7-day report will be delivered in sufficient time for forwarding to the Secretary, CDCR whose office

will then forward it to the Governor's Legal Affairs Secretary.

- c) This report shall be a memorandum updating the formal 20-day report based upon current observations.
 - d) Intermediate reports may be submitted by the Warden any time there is a change which may have an effect under PC Section 3700.5.
 - 2) Review the inmate's requested witnesses and spiritual advisor(s) as provided by the Associate Warden, Specialized Housing Division, to ensure they meet existing witness and visitor criteria.
 - 3) Secure from the Case Records Manager the Central File of the inmate, which will be maintained in the Warden's office until the date of execution.
- b. The Chief Deputy Warden will:
- 1) Direct the Crisis Response Team Commander to notify appropriate area managers of intent to re-assign any employee from their normal assignments associated with the execution at least five (5) days prior to proposed assignment change.
- c. The Associate Warden, Specialized Housing Division, will:
- 1) Ascertain if the condemned inmate wishes to invite up to 5 witnesses and 2 spiritual advisors, and provide the Warden with the names.
 - 2) Ensure Lethal Injection Team Members are prepared.
 - 3) Ensure the Lethal Injection Facility is operational.
 - 4) Ensure the Lethal Injection Facility has necessary supplies, including but not limited to, supplies for household and personal needs.
 - 5) Ensure the required clothing is available. (Attachment 14)
 - 6) Ensure a supply of documentation logs, graph paper, and record keeping materials are in place.
 - 7) Ensure that the necessary chemicals are available and properly controlled.

- 8) Notify the Personnel Assignment Office of the names of personnel that are to be relieved of their regularly assigned duties and temporarily assigned to the execution detail three days prior to the scheduled execution.
- d. The Public Information Officer will:
 - 1) Notify all media representatives selected to be witnesses
 - 2) Notify all non-witness media representatives selected to cover the execution event.
- e. The Psychiatrists (Alienists) will:
 - 1) Interview and evaluate the inmate and submit their findings to the Warden in writing.
 - a) They shall compare their current evaluations with their previous findings to determine any change in the inmate's mental condition.
 - b) Their observations must be current and pertain to the inmate's mental state.
 - c) Submit a 7-day report to the Warden. (Attachment 10)
- f. The Chaplain will:
 - 1) Report to the Warden, in writing, the emotional state of mind of the inmate, being especially sensitive to any change. These observations shall pertain to contacts made within 3 days preceding preparation of the report.
- g. The Condemned Row Correctional Counselor II will:

Report any change in conduct or behavior in writing to the Warden.
5. Five days prior to an execution:
 - a. The Warden will:
 - 1) Order the inmate to be moved to the designated security housing area of Condemned Row where he will be under observation 24 hours a day by an officer assigned for that purpose. (The Warden may authorize the move at any time following receipt of the death warrant or when, in the opinion of the Warden, it is necessary to maintain the safety and security of the public, the institution and/or the inmate.)

- 2) The inmate's behavior is continuously monitored by unit staff for the final 5 days with documentation completed every 15 minutes. (Attachment 9)
 - a) Should the inmate display unusual or inappropriate behavior, the Warden will be notified immediately by institutional staff.
 - b) The Warden will take necessary steps to evaluate any reported changes including utilizing the provisions of PC Section 3701. Results will be reported to the Secretary, CDCR in writing via the Director, Division of Adult Institutions.
- b. The Associate Warden, Specialized Housing Division, will:
 - 1) Ensure the inmate is moved to the designated security housing area of Condemned Row and place the inmate under 24-hour a day observation by an officer assigned for that purpose.
 - 2) Personally conduct the daily inspections of the Lethal Injection Facility with the Team Leader.
 - 3) Direct that all personal property, with the exception of legal material, belonging to the inmate be removed from the inmate's cell and placed under the security of the officer stationed outside the security cell. The inmate will be given the use of items by the officer as he needs them, and then return them to the officer's care.
 - 4) In the event of a stay of execution, the Associate Warden, Specialized Housing Division, will return the inmate's property and initiate return of the inmate to the inmate's former housing status.
 - 5) Along with the Food Manager, interview the inmate to ascertain what request, if any, the inmate may have for a last meal.
 - a) Determine if Food Service will be able to fulfill the request or make arrangements to obtain the requested menu items.
 - b) Accommodations will be made up to fifty dollars (\$50.00).
- c. The Visiting Lieutenant will ensure:
 - 1) Grade B inmates will continue to receive non-contact visits during designated visiting hours.

- 2) The visitor(s) and attorney(s) will be required to successfully clear the walk-through metal detector and a clothed body search. Refusal to comply with the above search procedure will be grounds for denial of a visit.
 - 3) The inmate will visit in waist restraints.
 - 4) The inmate and the visitor(s) may briefly embrace or shake hands at the beginning and end of the visit. No other physical contact will be allowed.
 - 5) In the event there is a scheduled attorney visit, the following procedures will apply:
 - a) Attorneys and approved visitors of the inmate will not be permitted to visit with the inmate simultaneously.
 - b) For an attorney/client confidential visit, the attorney will be allowed to bring the following items:
 - i. One pen or pencil.
 - ii. One notepad.
 - iii. Necessary legal materials.
 - c) For attorney/client confidential visits, the inmate will be removed from the conference room and proceed with the attorney to visit in the Plexiglas visiting area under constant visual observation by the special visiting team.
 - 6) Visitors are informed via posted notice, Warden's Bulletin, that visiting will be closed the day preceding the execution as well as the day of the execution.
 - 7) The family visiting quarters will be vacant the day before and the day of the execution.
 - 8) All visiting will cease once the inmate is placed in the secured holding cell in the Lethal Injection Facility. Attorneys may have access to their client by phone as requested.
- d. The Condemned Row Correctional Counselor II will:
- 1) Interview the inmate to discern any special requests as to the disposition of his property.

- a) The inmate will package and label any property to be sent out of the institution.
 - 2) Maintain a signed inventory receipt of all packaged property for mailing the first weekday following the execution.
 - 3) In the event of an indefinite stay, return the property to the inmate with a signed receipt.
 - 4) Arrange for the monitoring of all telephone calls made by the inmate via an institutional telephone.
 - a) Legal calls will not be monitored but will be facilitated by staff.
 - b) All calls will be logged on the pre-execution activity log. (Attachment 11)
 - c) The inmate shall have 24-hour access to a telephone for attorney contact.
 - 5) Obtain clothing sizes from the inmate and ensure that appropriate clothing is available.
 - 6) Begin daily briefings for the Warden, Chief Deputy Warden, Associate Warden, Specialized Housing Division, and Facility Captain as to the inmate's needs, requests, and behavior.
- e. Religious accommodations:
- 1) State employed spiritual advisors selected by the inmate will be allowed to perform their spiritual functions at the inmate's cell front on either second or third watch.
 - 2) Non- state employed spiritual advisors may visit the inmate utilizing the visitor process outlined in this procedure. (See Section V. Methods; Sub-section Q. Chronology of Events Prior to Execution, paragraph 5, letter c.)
 - 3) Once the inmate is moved to the Lethal Injection Facility Holding Area, approved spiritual advisors may visit the inmate in the holding area of the Lethal Injection Facility.

6. Four days prior to an execution:

a. The Warden will:

- 1) Issue a letter to San Quentin Village residents, Marin Rod and Gun Club and the Post Office advising them of any likelihood of a gathering or demonstration at the East Gate.
- 2) Ensure that a notice is passed out during staff briefings and displayed on the Count Gate television monitor, to inform staff of the East Gate closure on the evening prior to the day of the execution. Staff will be instructed to use the West Gate.

b. The Associate Warden, Specialized Housing Division, will:

- 1) Direct the Lethal Injection Team Leader to conduct a final equipment check of all materials necessary to perform the execution. This shall be conducted not less than 24 hours, and not more than 96 hours, before the scheduled execution.

c. The Business Manager II will:

- 1) Notify all contractors and vendors that San Quentin will not be accepting any goods or services beginning at 1800 hours, 2 days prior to the execution and continuing through the execution day.

7. Three days prior to an execution:

a. The Associate Warden, Specialized Housing Division, will:

- 1) Assume direct oversight of all Lethal Injection Team responsibilities.
- 2) Activate all members of the Lethal Injection Team and schedule daily training and preparedness exercises on each of the three days prior to the execution.
- 3) Coordinate and discuss with the Lethal Injection Team Leader the selection of the Lethal Injection Team Members for specific team assignments.
 - a) Ensure Lethal Injection Team Members are available.
 - b) Ensure Lethal Injection Team Members are properly trained and capable of carrying out specific assignments.
 - c) Ensure other Lethal Injection Team Members are properly assigned as back-ups and that each back-up

is properly trained and capable to performing the assigned functions.

- 4) Begin conducting daily inspections of the Lethal Injection Facility.
 - a) Ensure the facility remains fully operational and stocked with appropriate supplies. (Attachment 12)
 - 5) Assign the Lethal Injection Team Leader responsibilities to ensure:
 - a) All items that will come into contact with the condemned inmate are properly searched.
 - b) Continuous security is provided at the Lethal Injection Facility.
 - c) Lethal Injection Team Members assigned to specific functions begin daily training on their specific assignments, and all team members assigned as back-ups are also involved in training for their specific back-up function.
- b. The Correctional Captain, Central Services Division, will:
- 1) Establish an internal support team to assist as needed to maintain the smooth operation of the institution. The team members will be located in an area designated by the Central Services Captain.
 - 2) Ensure witness and media staging areas are clean and sanitized.
- c. The Public Information Officer (PIO) will:
- 1) Activate the media center at the appropriate time commensurate with the day and hour of the scheduled execution, and staff it with one Correctional Sergeant and six Correctional Officers assigned by the Watch Sergeants for that purpose.
 - a) The PIO will address the needs of media representatives that may be operating out of the media center. The assigned staff will release no information or offer any commentary unless specifically authorized by the PIO.

- b) The PIO will give regular updates to any media gathered, and will notify the Assistant Secretary of this action.
 - 2) Work with the Assistant Secretary to prepare a biographical and general information sheet on the inmate for briefing notes for the media, including CDCR I.D. photo. A copy of this biographical and general information sheet will be sent to the Assistant Secretary.
 - 3) The Warden, through the PIO, will designate a cut-off time for the media to arrive as outlined in the Execution Security Plan.
8. Two days prior to an execution:
- a. The Chief Deputy Warden will:
 - 1) Prepare to activate the Emergency Operations Center. Consult with the Warden on specific areas of concern.
9. Twenty-four hours prior to an execution:
- a. The Warden will:
 - 1) Ensure that all Lethal Injection Team Members are fully prepared and ready to perform their assigned duties.
 - b. The Chief Deputy Warden will:
 - 1) Activate the Emergency Operations Center.
 - c. The Associate Warden, Specialized Housing Division, will:
 - 1) Accompany the Lethal Injection Team Leader to obtain the lethal injection chemicals from a licensed pharmaceutical facility or distributor.
 - 2) Verify the chemicals and quantity. Secure the chemicals in the safe or refrigerator in the Lethal Injection Facility and complete the chain of custody form (Attachment 13). The original copy of the chain of custody form will remain with the chemicals. A copy of the form will be distributed to;
 - a) Warden.
 - b) Chief Deputy Warden.
 - c) Associate Warden, Specialized Housing Division.
 - d) Lethal Injection Team Leader.

- 3) Assume direct supervision of the Lethal Injection Team Members.
 - 4) Make a final inspection of the Lethal Injection Facility to ensure operational readiness.
 - 5) In conjunction with the Lethal Injection Team Leader:
 - a) Brief the Security Team on their specific duties during the scheduled execution.
 - b) Assess each Lethal Injection Team Member to ensure readiness for their role in the execution.
 - c) If necessary, excuse any staff member they believe may be unable to complete their assigned duties.
10. Six (6) hours prior to an execution (approximately 1800 hours):
- a. The Lethal Injection Team Leader will:
 - 1) Meet with and brief the condemned inmate on procedures and the responsibilities of the Security Watch Staff.
 - 2) Supervise the movement of the condemned inmate to the Lethal Injection Facility holding cell.
 - 3) Assign at least one Correctional Sergeant and two Correctional Officers from the Lethal Injection Team to establish a security watch, (constant and direct supervision of the inmate) in the Lethal Injection Facility Holding Area.
 - 4) Ensure a security watch log is maintained with entrees made every 15 minutes. The log will reflect all activities involving the condemned inmate, including the following:
 - a) Telephone calls.
 - b) Correspondence.
 - c) Visits by staff and approved visitors.
 - d) Last meal.
 - 5) Address requests made by the condemned inmate:
 - a) Visits:
 - i. The inmate can be visited by spiritual advisors and the Warden.

- ii. Spiritual advisors must be approved by the Warden.
- iii. Spiritual advisors wishing to bring religious items must have received advanced written permission from the Warden. All items are subject to search by staff prior to entry into the Lethal Injection Facility.
- iv. No food, drinks, or vending machine items are permitted in the Lethal Injection Facility visiting areas. Coffee and juice will be provided.
- v. No other visits will be permitted in the Lethal Injection Facility Holding Cell area without the approval of the Warden.

b) Last meal will:

- i. Be as requested by the inmate in so far as reasonable within the established \$50.00 limit.
- ii. Be delivered to the Lethal Injection Facility by the Correctional Food Manager or designee.
- iii. Be inspected for contraband.
- iv. Be served in the Lethal Injection Facility Holding Area.

c) Coffee and/or juice will be made available.

d) Additional requests may include:

- i. Food items and soft drinks.
- ii. Television and radio.
- iii. Phone calls.
- iv. Mailing of letters.

b. The Lethal Injection Security Team will:

- 1) Initiate the security watch log.

- a) Make entries at least every 15 minutes.
 - b) Document all activities involving the condemned inmate.
 - 2) Take custody of and search the condemned inmate.
 - a) Conduct an unclothed body search.
 - b) Scan with a metal detector.
 - 3) Search the condemned inmate's approved property.
 - 4) Secure the condemned inmate in the Lethal Injection Holding cell.
 - 5) Issue the condemned inmate new state clothing:
 - a) Appropriate undergarments.
 - b) One pair of socks.
 - c) One pair of pants.
 - d) One shirt.
 - e) One pair of slippers.
11. Approximately three (3) hours prior to an execution:
 - a. The Associate Warden, Specialized Housing Division, in the company of the Lethal Injection Team Leader will:
 - 1) Remove the lethal injection chemicals from the Lethal Injection Facility safe or refrigerator.
 - 2) Transfer custody of the lethal injection chemicals to two members of the Lethal Injection Infusion Team.
 - 3) Ensure accountability of the lethal injection chemicals.
 - a) A minimum of two staff members will verify all chemicals at the time of transfer and sign the chain of custody document. (Attachment 13)
 - b) The original form will be signed by the Lethal Injection Team Leader and re-secured in the safe or refrigerator.
 - b. The Infusion Team will prepare the lethal chemicals as described below:
 - 1) Two identical trays will be prepared:

- a) Tray A will be color-coded red and be the primary tray used for the Lethal Injection.
 - b) Tray B will be color-coded blue will be the backup tray.
- 2) Each tray will have eight (8) color-coded syringes to match the tray and be labeled by content and sequence of administration as follows:

 - #1 60cc syringe 1.5 grams Sodium Thiopental
 - #2 60cc syringe 1.5 grams Sodium Thiopental
 - #3 60cc syringe 50cc saline flush
 - #4 60cc syringe 50 milligrams Pancuronium Bromide
 - #5 60cc syringe 50cc saline flush
 - #6 60cc syringe 100 milliequivalents Potassium Chloride
 - #7 60cc syringe 100 milliequivalents Potassium Chloride
 - #8 60cc syringe 50cc saline flush
- 3) One Infusion Team Member prepares the syringes for Tray A.

 - a) Another Infusion Team Member observes to verify proper preparation.

Note: Sodium Thiopental must be mixed according to the manufacturer's instructions.
 - b) A Record Keeping Team Member will also observe and document the preparation on the Infusion Team Execution Log.
- 4) Tray B will be prepared by a different Infusion Team Member.

 - a) Another Infusion Team Member observes to verify proper preparation.
 - b) A Record Keeping Team Member will also observe and document the preparation on the Infusion Team Execution Log.

12. During the Day of the Execution:

- a. The Warden will confirm the following activities:

 - 1) Approximately 2 hours prior to the execution, ensure all witnesses are appropriately accommodated.

- 2) Accompanied by the Associate Warden, Specialized Housing Division, meet with the condemned inmate in the Lethal Injection Facility Holding Area.
 - a) Advise the inmate that a written last statement can be prepared to be read after the execution.
 - b) Inform the inmate that a sedative is available. Upon request, a sedative will be administered under the direction and approval of a clinician.
 - 3) The official witnesses are ushered to their designated area and given final instructions as needed.
 - 4) Approximately 45 minutes before the execution, the Warden will instruct the Lethal Injection Team to prepare the inmate.
 - 5) Ensure open dedicated phone contact with the Governor's Office, the Office of the Attorney General and the California State Supreme Court is established.
 - 6) Approximately 25 minutes before the execution, instruct staff to admit the witnesses to their designated areas.
 - 7) Approximately 15 minutes before the execution, order the inmate brought into the execution room, and secured to the gurney.
- b. The Chief Deputy Warden will:
- 1) Place the institution on lockdown at the appropriate time commensurate with the day and hour of the scheduled execution.
 - 2) Assume command of the Emergency Operations Center.
- c. The Associate Warden, Specialized Housing Division, will:
- 1) Approximately 2 hours prior to the execution, accompany the Warden into the Lethal Injection Facility to meet with the inmate.
 - 2) During the execution, take a position in the Infusion/Control Room and provide direct supervision of the Lethal Injection Infusion Team during administration of the lethal chemicals.
- d. The Litigation Coordinator will:
- 1) Take a position at the Lethal Injection Facility telephones 15 minutes prior to the scheduled execution to ensure

constant communication with the Governor's Office, the State Attorney General and the State Supreme Court.

- 2) Relay all calls to the Warden and the Associate Warden, Specialized Housing Division.

e. The Warden's Administrative Assistant will:

- 1) At the time designated by the Warden, escort all witnesses, except those invited by the inmate to their respective areas.
- 2) Assign a Correctional Officer to escort witnesses invited by the inmate to their designated witness area. The Correctional Officer will remain with these witnesses.
- 3) During the execution, remain in the Lethal Injection Facility witness area to assist the Public Information Officer.

f. The Public Information Officer will:

- 1) At the time designated by the Warden, identify the media witnesses and escort them from the media center to their designated witness viewing room.
- 2) Instruct the media witnesses regarding items that are not permitted in the Lethal Injection Facility. These items will be deposited at the media center for later retrieval. No equipment will be allowed in the witness gallery. Pencils and notepads will be provided.
- 3) Utilize the metal detector at the Visitor Processing Center or any other search method deemed necessary and reasonable.
- 4) Immediately upon the Warden's announcement of death, usher the media witnesses directly to the media center where they will give pool commentary to the other assembled media. Give no commentary until after the official statement by the Warden.

S. The Lethal Injection Protocol:

1. Inmate preparation:

a. Upon direction of the Warden to prepare the inmate, the Lethal Injection Team Leader will:

- 1) Direct the Security Team to conduct an unclothed body search.

- 2) Place the inmate in restraints and remove the inmate from the Lethal Injection Facility Holding Area.
 - 3) Observe the Intravenous Team place the ECG sensors on the chest of the inmate.
- b. Resistive inmates:
- 1) In the event that an inmate refuses to comply with staff orders to be placed in restraints or to exit his assigned cell or the Lethal Injection Facility Holding Area, or any other area that the inmate may be held, the Lethal Injection Team Leader will advise the Associate Warden, Specialized Housing Division.
 - 2) The Associate Warden, Specialized Housing Division, will speak to the inmate in an attempt to gain the inmate's cooperation.
 - 3) If the inmate continues to refuse to comply with orders, an emergency cell extraction will be authorized.
 - 4) Staff will follow the universal precautions when performing an extraction including, but not limited to, the following:
 - a) Disposable gowns
 - b) Face/head protection
 - c) Rubber gloves
 - d) Padded gloves
 - e) Leg protection
 - 5) Any use of force will be noted in the Lethal Injection Facility Activity Log as well as in the Execution Report – Part A and Part B. (Attachments 22 and 23)
- c. The Security Team will:
- 1) Escort the inmate from the Lethal Injection Facility Holding Area to the Execution Room.
 - 2) Secure the inmate to the gurney with restraints.
 - 3) Secure the inmates hands to the arm rests on the gurney with white medical tape.
 - a) Ensure that the inmate's hands are secured palm up to allow the Intravenous Team access to the necessary veins.

- b) Secure the inmate's fingers to the gurney in the extended position.
- d. The Lethal Injection Team Leader will:
 - 1) Ensure the inmate is properly secured.
 - 2) Ensure the restraints do not inhibit the inmate's circulation.
 - 3) Excuse the Security Team to wait on standby in an adjacent room.
 - 4) Remain in the room to supervise the insertion of the catheters by the Intravenous Team.
- e. The Intravenous Team will:
 - 1) Enter the Execution Room immediately after the Security Team exits.
 - 2) Inspect the restraints to ensure that they do not restrict the inmate's circulation or interfere with the insertion of the catheters.
 - 3) Insert two catheters into pre-designated veins.
 - 4) As each catheter is inserted inform an Intravenous Team Member in the Infusion Room to initiate the intravenous drip.
 - 5) Designate primary and back-up intravenous lines.
 - 6) Inform the Warden when the intravenous lines have been successfully established.
 - 7) One Intravenous Team Member will then exit the execution room and report to the Infusion Room to continuously monitor the saline drips.
 - 8) One Intravenous Team Member will remain in the execution room to continuously monitor the intravenous lines and assess the consciousness of the condemned inmate throughout the execution.
- 2. The Lethal Injection Team Leader will exit the Execution Room and report to the Infusion Room to monitor the Execution.
- 3. The Warden will:

- a) Take a position in the Execution Room in close proximity to the condemned inmate.
 - b) Inquire of both the State Supreme Court and the Attorney General's Office if there is any matter pending before any court to preclude the execution from proceeding.
 - c) Inquire of the Governor's Office if there is any reason not to proceed with the execution.
 - d) If there responses are negative, read a prepared statement detailing the court order mandating the execution. (Attachment 15)
 - e) Provide an opportunity for the condemned inmate to make a brief final statement via the public address system. After the statement is made, the public address system will be turned off.
 - f) Direct the Infusion Team to administer the lethal injection chemicals.
4. Infusion.
- a) The Infusion of Lethal Injection chemicals will begin with Tray A using the intravenous catheter designated as primary.
 - b) The saline drip in the intravenous catheter that was designated primary infusion will be stopped prior to the injection of the fist syringe, and restarted after the last syringe has been administered. The saline drip in the back-up intravenous line will be continually maintained.
 - c) If at any time during the infusion of the lethal chemicals, the primary intravenous catheter fails, the Warden will be notified and direct that the Lethal Injection Protocol using the primary intravenous catheter and the chemicals on Tray A be discontinued and the entire sequence began again using the back-up intravenous catheter and the chemicals on Tray B in the same sequence as noted below.
 - d) A Record Keeping Team Member in the infusion room will initiate a 10 minute count down at the start of the infusion of syringe #1 (sodium thiopental).
 - e) Beginning with Tray A and using the primary intravenous catheter, the chemicals will be administered as follows:
 - **#1—60cc syringe: 1.5 grams sodium thiopental** will be administered, followed by an assessment of the condemned inmate; the Intravenous Team Member will brush the back of his/her hand over the condemned inmate's eyelashes, and speak to and gently

shake the condemned inmate. Observations will be documented. If the condemned inmate is unresponsive, it will demonstrate that he is unconscious. Regardless, the Protocol will continue as follows:

- **#2—60cc syringe: 1.5 grams sodium thiopental** will be administered.
- **#3—60cc syringe: 50 cc saline flush** will be administered, followed by another assessment of consciousness as outlined above. Observations will be documented. At this point if the condemned inmate is determined to be unconscious, the Warden will authorize the protocol to proceed in the following sequence:
 - **#4—60cc syringe: 50 mg pancuronium bromide**
 - **#5—60cc syringe: 50cc saline flush**
 - **#6—60cc syringe: 100 ml/Eq potassium chloride**
 - **#7—60cc syringe: 100 ml/Eq potassium chloride**
 - **#8—60cc syringe: 50cc saline flush**
- If, following the administration of syringe #2 and syringe #3, the assessment indicates the condemned inmate is not unconscious, the Warden will direct that the injection through the primary intravenous catheter, be discontinued and the entire sequence re-initiated using chemicals on Tray B via the designated back-up intravenous catheter.

- f) An ECG will monitor the inmate's heart activity.
- g) Death will be determined by a doctor.
- h) If, in the event all eight syringes from Tray A have been administered, ten minutes has elapsed and death has not been determined, the Record Keeping Team Member will advise the Associate Warden, Specialized Housing Division, who will advise the Warden.
- i) The Warden will direct the Lethal Injection Protocol to be repeated using the back-up intravenous catheter and the chemicals from Tray B in exactly the same sequence as noted above.

T. Post-Execution Procedure:

1. Immediately following the determination of death of the condemned inmate, the Warden will read an official statement notifying the witnesses the execution is complete. (Attachment 17)
2. The Warden will:
 - a) Have the curtains on the viewing windows closed, and direct the witnesses be escorted from the Lethal Injection Facility.
 - b) Approximately one hour after the execution, the Warden will issue a statement to the media advising the sentence has been carried out and announcing the time of death, and immediately exit the media center.

3. The Administrative Assistant will:
 - a) Immediately following the official statement by the Warden at the press conference, accompany the Warden out of the media center.
4. The Public Information Officer will:
 - a) Immediately upon the Warden's announcement of death, usher the media witnesses directly to the media center where they will give pool commentary to the other assembled media
 - b) Accompany the Warden to the post-execution press conference and, after the Warden leaves, respond to questions that follow the Warden's Official Statement.
 - c) Read the inmate's last statement to the press or announce that the inmate did not have a last statement.
 - d) As soon as possible, but no longer than 30 minutes after commencement, conclude the press conference and usher all media off the prison grounds. Secure the media center and go to the Warden's office to field telephone inquiries.
5. The Litigation Coordinator will:
 - a) Assemble all appropriate reports and maintain the Master Execution File of records regarding the execution in the Litigation Coordinator's office.
6. After all the witnesses have been escorted out of the Lethal Injection Facility:
 - a) The Intravenous Team will crimp closed and disconnect all intravenous lines, but will not remove the lines from the inmate. Intravenous lines will remain in place to allow review by the Marin County Coroner as necessary.
 - b) Under the supervision of the Lethal Injection Team Leader, the inmate's body shall be removed with care and dignity and placed in a post-mortem bag pending removal as pre-arranged with the contract mortuary.
7. The Lethal Injection Facility will be cleaned thoroughly after the inmate's body has been removed.
8. The Security Team will conduct a security inspection of the Lethal Injection Facility to ensure that all doors are secured and that no items were left behind.
9. All unused chemicals will be documented on the Chain of Custody form and noted as to why they were not used. The Infusion Team will transfer the unused chemicals to the Associate Warden, Specialized Housing Division, who will place them in the Lethal Injection Facility safe or refrigerator to await proper disposal and note their transfer on the Chain of Custody form. (Attachment 13)

10. The Intravenous Team will complete a post-execution inventory of all supplies and equipment that were used by the Intravenous Team during the execution. The Intravenous Team will give the inventory to the Associate Warden, Specialized Housing Division, who will arrange for replacement and replenishment of supplies.
11. The Lethal Injection Team Leader will secure the Lethal Injection Facility and return the keys to Main Control.
12. The Lethal Injection Team Leader will report directly to the Warden that the Lethal Injection Facility has been secured.

U. Debriefing:

1. The Warden and Associate Warden, Specialized Housing Division, will hold a debriefing and critique with all Lethal Injection Team Members. All documents and records concerning the execution will be collected by the Associate Warden, Specialized Housing Division, for review.
2. The Associate Warden, Specialized Housing Division, will assess the Lethal Injection Team Members for the need for employee post trauma care.
3. As soon as possible but no later than 24 hours after the execution, the Warden will arrange for a confidential individual debriefing, by appropriate staff, with each Lethal Injection Team Member. The purpose of the debriefing is to provide a confidential forum for the team member to candidly discuss the impact of the execution on him or her and provide access to counseling services as requested. A Team Member may be accompanied by a person of his or her choosing at the individual debriefing.

V. Documentation- Managerial Oversight:

1. Immediately following the execution, the Lethal Injection Team Leader will complete a Execution Report - Part A. (Attachment 22)
2. Each team member will complete Execution Report – Part B, documenting their actions and observations during the execution. (Attachment 23)
3. Team members will use identifiers assigned to their specific position (duties), rather than their names and/or classifications, when they submit their reports.
4. The Lethal Injection Team Leader will assemble the complete Execution Report for review by the Associate Warden, Specialized Housing Division. The Execution Report will include all appropriate supplemental reports.
 - a) Following review by the Associate Warden, the Execution Report will be routed through the Chief Deputy Warden for the Warden's review and signature.
 - b) Any use of force will be specifically documented and reviewed according to existing Departmental policy.
5. A copy of the Execution Report will be delivered to the Director, DAI for review and follow up as needed.

6. The original Execution Report will be retained at San Quentin as part of the Master Execution File.
7. The Record Keeping Team will meet with the Associate Warden, Specialized Housing Division, and ensure all documentation has been completed. The documentation will be reviewed and approved by the Associate Warden, Specialized Housing Division, and shall be hand delivered to the Warden for inclusion in the Master Execution File.

W. Critique:

1. Within 72 hours, the Warden shall conduct an after-action critique of the execution.
 - a) The purpose of the critique is to evaluate the execution from all operational perspectives, including compliance with this Operational Procedure.
 - b) The critique shall be documented for inclusion in the Master Execution File with other records of the execution.
 - c) Any recommendations for changes in procedures or training must be approved by the Warden and the Office of the Secretary, CDCR.

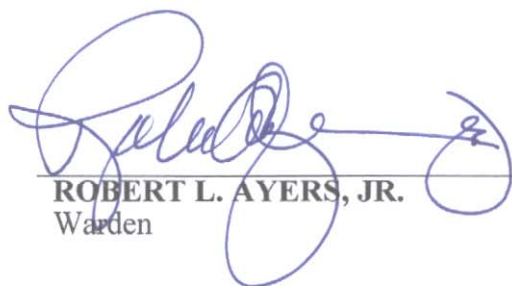
X. Return on Warrant of Death:

1. After receipt of the Certificate of Death, the Warden shall complete the Return on Warrant of Death, and forward the Return to the county from which the inmate was under sentence of death along with a copy of the Certificate of Death. (Attachment 18)


VI. RESOURCE SUPPLEMENTS

Attachment 1:	Lethal Injection Facility Inspection Report
Attachment 2:	Media Notification of Scheduled Execution
Attachment 3:	CDCR 1801-B, Service of Execution Warrant – Warden’s Initial Interview
Attachment 4:	CDCR 1801, Notification of Execution Date, Choice of Execution Method
Attachment 5:	CDCR 1801-A, Choice of Execution Method
Attachment 6:	Thirty Day Notice
Attachment 7:	Sample of Alienist 20-Day Report
Attachment 8:	PC 3700 Notification
Attachment 9:	15-Minute Check Log
Attachment 10:	Sample of Alienist 7-Day Report
Attachment 11:	Pre-Execution Log
Attachment 12:	Lethal Injection Supply Inventory
Attachment 13:	Chain of Custody
Attachment 14:	Inmate Needs
Attachment 15:	Pre-Execution Notice to Witnesses
Attachment 16:	Lethal Injection Infusion Team Execution Log
Attachment 17:	Post-Execution Notice to Witnesses
Attachment 18:	Return on Warrant of Death
Attachment 19:	Lethal Injection Intravenous Team Execution Log

Attachment 20: Lethal Injection Security Team Execution Log
Attachment 21: Lethal Injection Administrator/Team Leader Execution Log
Attachment 22: Execution Report – Part A
Attachment 23: Execution Report – Part B


ROBERT L. AYERS, JR.
Warden

5-14-07
Date Signed


JAMES E. TILTON
Secretary
California Department of Corrections and Rehabilitation

5-14-07
Date Signed

**STATE OF CALIFORNIA
SAN QUENTIN OPERATIONAL PROCEDURE
NUMBER 0-770
EXECUTION BY LETHAL INJECTION**

PROTOCOL ATTACHMENTS

Lethal Injection Facility Sanitation Inspection Checklist

Date

Search Area	Comments
Sallyport Corridor	
Sallyport Storage Room	
Staging Area	
Secure Holding Cell Area	
Officer Security Area	
Prep Room	
Break Room	
Rest Rooms	
Prep Storage Room	
Infusion/Control Room	
Execution Room	
Electrical Room	
Storage Room	
Victim Family Viewing Room	
Press Viewing Room	
Inmate Family Viewing Room	
All Doors & Gates Functioning	

Page 2**Attachment #1**

Lethal Injection Facility Safe Secure	
Light and Appliances Functioning	
Tool Inventory	
Refrigerator Temperature Indicate Temperature	Temperature_____
Equipment Inventory Attach to Form	

Security Team Members_____
Date_____
Execution Team Leader_____
Date

NEWS



MEDIA ACCESS FOR SCHEDULED EXECUTION

For Immediate Release

Date of Press Release

Contact: (916) 445-4950

The execution of (inmate's name), convicted of (synopsis of crime) in (Name of County), is set by court order for (scheduled date of execution), at San Quentin State Prison.

Access Inquiries:

Direct all requests and inquiries regarding access to San Quentin State Prison to the California Department of Corrections and Rehabilitation Assistant Secretary, Office of Public and Employee Communications in Sacramento, which is responsible for all media credentials. Requests are due by (final filing date). (See "Credentials.")

Reporters:

Up to 125 news media representatives may be admitted to the Media Center Building at San Quentin to attend news briefings and a news conference after the execution. To accommodate as many media firms as possible, each news media organization applying will be limited to one representative. Firms selected to send a news reporter to witness the execution will be allowed a separate representative at the media center.

Audio/Visual/Still Photographs:

In anticipation that interest may exceed space, pool arrangements may be necessary for audio/visual feeds and still photographs from inside the media center. The pool will be limited to two (2) television camera operators, two (2) still photographers, and one (1) audio engineer. The Northern California Radio Television News Directors Association (NCRTNDA) and the Radio Television News Association (RTNA) in southern California arrange the pool.

Live Broadcast:

On-grounds parking is limited. Television and radio stations are limited to one (1) satellite or microwave vehicle.

Media Access for Scheduled Execution
Page 2

Television Technicians:

Television technicians or microwave broadcast vehicles will be permitted three (3) support personnel: engineer, camera operator, and producer.

Radio Technicians:

Radio broadcast vehicles will be allowed two (2) support personnel: engineer and producer.

Credentials:

For media credentials, send a written request signed by the news department manager on company letterhead with the name(s) of the proposed representatives, their dates of birth, driver's license number and expiration date, social security number, and size of vehicle for live broadcast purposes to:

Assistant Secretary
Office of Public and Employee Communications
1515 S Street, Room 113 South
P.O. Box 942883
Sacramento, CA 94283-0001

All written requests must be received no later than (Final Filing Date). Media witnesses will be selected from requests received by that time. Telephone requests will NOT be accepted.

Security clearances are required for each individual applying for access to San Quentin. The clearance process will begin after the application deadline. No assurances can be provided that security clearances for the requests, including personnel substitutions, received after the filing period closes (Final filing date), will be completed in time for access to the prison (Day before execution).

Facilities:

The media center has a 60-amp electrical service with a limited number of outlets. There are several pay telephones. Media orders for private telephone hookups must be arranged with SBC. SBC will coordinate the actual installation with San Quentin. There is one soft drink vending machine at the media center. Media personnel should bring their own food. Only broadcast microwave and satellite vans and their support personnel providing "live feeds" will be permitted in a parking lot adjacent to media center.

CDCR 1801-A (Rev. 4/98)

DEPARTMENT OF CORRECTIONS AND REHABILITATION

DISTRIBUTION
WARDEN (ORIGINAL)
CENTRAL FILE
INMATE



NAME OF COUNTY

MONTH. DATE. YEAR

COMMENTS OF WITNESS

STATE OF CALIFORNIA

DEPARTMENT OF CORRECTIONS AND REHABILITATION

**SERVICE OF EXECUTION WARRANT –
WARDEN'S INITIAL INTERVIEW**

CDCR 1801-B (Rev. 4/98)

I, _____, have a received a copy of the Warrant of Execution
PRINT OR TYPE FILL NAME

number _____ issued by _____ County Superior Court on _____
NAME OF COUNTY MONTH, DAY, YEAR

I have had an opportunity to discuss its ramifications and other related issues with a prison administrator on _____. I understand that I am entitled to elect either lethal gas or lethal injection as the
MONTH, DAY, YEAR
 method of execution. I further understand I must make my choice in writing to the Warden. If I do not choose either lethal gas or lethal injection within ten days after the service of this execution warrant, I understand the method of execution will be lethal injection. I further understand if I receive a stay of execution, I will again have the opportunity to choose the method of execution when I am served with another execution date. I understand I have an execution date of _____.
MONTH, DAY, YEAR

X _____
INMATE'S SIGNATURE

() Inmate has received a copy of the Warrant of Execution but refuses to sign for it.

X _____
INMATE'S SIGNATURE

() Inmate understands he may choose either lethal gas or lethal injection as the method of execution.

() Inmate understands he must make his choice in writing to the Warden within ten days after services of this execution warrant. This ten day period expires on _____.
MONTH, DAY, YEAR

() Inmate understands he will be recontacted on the above date if the Warden has not received his written notice of choice.

() Inmate understands if he makes no choice, execution will be imposed by lethal injection.

() Inmate understands the nature of the document and the possible ramifications.

() Inmate has been in contact with legal counsel regarding this matter.

() Inmate understands he will be interviewed by psychiatric staff and a report of their findings will be filed.

() Inmate claims to be of the _____ faith.

() Inmate understands he will be interviewed by a chaplain and a nonspecific report will be filed.

() Inmate has had an explanation of the course of events set in motion by the Warrant of Execution.

INTERVIEWER'S OBSERVATION AND COMMENTS

WARDEN/DESIGNEE'S PRINTED NAME	WARDEN/DESIGNEE'S SIGNATURE	DATE SIGNED
WITNESS' PRINTED NAME	WITNESS' SIGNATURE	DATE SIGNED

**THIRTY DAY NOTIFICATION
SAN QUENTIN STATE PRISON**

Inmate Name

CDCR Number

I am Robert L. Ayers Jr., Warden of the California State Prison at San Quentin. You have been condemned for the crime of _____
at _____ on _____.

The purpose of this Committee is to inform you of the rules and procedures that will be followed during the next 30 days, and to discuss certain privileges you may be afforded.

When this Committee concludes you will be re-housed in the designated area. (Adjustment Center and North Segregation inmates will remain in their assigned cells. East Block inmates will be re-housed on the first tier.) You will remain in that cell until 5 days prior to the date of execution. Five days prior to the date of execution, you will be moved to North Segregation. (Adjustment Center inmates may be moved to North Segregation or remain in their assigned cell at the discretion of the Warden.) During the 5 days proceeding the scheduled time of execution, you will be under direct surveillance by assigned Correctional Officers who will note your status and activities on an hourly check log.

On the afternoon prior to the execution, you will be moved to the Lethal Injection Facility Security Cell adjacent to the Execution Room. While in the Lethal Injection Facility Security Cell, and until the time of execution, you will be under constant surveillance by the assigned Correctional Officers.

SUMMARY OF RULES AND PROCEDURES

1. Mental Health staff will be conducting regular observations of you during this period. Mental Health clinicians are available to you 24-hours a day. If you need to speak to a Mental Health professional, notify any available staff member.
2. Religious advisors are available daily. If you wish to speak to a religious advisor, notify the tier officer or the officer assigned to the area.
3. If you have to leave your cell or the Lethal Injection Facility Security Cell for any reason, you will be subject to an unclothed body search. All escorts will be in handcuffs.
4. When you are re-housed in North Segregation, all of your stored legal material will be brought to the cell anteroom. (Inmate who remains in the Adjustment Center will be given all of his/her stored legal material in their assigned cell.)
5. Once the 5 days surveillance period has begun, if you experience an injury or illness, you will be treated by medical staff in your assigned cell whenever possible.
6. Beginning 5 days prior to a scheduled execution, you will be afforded additional visiting privileges. Visiting will be conducted as follows.
 - a. You will be afforded priority visiting privileges during normal visiting hours only.

Attachment 6

- b. You may request visitors who are not currently listed on your approved visitor list by completing Page 4, Request for Approval of Visitors, and give to the Condemned Unit Correctional Counselor II within 5 days from the receipt of this notice. Only immediate family members will be considered, and all visitors must meet normal visiting guidelines.
 - c. Grade A inmates will receive contact visiting in the Plexiglas booths in the main visiting room.
 - d. Grade B inmates will receive non-contact visiting.
 - e. Vending machines purchases will not be permitted.
 - f. All inmates will remain in waist restraints for the duration of the visit.
 - g. Inmates and visitors may use the restroom; however, any use of the restroom will be under escort and/or direct supervision.
 - h. Attorneys and approved visitors will not be permitted to visit simultaneously.
 - i. All visiting will cease when you are re-housed in the Lethal Injection Facility Security Cell.
- 7. Once you have been re-housed in the Lethal Injection Facility Security Cell, the lights in the cell will be left on at all times.
 - 8. A television and radio are provided in the Lethal Injection Facility Security Cell. You will not be permitted to bring any personal electronic appliances with you when you are re-housed in the Lethal Injection Facility Security Cell.
 - 9. The only items of personal property permitted in the Lethal Injection Facility Security Cell will be:
 - a. One bible or religious publication;
 - b. One cubic foot of legal material;
 - c. Personal photographs of family and friends.

No other personal items will be permitted. All necessary personal hygiene and clothing items will be provided.

- 10. You may have up to 5 witnesses and 2 spiritual advisors to witness the execution, and all witnesses must meet normal visiting guidelines. You must complete Page 5, Request for Approval of Witnesses and give to the Condemned Unit Correctional Counselor II, 14 days prior to the scheduled execution.
- 11. You are required to update you next of kin notification by completing Page 6, Next of Kin Notification, and give to the Condemned Unit Correctional Counselor II within 5 days from receipt of this notice.
- 12. You may request any food for your last meal. You must complete Page 7, Last Meal Request, and give to the Condemned Unit Correctional Counselor II within 5 days from receipt of this notice. The Associate Warden and the Food Manager will review your request to determine if the request can be accommodated.
- 13. You may designate the disposition of your personal property. You must complete Page 8, Disposition of Personal Property, and give it to the Condemned Unit Correctional Counselor II, 14 days prior to the scheduled execution. Failure to designate a disposition of your personal property may result in the property being donated or disposed of.

Attachment 6

14. You may select a funeral home and make burial arrangements. You must complete Page 9, Release of Remains and Burial Arrangements, and give it to the Condemned Unit Correctional Counselor II, 14 days prior to the scheduled execution. Failure to designate burial arrangements may result in the State designating a disposition of your remains.

ROBERT L. AYERS JR.
Warden
California State Prison at San Quentin

Inmate Signature and CDCR Number

Attachment 6**REQUEST FOR APPROVAL OF VISITORS**

I am requesting that the following loved one be approved for visiting privileges. I understand that all requested visitors must meet all normal visiting guidelines. All persons not meeting these guidelines will not be approved. These approvals will only remain in effect while the execution is imminent. If a stay is issued, any approval given will be rescinded and all potential visitors must apply for visiting privileges under the normal visiting procedures.

NAME	ADDRESS	TELEPHONE#	RELATIONSHIP

 Inmate Name

 CDCR #

- ☐ Relationship verified by Condemned Unit Correctional Counselor II
- ☐ Visitors contacted to obtain information needed to perform CLETS check
- ☐ CLETS check completed by Administrative Assistant (Attach reports)

APPROVED/DISAPPROVED

 ROBERT L. AYERS JR.
 Warden
 California State Prison at San Quentin

 Date

Attachment 6**REQUEST FOR APPROVAL OF WITNESSES**

I am requesting that the following person(s) be permitted to witness the execution. I understand that all requested witnesses must meet all guidelines applied to normal visiting. All persons not meeting these guidelines will not be approved. No witnesses under the age of 18 will be permitted.

FAMILY AND LOVED ONES			
NAME & AGE	ADDRESS	TELEPHONE#	RELATIONSHIP

SPIRITUAL ADVISORS		
NAME	ADDRESS	TELEPHONE#

Inmate Name

CDCR #

- ☐ Witnesses contacted to obtain information needed to perform CLETS check
- ☐ CLETS check completed by Administrative Assistant (Attach reports)

APPROVED/DISAPPROVED

ROBERT L. AYERS JR.
Warden
California State Prison at San Quentin

Date

Thirty-Day Notice

NEXT OF KIN NOTIFICATION

I am requesting that the following next of kin be notified of my death.

NAME	ADDRESS	TELEPHONE#	RELATIONSHIP

Inmate Name

CDCR #

APPROVED/DISAPPROVED

ROBERT L. AYERS JR.
Warden
California State Prison at San Quentin

Date

Attachment 6**LAST MEAL REQUEST**

I am requesting that the following food be provided for my last meal. I understand that all requests must be approved by the Food Manager and the Warden. Unreasonable and locally unavailable items will not be accommodated.

Meal Items Requested

Inmate Name

CDCR #

APPROVED/DISAPPROVED

Food Manager

Date

APPROVED/DISAPPROVED

ROBERT L. AYERS JR.
Warden
California State Prison at San Quentin

Date

Attachment 6**DISPOSITION OF PERSONAL PROPERTY**

I am requesting that any and all of my personal property and effects, as well as any funds remaining in the trust account maintained by the Department of Corrections and Rehabilitation in my name be distributed to the person(s) listed below. I understand that I am responsible for the cost of shipping my property to the person(s) listed below. If funds are not available, my property will be held for 15 days in order to allow the designated recipients to complete alternate shipping arrangements.

PERSONAL PROPERTY

NAME	ADDRESS	TELEPHONE#

FUNDS IN TRUST ACCOUNT

NAME	ADDRESS	TELEPHONE#

LEGAL MATERIAL

NAME	ADDRESS	TELEPHONE#

Inmate Name

CDCR #

APPROVED/DISAPPROVED

ROBERT L. AYERS JR.
Warden
California State Prison at San Quentin

Date

Thirty-Day Notice

Attachment 6**RELEASE OF REMAINS AND BURIAL ARRANGEMENTS**

I am requesting that my remains be released to the person or organization identified herein. I understand that the state of California does not accept financial responsibility for the disposition of my remains. I have designated the person who will accept that responsibility. If I do not designate these arrangements, the State will process my remains in accordance to current state policy and contracts.

Funeral Home _____
Address _____

Telephone _____
Contact Person _____

Person financially responsible for the disposition of remains:

Name _____
Address _____

Telephone _____
Relationship _____

APPROVED/DISAPPROVED

ROBERT L. AYERS JR.
Warden
California State Prison at San Quentin

Date

Attachment 7

State of California

Department of Corrections and Rehabilitation

M e m o r a n d u m

Date :
To : WARDEN
From : San Quentin State Prison, San Quentin, CA 94964
Subject : **20-DAY PRE-EXECUTION REPORT (NAME AND NUMBER OF INMATE)**

This report of a competency evaluation is prepared pursuant to San Quentin Institutional Procedure No. 770 and Section 3700.5 of the California Penal Code. Inmate (name) is scheduled for execution of his death sentence on (date).

Inmate (name) was advised that I was a psychiatrist and the purpose of the interview was to evaluate his legal competency to undergo execution. I advised that I was not his treating physician and that the results of the interview were not confidential but would be shared with others. He said he understood all this.

Mr. (name) was well groomed and neatly dressed in prison clothing. He noted "today is shower day" and was looking forward to getting a shower soon. He was calm and cooperative with no evidence of psychic or motoric agitation. His speech was normal and his form of thought was fully linear and coherent. His mood was "I'm OK, I'm doing OK, not out of control or anything like that." There were no psychotic symptoms. He denied any idea or plan to hurt or kill himself or anyone else.

In response to my questions, it was clear that Mr. (name) understood his circumstances and that he understood the nature of the death penalty and why it was imposed.

It is my opinion that Mr. (name) is legally competent to undergo execution.

(Name of alienist)
Staff Psychiatrist

**NOTIFICATION BY WARDEN TO MARIN COUNTY
DISTRICT ATTORNEY CONCERNING SANITY OF
CONDEMNED INMATE (PC §3700)**

To: Edward S. Berberian Jr., District Attorney, County of Marin

From: Robert L. Ayers Jr., Warden, San Quentin State Prison

Re: Condemned Inmate _____, CDCR# _____

Pursuant to Penal Code § 3701, I have good reason to believe that the above named inmate/defendant, who is under sentence of death, has become insane.

I base this on the following: _____

A. Information concerning the inmate:

1. County from which the inmate is under sentence of death: _____
2. Charges convicted of: _____
3. Date set for execution: _____

B. Enclosed with this memorandum are the following:

- _____ 1. Copies of the reports of the three alienists who examined the Inmate/defendant per PC § 3700.5
- _____ 2. A copy of the inmate's psychiatric file
- _____ 3. Other _____

Robert L. Ayers Jr.
Warden
San Quentin State Prison

By: _____

Date: _____

Attachment 9-A**Condemned Unit 15-Minute Activity Log****First Watch**

All Officers will be responsible to record all events in clear, legible print. Each Officer's name must be clearly printed in the designated place at the top of the form and a signature is required for each entry.

Date: _____

Inmate Name: _____

Correctional Officers: _____

Number: _____

Cell: _____

2200:_____	Officer's Signature_____
2215:_____	Officer's Signature_____
2230:_____	Officer's Signature_____
2245:_____	Officer's Signature_____
2300:_____	Officer's Signature_____
2315:_____	Officer's Signature_____
2330:_____	Officer's Signature_____
2345:_____	Officer's Signature_____
2400:_____	Officer's Signature_____
0015:_____	Officer's Signature_____
0030:_____	Officer's Signature_____
0045:_____	Officer's Signature_____
0100:_____	Officer's Signature_____
0115:_____	Officer's Signature_____
0130:_____	Officer's Signature_____
0145:_____	Officer's Signature_____
0200:_____	Officer's Signature_____
0215:_____	Officer's Signature_____
0230:_____	Officer's Signature_____
0245:_____	Officer's Signature_____
0300:_____	Officer's Signature_____
0315:_____	Officer's Signature_____
0330:_____	Officer's Signature_____
0345:_____	Officer's Signature_____
0400:_____	Officer's Signature_____
0415:_____	Officer's Signature_____
0430:_____	Officer's Signature_____
0445:_____	Officer's Signature_____
0500:_____	Officer's Signature_____
0515:_____	Officer's Signature_____
0530:_____	Officer's Signature_____
0545:_____	Officer's Signature_____
0600:_____	Officer's Signature_____

Comments: _____

Supervisor's Verification: _____

Position: _____

Captain's Review: _____

Attachment 9-B**Condemned Unit 15-Minute Activity Log****Second Watch**

All Officers will be responsible to record all events in clear, legible print. Each Officer's name must be clearly printed in the designated place at the top of the form and a signature is required for each entry.

Date: _____

Inmate Name: _____

Correctional Officers: _____

Number: _____

Cell: _____

0600:_____	Officer's Signature_____
0615:_____	Officer's Signature_____
0630:_____	Officer's Signature_____
0645:_____	Officer's Signature_____
0700:_____	Officer's Signature_____
0715:_____	Officer's Signature_____
0730:_____	Officer's Signature_____
0745:_____	Officer's Signature_____
0800:_____	Officer's Signature_____
0815:_____	Officer's Signature_____
0830:_____	Officer's Signature_____
0845:_____	Officer's Signature_____
0900:_____	Officer's Signature_____
0915:_____	Officer's Signature_____
0930:_____	Officer's Signature_____
0945:_____	Officer's Signature_____
1000:_____	Officer's Signature_____
1015:_____	Officer's Signature_____
1030:_____	Officer's Signature_____
1045:_____	Officer's Signature_____
1100:_____	Officer's Signature_____
1115:_____	Officer's Signature_____
1130:_____	Officer's Signature_____
1145:_____	Officer's Signature_____
1200:_____	Officer's Signature_____
1215:_____	Officer's Signature_____
1230:_____	Officer's Signature_____
1245:_____	Officer's Signature_____
1300:_____	Officer's Signature_____
1315:_____	Officer's Signature_____
1330:_____	Officer's Signature_____
1345:_____	Officer's Signature_____
1400:_____	Officer's Signature_____

Comments: _____

Supervisor's Verification: _____

Position: _____

Captain's Review: _____

Attachment 9-C**Condemned Unit 15-Minute Activity Log****Third Watch**

All Officers will be responsible to record all events in clear, legible print. Each Officer's name must be clearly printed in the designated place at the top of the form and a signature is required for each entry.

Date: _____

Inmate Name: _____

Correctional Officers: _____

Number: _____

Cell: _____

1400:_____	Officer's Signature_____
1415:_____	Officer's Signature_____
1430:_____	Officer's Signature_____
1445:_____	Officer's Signature_____
1500:_____	Officer's Signature_____
1515:_____	Officer's Signature_____
1530:_____	Officer's Signature_____
1545:_____	Officer's Signature_____
1600:_____	Officer's Signature_____
1615:_____	Officer's Signature_____
1630:_____	Officer's Signature_____
1645:_____	Officer's Signature_____
1700:_____	Officer's Signature_____
1715:_____	Officer's Signature_____
1730:_____	Officer's Signature_____
1745:_____	Officer's Signature_____
1800:_____	Officer's Signature_____
1815:_____	Officer's Signature_____
1830:_____	Officer's Signature_____
1845:_____	Officer's Signature_____
1900:_____	Officer's Signature_____
1915:_____	Officer's Signature_____
1930:_____	Officer's Signature_____
1945:_____	Officer's Signature_____
2000:_____	Officer's Signature_____
2015:_____	Officer's Signature_____
2030:_____	Officer's Signature_____
2045:_____	Officer's Signature_____
2100:_____	Officer's Signature_____
2115:_____	Officer's Signature_____
2130:_____	Officer's Signature_____
2145:_____	Officer's Signature_____
2200:_____	Officer's Signature_____

Comments: _____

Supervisor's Verification: _____

Position: _____

Captain's Review: _____

Attachment 10

State of California

Department of Corrections and Rehabilitation

M e m o r a n d u m

Date :

To : WARDEN

From : San Quentin State Prison, San Quentin, CA 94964

Subject : **7-DAY PRE-EXECUTION REPORT (NAME AND NUMBER OF INMATE)**

This report of a competency evaluation is prepared pursuant to San Quentin Institutional Procedure No. 770. Inmate (Name) is scheduled for execution of his death sentence on (date).

Inmate (name) was evaluated by Drs. (name or names of alienists) on (Date of Exam) Their reports will be provided separately. The inmate is housed in the East Block.

Inmate (name) declined to leave his cell for interview, so was seen at his cell front. He was appropriately garbed. He responded in a lively and appropriate manner to introductions and an explanation of the purpose of the interview. His speech was coherent and goal-directed. He stated that he saw no need for further psychiatric contact as "I'm doing okay." He was polite and otherwise cooperative. He was fully oriented and indicated awareness of his upcoming date of execution and the efforts of his legal counsel on his behalf. Formal memory testing was not done, but inmate (name) spoke in a detailed manner about recent events. There was no evidence of impaired reality testing such as hallucinatory experiences or delusional beliefs.

In conclusion, inmate (name) is considered mentally competent and meets the criteria for execution of his death sentence as scheduled.

(Name of alienist)
Staff Psychiatrist

**LETHAL INJECTION SUPPLY INVENTORY
SAN QUENTIN STATE PRISON**

SECURITY TEAM /RESTRAINT CABINET			
START	END	QUANTITY	ITEM
		2	Leather Wrist Restraints
		1	Hand Restraints (Hand Cuffs)
		2	Leather Ankle Restraints (Large)
		2	Belly Chain with Handcuffs (Martin Chain)
		1	Pair Leg Irons
		1	1" Medical Tape -Box
		1	Latex Gloves – Box (Large)
		1	Latex Gloves – Box (Medium)
		1	Protective Surgical Masks – Box
		10	Disposable Gowns (X-Large,XX-Large)
		5	Protective (Riot) Helmet
		2	Multi-Channel Wireless Microphone (Lavalier)
		1	Multi-Channel Wireless Microphone (Hand-Held)
		2	Flashlight
		1	Bleach/Cleaner
		5	Protective Goggles
		5	Spit mask
		5 sets	Protective knee pads
		5 sets	Leather Elbow length gloves
		1	Stokes Liter
		5 sets	Shin Guards
		1	Extraction (Riot) Shield
		1	Rolling Medical Gurney
		1	Computer
		1	Computer Monitor
		1	Computer Printer
		1	Baton (Straight Handle)
SEC. TEAM/ON FRONT COUNTER BY PHONES			
		2	Bandage Scissors (Pair)
		1	MPA-31 20 Watt Amplifier
		1	Multi-Channel Wireless Microphone Receiver
		1	Speaker Control Center (Public Announce System)

Signature of Security Team Member

Date

Signature of Team Leader

Date

IV TEAM-SECURED STORAGE				
START	END	QUANTITY	AREA	ITEM
		5	Top	Box of Alcohol Preps
		2	Top	Non sterile gauze 2x2
		2	Top	Disposable Razor
		2	Drawer 1	Electrode Package
		100	Drawer 1	Needle – 18 ga – 1 ½
		100	Drawer 2	Angiocath – 14 ga – 2”
		100	Drawer 2	Angiocath, – 16 ga – 1”
		100	Drawer 2	Angiocath – 18 ga – 1”
		100	Drawer 2	Angiocath – 20 ga – 1”
		100	Drawer 2	Angiocath-22 ga-1”
		6	Drawer 2	Surgical Mask
		4	Drawer 2	Face Shield
		2	Drawer 2	Stethoscope
		4	Drawer 3	Tourniquet
		6	Drawer 3	IV start kits
		25	Drawer 3	Exten Set 32” long – Travenol Code #2C0066 sub w/ McGraw V5403 31”
		10	Drawer 4	Safeport Injector (Anesthesia Triple Valve)
		4	Drawer 5	Bandage Scissors (Pair)
		5	Drawer 5	Adhesive Tape - 1” clear
		6	Drawer 5	Adhesive Tape - 2” clear
		8	Drawer 5	Normal Saline – 1000cc 0.9% (Bag)
		2	Cabinet	Gloves non powder large
		2	Cabinet	Gloves non powder med
		2	Cabinet	Sharp’s Container
		10	Cabinet	Blood Spill Kit
		20	Cabinet	IV set 15 drops
		10	Cabinet	0.9 ns 1000ml bags
		2	Cabinet	Gloves non powder x-large
		6	Cabinet	Laboratory Gowns
		2		I.V. Hanger
		2		ECG Heart Monitor
		10		ECG graph paper roll
INFUSION TEAM-COUNTER				
		2	Drawer 2	Black Indelible Marker
		4	Drawer 3	Syringe – 5cc Luer Lock
		4	Drawer 3	Syringe – 10cc Luer Lock
		20	Drawer 4	Syringe – 60cc Luer Lock
		4	Cabinet	Red markers
		4	Cabinet	Yellow markers
		4	Cabinet	Green markers
		4	Cabinet	Black markers
		4	Cabinet	Blue markers

Signature of IV/Infusion Team Member

Date

Signature of Team Leader

Date

CHEMICAL STORAGE				
PRE-EXECUTION	RECOMMENDED QUANTITY	EXPIRATION DATE	ITEM	POST-EXECUTION
	18		Sodium Thiopental – 500 mg	
	25		Pancuronium – 10 mg Ampules	
	30		Potassium Chloride – 20 mil equiv Ampules	
	5		Valium Tabs – 10 mg (Diazepam)	

BACK UP			
PRE-EXECUTION	EXPIRATION DATE	ITEM	POST-EXECUTION
		Sodium Thiopental – 500 mg	
		Pancuronium – 10 mg Ampules	
		Potassium Chloride – 20 mil equiv Ampules	

OUT-OF-DATE			
PRE-EXECUTION	EXPIRATION DATE	ITEM	POST-EXECUTION
		Sodium Thiopental – 500 mg	
		Pancuronium – 10 mg Ampules	
		Potassium Chloride – 20 mil equiv Ampules	

PRE-EXECUTION	TRAINING INVENTORY	POST-EXECUTION
----------------------	---------------------------	-----------------------

Signature of Team Leader Date

Signature of Team Leader Date

Signature of Team Leader Date

Signature of Associate Warden Date

Signature of Associate Warden Date

Signature of Associate Warden Date

Attachment 13

Evidence Received by _____ Date _____ Time _____

Evidence stored at _____ Date _____ Time _____

Evidence Received by _____ Date _____ Time _____

Evidence stored at _____ Date _____ Time _____

Evidence Received by _____ Date _____ Time _____

Evidence stored at _____ Date _____ Time _____

Returned Sodium Thiopental _____

Pancuronium Bromide

Amount/ lot#

Reason

Potassium Chloride

Amount/ lot#

Reason

Amount/ lot#

Reason

Infusion began at _____

Time

Infusion stopped at _____

Time

Name _____

Signature _____

Date _____

**LETHAL INJECTION INMATE NEEDS
SAN QUENTIN STATE PRISON**

INMATE NEEDS:

- Bed Mattress
- Blanket
- Pillow
- AM/FM Radio
- Television
- Inmate Clothing (3 Sets)
 - State Issue Pants
 - State Issue Under garments
 - State Issue Socks
 - State Issue Shirt
 - State Issued Slippers

**Pre-Execution Notice to Witnesses
San Quentin State Prison**

May I have your attention please,

The Honorable (enter judge's name), Judge of the Superior Court of the County of (enter name of county), ordered that on (enter date), (enter inmate's name), suffer the death penalty within the walls of San Quentin State Prison for the crime of murder in the first degree with special circumstances.

The execution shall now proceed.

**San Quentin State Prison
Execution Log
Lethal Injection Infusion Team**

Inmate Name	CDCR#	Date of Execution

Record Keeping Team Member Identification #:

05/2007

	Task	Time	Comments
1.	Infusion Team Members arrive at the Lethal Injection Facility.		
2.	Transfer of chemicals to Infusion Team; (chain of custody)		
	Tray A		
3.	Mix 1 st 3 kits of Sodium Thiopental for syringe #1 for Tray A .		
4.	Draw 1.5 g of Sodium Thiopental into 60cc syringe and label this syringe in red; A-1 Sodium Thiopental .		
5..	Mix 2 nd 3 kits of Sodium Thiopental for syringe #2.		
6..	Draw 1.5 g of Sodium Thiopental into 60cc syringe and label this syringe in red; A-2 Sodium Thiopental .		
7.	Draw 50cc of normal saline into a 60cc syringe and label in red; A-3 Saline .		
8.	Draw 50 mg of Pancuronium Bromide into one 60cc syringe and label in red; A-4 Pancuronium Bromide .		
9.	Draw 50cc of normal saline into a 60cc syringe and label in red; A-5 Saline .		
10.	Draw 100 mEq of Potassium Chloride into 60cc syringe and label in red; A-6 Potassium Chloride .		
11.	Draw 100 mEq of Potassium Chloride into 60cc syringe and label in red; A-7 Potassium Chloride .		
12.	Draw 50cc of normal saline into a 60cc syringe and label in red; A-8 Saline .		
	Tray B		
13.	Mix 1 st 3 kits of Sodium Thiopental for syringe #1 for Tray B .		
14.	Draw 1.5 g of Sodium Thiopental into 60cc syringe and label this syringe in blue; B-1 Sodium Thiopental .		
15.	Mix 2 nd 3 kits of Sodium Thiopental for syringe #2.		
16.	Draw 1.5 g of Sodium Thiopental into 60cc syringe and label this syringe in blue; B-2 Sodium Thiopental .		
17.	Draw 50cc of normal saline into a 60cc syringe and label in blue; B-3 Saline .		
18.	Draw 50 mg of Pancuronium Bromide into one 60cc syringe and label in blue; B-4 Pancuronium Bromide .		
19.	Draw 50cc of normal saline into a 60cc syringe and label in blue; B-5 Saline .		

20.	Draw 100 mEq of Potassium Chloride into 60cc syringe and label in blue; B-6 Potassium Chloride.		
	Task	Time	Comments
21.	Draw 100 mEq of Potassium Chloride into 60cc syringe and label in blue; B-7 Potassium Chloride.		
22.	Draw 50cc of normal saline into a 60cc syringe and labeled in blue: B-8 Saline.		
23.	Infusion Team Members cross check Tray A and Tray B.		
24.	Intravenous lines checked		
	Infusion		
25.	Inject syringe # A-1 Sodium Thiopental.		
	Begin 10 minute count:		
26.	Inject syringe # A-2 Sodium Thiopental		
27.	Inject syringe # A-3 the Saline Flush.		
	Inmate conscious discontinue Tray A and start Tray B in back-up intravenous catheter. Inmate unconscious continue with Tray A.		
28.	Inject syringe # A-4 Pancuronium Bromide.		
29.	Inject syringe # A-5 the Saline Flush.		
30.	Inject syringe # A-6 Potassium Chloride.		
31.	Inject syringe # A-7 Potassium Chloride		
32.	Inject syringe # A-8 Saline Flush.		
33.	Cardiac monitor (ECG) “flat line.”		
34.	Physician pronounces cessation of life.		
	If all 8 syringes from Tray A have been infused, 10 minutes has elapsed and death has not been determined, notify Associate Warden and Team Leader. Warden may authorize repeat of protocol with Tray B, backup catheter.		
35.	Inject syringe # B-1 Sodium Thiopental.		
36.	Inject syringe # B-2 Sodium Thiopental.		
37.	Inject syringe # B-3 Saline flush.		
38.	Inject syringe # B-4 Pancuronium Bromide.		
39.	Inject syringe # B-5 Saline flush.		
40.	Inject syringe # B-6 Potassium Chloride.		
41.	Inject syringe # B-7 Potassium Chloride.		
42.	Inject syringe # B-8 Saline Flush.		
43.	Cardiac monitor (ECG) “flat line.”		
44.	Physician pronounces cessation of life.		
45.	Prepare final report of execution.		

**Post-Execution Notice to Witnesses
San Quentin State Prison**

May I have your attention please,

I, Warden (enter Warden's name) declares that condemned inmate (enter inmate's name), having been pronounced dead at (time) hours by an attending physician was executed on this day, (enter date), as prescribed by the laws of the State of California.

The witness room must now be cleared. Please follow the instructions given to you by staff.

**SUPERIOR COURT OF THE STATE OF CALIFORNIA
COUNTY OF XXXXXXXX**

THE PEOPLE OF THE STATE OF CALIFORNIA)
) **Case No. XXXXXXXX**
vs.)
) **RETURN ON WARRANT**
) **OF DEATH**
(Inmate's Name))
_____)

To the Honorable XXXXXXXX, Judge of the Superior Court of the State of California, County of XXXXXXXX:

I, XXXXXXXX, Warden of the California State Prison at San Quentin, in compliance with Section 3607 of the Penal Code of the State of California, do hereby certify:

The Warrant of Execution entitled Judgment of Death and Commitment issued in this case on (date) by the Honorable XXXXXXXX, Judge of the Superior Court for the County of XXXXXXXX, was received at this institution on (date), as required by Penal Code Section 1227;

The body of (inmate's name and number), the subject of the above Warrant of Execution, was delivered to this institution by the Sheriff of XXXXXX County on (date).

On the (date), shortly after 12:01 a.m., the above warrant was executed within the walls of San Quentin Prison, as designated by the court in which this judgment was rendered, by administering a lethal injection to XXXXXXXX, until he was dead. A true copy of the Certificate of Death is attached to this Return.

In accordance with the provisions of Penal Code Section 3605, I was present at this execution, and I invited the presence of the Attorney General of the State of California, at least twelve reputable citizens, such peace officers as I deemed expedient, and such friends or family of the defendant and a spiritual advisor(s) as designated by him to be present and witness the execution.

DATED: XXXXXXXX

XXXXXXX, Warden
California State Prison at San Quentin

**San Quentin State Prison
Execution Log
Lethal Injection Intravenous Team**

05/2007

Inmate Name	CDCR #	Date of Execution

Record Team Member Identification #:

Task	Time	Comments
1. IV tubing and needles given final check.		
2. ECG pads are placed on inmate's chest.		
3. ECG leads attached to monitor.		
4. Insert intravenous catheter - Left		
5. Left catheter patency confirmed.		
6. Insert intravenous catheter - Right		
7. Right catheter patency confirmed.		
8. One Intravenous Team Member exits Execution Room and goes to Infusion Room to record infusion of chemicals on ECG graph paper.		
9. One Intravenous Team Member takes position next to inmate to monitor consciousness and Intravenous lines.		
10. Team advised which Intravenous catheter is to be used for execution. (left or right)		
11. Saline drip in primary arm is stopped.		
12. Syringe #A-1 administered; mark ECG graph paper with #A-1. Team Member in Execution Room checks inmate for consciousness.		
13. Syringe #A-2 administered; mark ECG graph paper with #A-2.		
14. Syringe #A-3 administered; mark ECG graph paper with #A-3. Team Member in Execution Room checks inmate for consciousness.		
15. Syringe #A-4 administered; mark ECG graph paper with #A-4.		
16. Syringe #A-5 administered; mark ECG graph paper with #A-5.		
17. Syringe #A-6 administered; mark ECG graph paper with #A-6.		
18. Syringe #A-7, administered; mark ECG graph paper with #A-7.		
19. Syringe #A-8 administered; mark ECG graph paper with #A-8.		

	Task	Time	Comments
	If chemicals on Tray B are used for repeat of Protocol - backup catheter will be used. Syringes will be injected in same sequence with all 8 syringes on Tray B being administered.		
20.	Syringe #B-1 , mark ECG graph paper with #B-1 .		
21.	Syringe #B-2 , mark ECG graph paper with #B-2 .		
22.	Syringe #B-3 , mark ECG graph paper with #B-3 .		
23.	Syringe #B-4 , mark ECG graph paper with #B-4 .		
24.	Syringe #B-5 , mark ECG graph paper with #B-5 .		
25.	Syringe #B-6 , mark ECG graph paper with #B-6 .		
26.	Syringe #B-7 , mark ECG graph paper with #B-7 .		
27.	Syringe #B-8 , mark ECG graph paper with #B-8 .		
28.	Mark ECG graph paper when death is pronounced.		
29.	Prepare final report.		

 Lethal Injection Team Administrator

 Date

**San Quentin State Prison
Execution Log
Lethal Injection Security Team**

05/2007

Inmate Name	CDCR#	Date of Execution

Record Team Member Identification #:

TASKS	Time	Comments
Inmate searched placed in restraints (handcuffs, Martin chain, and leg irons) and removed from the holding cell.		
Preparation/Execution Room		
Inmate staged in Preparation Room to allow Intravenous Team to attach ECG leads.		
Escorted inmate to Execution Room.		
Inmate secured to gurney.		
Security Team exits Execution Room.		
Team Leader takes position in Infusion/Control Room.		
Post Execution		
Security Team re-entered Execution Room after the Lethal Injection process has been completed and all witnesses have been escorted out of the Lethal Injection Facility.		
Post mortem identification and photographs completed.		
Inmate's remains prepared for release to Coroner/Mortuary.		
Released inmate's remains to the Coroner/Mortuary.		
Completed all reports relative to Lethal Injection process.		
Clean Lethal Injection Facility.		

Notes:

Lethal Injection Team Administrator

Date

**San Quentin State Prison
Execution Log
Lethal Injection Team Administrator/Team Leader**

05/2007

Inmate Name	CDCR #	Date of Execution

Record Team Member Identification #:

Task	Start	Comments
1. 3 hours prior: Assemble Team and make assignments.		
Record Keeping Team activated; Execution Logs begin.		
2. The Lethal Injection Team Leader accompanied by the Associate Warden Specialized Housing Division will remove the lethal injection chemicals from the Lethal Injection Facility safe/refrigerator.		
3. The Lethal Injection Team Leader will transfer custody of the lethal injection chemicals to two members of the Lethal Injection Infusion Team and complete the Chain of Custody form.		
4. Meet with the condemned inmate in the Lethal Injection Facility holding cell area. <ul style="list-style-type: none"> Ask if the inmate wishes to write a last statement to be read after the execution. Inform the inmate that a sedative is available. Valium or its equivalent will be administered under the direction and approval of a clinician. 		
5. The Lethal Injection Team Administrator will take position in the Infusion/Control room.		
6. Team Leader takes position in Infusion Room.		
7. Infusion of lethal chemicals is initiated.		
8. Flat line noted on ECG.		
9. Death pronounced.		
If chemicals on Tray B are used for repeat of Protocol – backup catheter will be used. All 8 syringes will be administered in the same sequence.		
10. Repeat Protocol.		
11. Flat line noted on ECG.		
12. Death pronounced.		
13. Witnesses notified that inmate has expired.		
14. Curtains drawn on viewing windows.		
15. Inmate's body prepared for Coroner/Mortuary.		

Lethal Injection Team Administrator

Date

3. NARRATIVE OF EXECUTION:

**San Quentin State Prison
Execution Report**

PART B: EXECUTIVE SUMMARY

PAGE **OF**

TEAM ASSIGNMENT:

DATE:

NARRATIVE:

INMATE NAME: LAST:

FIRST:

MIDDLE:

CDC#