

**CHAPTER 2: EXECUTION CHECKLIST**

**I. General Provisions**

**A. Purpose of Chapter**

1. This chapter provides a checklist of procedures and events that should occur during the final 24 hours prior to the execution.

**B. Policy**

1. It is the policy of the BOP that the countdown to the execution will be accomplished in a carefully coordinated manner.
2. The execution will be carried out in a manner consistent with Federal law.

**II. Period of Time Between Twenty-Four to Twelve Hours Prior to the Execution**

(b)(2) & (b)(7)(F)

**B. Condemned Individual Communication**

1. Excluding calls to the condemned individual's Attorney(s) of Record and calls specifically approved by the Warden, the condemned individual's telephone privileges will be terminated 24 hours prior to the execution.
2. The condemned individual's Attorney(s) of Record, spiritual adviser(s), immediate family members or other persons approved by the Director of the BOP, will be given visiting privileges during the final 24 hours as determined by the Warden. Visiting privileges will be suspended when preparations for the execution require suspension.

**C. Food Services**

The Warden will contact the condemned individual to finalize arrangements for his/her final meal and ensure that it is properly prepared and served by staff.

**D. Maintenance Response Team**

Beginning eight hours prior to an execution, the Facility Manager or other appropriate individual will ensure that a Maintenance Response Team is available to provide necessary maintenance and repair of systems at the Execution Facility or in other areas of the institution.

(b)(2) & (b)(7)(F)

**III. Period of Time Between Twelve to Three Hours Prior to the Execution**

**A. Final Briefing**

(b)(2) & (b)(7)(F)

2. A final briefing will be held, attended by senior BOP and Marshals Service staff, the Warden, and representatives deemed appropriate by the Warden. The Warden will conduct the meeting, with senior staff providing guidance and policy decisions, as needed.
3. During the briefing, participants will:
  - a. identify problems, develop solutions, and specify time lines;
  - b. provide status reports;
  - c. coordinate support services involvement, and

d. conduct a final review of procedures.

B. Food Service

The condemned individual will be served a final meal at a time determined by the Warden.

C. Visits

Visits by family, attorneys, religious representatives, and other persons approved by the Director of the BOP, will be at the discretion of the Warden.

D. Restricting Access to Prison Property

1. During the final 12 hours prior to the execution, access to prison property will be limited to:

- a. on-duty staff;
- b. on-duty contract workers;
- c. volunteers deemed necessary by the Warden;
- d. approved delivery vehicles;
- e. law enforcement personnel on business-related matters;
- f. routine inmate visitors; and
- g. other persons approved by the Warden.

2. During the final eight hours:

- a. all off-duty Department of Justice personnel will be required to leave institution property;

(b)(2) & (b)(7)(F)

E. Establishment of Command Center

(b)(2) & (b)(7)(F)

**IV. Period of Time Between Three Hours to Thirty Minutes Prior to the Execution**

**A. Pre-Execution Procedures**

1. The Warden will ensure that all countdown procedures for required activities and actions are progressing.
2. Immediate action to complete any unfinished required procedures will be initiated.
3. The Warden will designate a recorder who will begin logging execution activities in the official execution log book commencing three hours prior to the scheduled execution. The log will reflect, at a minimum, the time each of the following events occurs:
  - a. Condemned individual removed from Inmate Holding Cell;
  - b. Condemned individual strapped to gurney;
  - c. Arrival of government/community witnesses;
  - d. Arrival of condemned individual's authorized witnesses;
  - e. Arrival of media witnesses;
  - f. Opening of drapes;
  - g. Last statement by condemned individual and its transcription/recording by a BOP staff member;
  - h. Reading of Judgment and Commitment Order by Warden;
  - i. Warden informs U.S. Marshal that he is ready. U.S. Marshal states, "We are ready." Execution process begins.
  - j. Signal by Executioner(s) that lethal substances have been administered;
  - k. Determination of condemned individual's death through the EKG readout by designated qualified person;
  - l. Announcement of death of condemned individual by Warden;
  - m. Closing of drapes;

- n. Notification to outside media and demonstrators of condemned individual's death;
- o. Removal and transportation of media witnesses to media center;
- p. Removal of condemned individual's authorized witnesses;
- q. Removal of government/community witnesses;
- r. Restraint Team/Vigo County Coroner enter Execution Room to remove body;
- s. Removal of body to Vigo County Coroner's vehicle;
- t. Performance of any necessary cleaning chores;
- u. Directive by Warden to secure Execution Facility.

**B. Execution Room Staff Assemble**

1. The Executioner(s) will be escorted into the Execution Facility and will inventory supplies and ensure that everything is ready.

(b)(2) & (b)(7)(F)

3. All other Execution Room staff will be assembled on-site for final instructions at least forty-five minutes prior to the scheduled execution.

**C. Contact with the Department of Justice Command Center**

(b)(2) & (b)(7)(F)

(b)(2) & (b)(7)(F)

V. The Final Thirty Minutes Prior to the Execution

A. Final Sequence of Events: Preparation

1. Bringing the Condemned Individual to the Execution Room

At a time determined by the Warden, the condemned individual will be:

- a. removed from the Inmate Holding Cell by the Restraint Team;
- b. strip-searched by the Restraint Team and then dressed in khaki pants, shirt, and slip-on shoes.
- c. secured with restraints, if deemed appropriate by the Warden;
- d. escorted to the Execution Room by the Restraint Team.

2. Restraint Team Procedures

In the Execution Room the ambulatory restraints, if any, will be removed, and the condemned

individual will be restrained to the Execution Table.

3. Admit Witnesses

- a. Subsequent to appropriate search procedures, witnesses will be admitted to the witness rooms at the direction of the Warden.
- b. The government/community witnesses will then enter and will be escorted to their assigned area. The escorts will remain with the witnesses.
- c. The authorized witnesses invited by the condemned individual will be admitted and escorted to their assigned area.
  1. If any of the condemned individual's invited witnesses wish to be on-site, but not actually witness the execution, accommodations will be made for them by the Warden.
  2. Escorts will remain with the condemned individual's witnesses. There will be a minimum of two escorts for each witness group.
- d. The last witnesses to be admitted will be the news media representatives. The members of the news media selected to witness the execution will be escorted to their assigned area. Escorts will remain with the news media witnesses and ensure their separation from the other witnesses while at the Execution Room. Media witnesses will not be permitted to interview or question staff or other witnesses while at the Execution Facility.

VI. Final Sequence of Events: Execution

A. Staff Witnesses

1. Staff participating in the preparation for the execution will exit the Execution Room but stand by in an adjacent area.
2. Staff members remaining to participate in and observe the execution will include the:
  - a. Designated United States Marshal;
  - b. Warden;
  - c. Executioner(s);

- d. Other staff authorized by the Director of the BOP.

**B. Countdown**

1. Once the condemned individual has been secured to the table, at the direction of the Warden, staff inside the Execution Room will open the drapes covering the windows of the witness rooms.
2. The Warden will ask the condemned individual if he/she has any last words or wishes to make a statement. The condemned individual will have been advised in advance by the Warden that this statement should be reasonably brief. This statement will be transcribed by a BOP staff member and provided to the media.
3. At the conclusion of the remarks, or when the Warden determines it is time to proceed, the Warden will read documentation deemed necessary to the execution process. The Warden will then advise the Designated United States Marshal that, "We are ready." A prearranged signal will then be given by the Designated United States Marshal to the Warden, who will direct the executioner(s) to administer the lethal injection.
4. If the execution is ordered delayed [REDACTED] (b)(2) [REDACTED] (b)(7)(F) [REDACTED] the Designated United States Marshal will instruct the Executioner(s) to step away from the execution equipment and will notify the condemned individual and all present that the execution has been stayed or delayed. The Warden will direct stand down procedures and return the institution to normal operations after the condemned individual has been returned to appropriate living quarters.

**C. Execution**

After receiving the signal from the Designated United States Marshal, the Warden will direct the Executioner(s) to administer the lethal injection.

**D. Determination of Death**

1. After the lethal injection has been administered:
  - a. The EKG will be monitored until apparent signs of life have ceased;
  - b. Once the qualified person has determined that death occurred, the Warden and Designated United States Marshal will be so informed;



- c. the Warden will announce the time of death prior to the drapes being closed.
2. The Designated United States Marshal will complete and sign the Return described in Section 26.2(b) of 28 C.F.R. and will file such document with the sentencing court.