

November 26, 1963

Mr. J. E. Curry  
Chief of Police

Subject: Security Of Police Parking  
And Prisoner Loading Area  
Sunday, November 24, 1963

Sir:

At approximately 9:00 A.M., Sunday, November 24, 1963 I discussed the need for coverage against possible violence around the City Hall with Lieutenant R. S. Pierce. I instructed him to call three squads from their district assignments from the three stations and pull four from Headquarters Station, getting two man squads where possible. The officers were to be in Central Station with their squad cars parked on the street, available for immediate use but dispersed in parking, not later than 9:30 A.M. Out of thirteen squads we obtained a total of nineteen (19) patrolmen. Supervisors at the station for the security were Lieutenant Pierce, Sergeant P. T. Dean, Sergeant Putnam, Sergeant Steele, and I. Lieutenant Wiggins was in the Jail Office.

Lieutenant Pierce instructed Sergeant Dean to secure all entrances and exits to the parking and prisoner loading area, then clear the basement of all personnel other than police, and reserves. Sergeant Putnam was instructed to assist in the assignment.

The area in which the prisoner Oswald would be escorted was to be thoroughly searched. Areas searched were the cars parked in the basement, including their trunks, and engine compartments, the tops of all pipes, and air conditioning ducts, the service rooms opening into the basement were to be locked after clearing them of personnel. The building elevators were cut off on the first floor so they could not be used to reach the basement and the parking attendants were sent from the basement to the first floor of the City Hall with instructions to remain with the elevators to prevent tampering. The City Hall service elevator is a self-service type but had an operator. This man was instructed that he was not to go below the first floor until notified. The service elevator from the sub basement of the Police and Courts Building exit, into the basement parking area and has no doors to lock so a reserve officer was stationed there.

The sergeants used a total of seventeen (17) regular and reserve officers to execute the search. The extra officers were held in the sergeant's room at my office and the reserves were retained in the assembly room. These officers were not permitted in the basement to insure no confusion in the systematic search.