

Department of Corrections  
INTER-OFFICE COMMUNICATION

Subject: RAY, James, #00416-J  
To: B.J. POIRY, MAJOR

Date April 24, 1967

AGE III *DW*

CONCLUSIONS:

Guard Officer Johnnie Petree was negligent of his duty in not trying to locate Inmate Ray when he did not report for work at 11:00 A.M. and in not reporting the absence of Inmate Ray to Control Center and to Officer Harold Schaffer who relieved him at 12:00 P.M.

Guard Officer Harold Schaffer was negligent to a lesser extent in not knowing to whom he spoke to over the telephone on a matter as important as a missing inmate, also for not reporting to Control Center, especially since Inmate Ray is well known as being escape prone.

The daily call sheet for the kitchen is made out by Kitchen office inmates and signed by the guard officer on duty. Whether this procedure is directed by civilian cooks is not clear. The call sheet is delivered in the evening (for the next day) by the inmate-first-cook. This call sheet should be directed by and signed by the civilian cook in charge and countersigned by the guard officer. Inmates should be required to honor the call sheet unless cancelled by the civilian cook.

All off duty kitchen and dock workers are allowed to eat their meals in the kitchen. This creates too much traffic and confusion. The Kitchen Gate Officer would be able to better control the traffic if only duty workers were allowed in the kitchen.

The large number of outside people both inmate and civilian allowed inside the walls on weekends is definitely a security risk, especially when the regularly assigned Round Gate and Front Door officers are not on duty. Definite procedures should be set up.

cc: Warden Swenson  
Mr. Elliott, A.W.C.  
file

ENCLOSURE