



DC JUSTICE & SOLIDARITY COLLECTIVE

Legal / Activist Support Office Tour

INTRO: Usually the Collective creates an updated version of our “office tour” doc for each specific action that we mobilize support for. This doc was adapted from the office tour manual prepared specifically for J20. This version is intended to be generic and provide info for folks looking for suggestions about how they might choose to organize their own offices when mobilizing to do legal support for their own actions. Because this is a generic doc, the Collective may or may not already be involved in your mobilizing efforts. You should feel free to be in contact with us if you aren’t already. If you’re organizing to do this work in DC & you contact us in advance & you’re not a cop & you’re not mobilizing from a political position that makes us ill, we may be able to help out. Dependant upon your circumstances and our resources, we will gladly provide additional info, encouragement, feedback, support & suggestions. Do what you will with what is here: use it, ignore, change it, &/or improve it. Don’t rely solely on it and don’t think that it is legal advice, because it isn’t. For legal advice go talk to a lawyer.

WHAT ARE WE / YOU DOING HERE?

Hi. Welcome to a Legal Support Office. You / We are all here to provide solidarity to those on the streets and in the jail, to (try) to keep track of people who are in jail, and to maintain solidarity with them until they are out of the system. We / You will try to get folks lawyers, work with activists to organize rallies/vigils and support outside jails and courts, and be in court to support folks through their presentment (the first time an arrestee goes before a judge, usually when the judge is deciding if the arrestee can be let free until their arraignment.). Note: remember that these are the parameters of our support commitment. Decide what yours will be well in advance of your action & let everyone know!!

THE BASICS

- * We chose to have a member of the Collective in our office spaces at all times.
- * We chose to pay close attention to how many sets of keys there are to our office space and to who will have them. That info is then shared with folks as needed.
- * We chose to have Collective members be the ones responsible for making all final decisions. The other fabulous folks who contribute their time and energy to the office

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DISCLAIMER: The material in this packet is for general informational purposes only and should not be relied upon as legal advice. If you have a legal question, you should consult an attorney in your jurisdiction regarding your own particular facts and circumstances.

space know that this is about making sure that final decisions rest with local folks who have local relationships to the work who will be here after the out-of-towners need to go home.

- * We have found it best to only have folks in the office who scheduled to be there (unless it is agreed by everyone in the office ahead of time).
- * Therefore, If someone needs to drop off information have them slide it through a mail slot.
- * We'll like to have at least two – three people in the office at all times, and try to staff the office 24 hours a day until people are out (if they're in at all).
- * We provide crib sheets with questions and answers to the types of street/jail calls we've received in the past during mass actions. Feel free to use them as a reference guide. (They're at the back of this doc.)

These next few are about security (yours & the activists calling in)

- * Answer only general questions you know the answer to. Do not give legal advice unless you are an attorney licensed in DC. You can always call an attorney with a legal question. (Do outreach with lawyers in advance so that they will be available & may even staff your office. We always have them on-site & on-call. This is one of those areas where we (the Collective) may be a valuable resource.)
- * As always, BE SECURITY CONSCIOUS. Never let your guard down. Always assume the office and the phones are tapped. (it is a very good idea for the first words out of your mouth every time you answer the phone to be: "this line may not be secure" ~ because it isn't!)

PHONES

If you're setting up your office, the phone number you're using should already be out there for folks in the street (on everyone's arm in permanent marker), it should be a landline (cuz you can't call a cell phone from a DC jail), and if your action is a biggy, you may want a second number for your street teams to call in on (that is the way the Collective does it). That number can be a cell & those folks are vital. They are your eyes and ears on the street. Check out our other materials for info about that role and all of the others. It's all on our website.

ANSWERING THE PHONES

People calling may be in a very tense and emotional situation. Things in the office may

be very tense and emotional at the same time. Try to sound as calm as possible when on the phone and focus on getting the information you need. Folks may get upset at the person answering the phone because they have no other outlet at the time. Don't take it personally. If you have to, take a deep breath and let the phone ring once before answering.

When people call from jail, remember that the calls may be very short and cut-off abruptly. You may want to ask them if they are ok, remind them that solidarity rocks and focus on the reason for the call. NEVER say anything on the phone that will put others in danger or that you don't want to explain to a judge later.

INFORMATION

Butcher block paper around the room should have the following info: criminal, immigration, and juvenile lawyers on call, political numbers, district and other police/court numbers, the IMC, and medics.

Also, there should be sheets to keep track of rumor control, folks who are high risk (put in isolation, need meds, need a lawyer, etc.), messages for people working in the office, etc.

NOTE: Any additional info that is important for your action should be posted up on butcher block, in addition to the stuff we're listing here. This is the way we do it. You may not have all this info &/or you may have other info.

KEEPING TRACK OF FOLKS FROM THE OFFICE

(This is our model & the forms we use are available for you at our website)

There are two forms. Just fill out the information asked for on the forms.

Street Report Sheets	Used when people call in and report an Arrest/Detainment
Arrestee/Detainee Phone Intake Sheets	Used when someone who is in police custody calls.
Notebooks	Use these for taking notes on the phone - note your name, the date and time.

OFFICE PROCEDURE

If anyone can think of ways to improve this system let everyone know!

If a person calls and is in jail, fill out the info on the Phone Intake form. Otherwise, fill out the info (of a person being harassed or arrested) on a Street Report Sheet.

If you don't have time to file the Phone Intake form or the Street Report Sheet, **place them in the To be Filed box.** If you don't have time to file papers put them in this box. If you have time, file these papers.

Check to see if the person reported already has a folder. If so, place the sheet in their folder in the tracking boxes, or create a new folder. File all sheets by **first name/nickname** of the person arrested. If unknown, file by location.

Street Report Sheets. Put in the tracking boxes.

Arrestee Phone Intake Sheets. Go to Street Report and see if there is a folder for the person. If there is one, take the folder add the intake sheet to the folder. Otherwise create a new folder and put it in the tracking box.

In all boxes be sure to keep the folders in alphabetical order.

Notes on Filing ~ We use bankers boxes for our files ~ we file alpha by first name (cuz it allows for tracking by nickname OR when you have less info then you like to have) ~ every person being tracked get their own folder and all subsequent info taken on that person gets filed in that folder ~ we keep a **to be filed box** at a central location ~ sheets with caller info all go in there until someone on the shit can file them.

What you might want to say to callers

The rest of this doc contains the crib sheets mentioned earlier. These are the questions and answers to the types of street/jail calls we've received in the past during mass actions. (**NOTE:** these are only suggestions. You'll get others kinds of calls & will give others kinds of answers.)

~ Good luck ~ Take care of yourself ~ Take care of each other ~ Remember to breath ~

This info provided by the D.C. Justice and Solidarity Collective.
We do not operate as lawyers. We do not give out legal advice. We do want to change the world.

Love and Solidarity, DC J&S, (202) 544-8611
info@justiceandsolidarity.org, www.justiceandsolidarity.org

SCENARIO

A hot spot has been called in.

(Someone's getting beaten / the police are being shady / someone's getting arrested)

TALKING POINTS

1. Reassure the caller & ask them to take a breath if they need it.
2. Ask the caller
 - a) What are the police doing / saying?
 - b) Where?
 - c) With whom are the police interacting?
 - d) Does anyone need a medic or a legal observer?
 - e) Are there any there already?
 - f) Get contact info, on caller, if needed.
3. We can call a legal observer, IMC, medic.
4. Reassure them & hang up.

SCENARIO

If the police show up

TALKING POINTS

PERSON AT DOOR

- 1) One person answers the door, steps outside & shuts the door.
- 2) Review the warrant & refuse to consent to a search.
- 3) Get badge numbers.

PEOPLE ON THE INSIDE

- 1) Call lawyer
- 2) Call media
- 3) Take down phone numbers, info from walls
- 4) Repeat for the duration of any search “we refuse to consent to a search”

SCENARIO

I'm in jail.

(Listen to what they have to tell you)

TALKING POINTS

- Are you OK? Do you have any medical needs?
- Your nickname?
 - If you don't have one ...
 - Are you carrying ID / giving your real name?
 - Yes – your name?
 - No – name friend might recognize?
- Gender?
- Prisoner ID?
- Do you know where you are?
- Charges
- OTHER DEMONSTRATORS W/ YOU?
- How many?
- Are they OK? Medical needs?
- Prisoner IDs for them?
- Male / female?
- Being separated? Taken where?
- Solidarity? Demands?
- Allowed to make more phone calls? Lawyer visits?
- Offering Post & Forfeit?
- Update them on negotiations.
- Remind them to get Badge numbers / Names of bad cops & / or marshals
- WE LOVE YOU! HANG IN THERE!

SCENARIO

Immigrant / Minor / Other Identity Issues.

TALKING POINTS

- Stay with others
- Do not tell us, or anyone else, the details of your identity issue
- You do not have to identify yourself, or tell them anything, unless you want to be processed.
- Non-citizens have a higher risk of being held.
- If not under arrest or detained, leave the situation
- Minors may be held until a parent / guardian comes for them.

SCENARIO

Police / People are Pushing / Hitting.

TALKING POINTS

“ We are not lawyers, but our lawyer says...”

- Get away from the police.
- Can read *Know your Rights* one-pager.

SCENARIO

Police are talking to me / my friend.

TALKING POINTS

- You NEVER have to speak to Police.
- Can ask about being detained – If not. LEAVE!
- ALWAYS say you “do not consent to a search.”

SCENARIO

My Friend / I'm being detained.

TALKING POINTS

Ask if you're being detained

If Not → LEAVE!!

If Yes:

- You never have to speak to police.
- ALWAYS say you “do not consent to a search.”
- Can ask other police why you're / they're being detained & if they're being taken away → WHERE?

SCENARIO

If Someone's Calling and they're SURROUNDED.

TALKING POINTS

Tell them: Remain calm. Take a breath. Check in with people around you. Do they need medical?

1. Look Around:

- **Is there a way out?**
- **Do you want to leave? If yes, Leave.**
- **If not, talk to each other. Start consensus.**
- **Want to negotiate?**
- **Sit down, chant, etc ...**

2. Take badge numbers & names of police

- **Remind them that they don't have to give their names (see detained sheet).**

3. Consider De-escalation:

ex: humming, singing

- **If people are being targeted: walk away in a tight unit, stay tight, hold hands, sit down**

4. Make sure other folks have our number

Call us again if you're arrested, or if others are being arrested.

SCENARIO

My friend just got arrested.

TALKING POINTS

- **Nickname?**

- **If Yes:**

- What is it?

- **If No:**

- Are they carrying ID? If they are, Name?

- Give nickname they might recognize.

- When?
- Are they OK?
- Any medical needs?
- Do you know where they were taken?

- **If Not:**

- Ask police on the scene or a legal observer?

- **If No legal observer on site:**

- Where were they arrested?

- Do you want us to contact you if we have information? OR ...
- Do you want to check in with us periodically?

POSSIBLE QUESTIONS – WHAT THEY CAN DO

- **They might be held until arraignment (48 hours)**
- **Options for release before arraignment:**
(if giving name & address)

- Cite Out
- Post & Forfeit
- Post & No Forfeit
- **If You Know:**

- 1) That your friend is carrying ID,
- 2) That they would want to give their address,
- 3) And, that they would want to be released ASAP.

- **Then You Can:**

Go to District Station & Ask about them

Offer to verify their Name & Address & post bond.

SCENARIO

My Friend got arrested & they have a medical situation.

TALKING POINTS

- Find out where they were taken
- Go to District
- If it is an emergency & you have their medication → tell police / desk Sergeant that your friend needs help and you have their medicine.
- Can they give it to them?
- If not an emergency – Don't want to create one (they'll be taken to the hospital & held for 24 hrs.)

IMPORTANT NUMBERS & CONTACT INFO

(UPDATED: 1/04/05)

Police Information (non-emergency):	311
Public Information:	727-4383
Mayor:	727-2980
Chief of Staff:	727-2643
Police Districts:	
First District: 415 4th Street, SW	698-0555
Substation: 500 E Street, SE	698-0068
Second District: 3320 Idaho Ave., NW	282-0070
Note: off Wisconsin Avenue above Mass. NW	
Third District: 1624 V Street, NW	673-6815
Fourth District: 6001 Georgia Ave., NW	576-6745
Fifth District: 1805 Bladensburg Rd., NE	727-4510
Sixth District: 100 42nd Street, NE	727-4520
Substation: 2701 Pennsylvania Ave., SE	727-4958
	698-2088
	698-2100
	698-2110
	698-2111
Seventh District: 2455 Alabama Ave., SE	698-1500
DC Police/ Courts (Other):	
Blue Plains 4665 Blue Plains Dr., SE	645-0055
Note: Training Academy sometimes used for mass arrest processing. Located off Pennsylvania Ave.	
Police Headquarters, 300 Indiana Ave., NW	727-2713
(general info – rings to info booth)	
Central Cellblock, 300 Indiana Ave., NW	727-4222

(located at Police Headquarters)

US Marshal: 616-8581

Central ROC (juvi) 501 New York Ave., NW 727-2894

Special Operations Division 727-4641
Note: in-charge of permitted demos

US Capitol Police

Headquarters: 119 D Street, NE 228-2800

US Park Police 1100 Ohio Dr., SW 619-7105
Note: No holding facility

DC Superior Court 879-1010
5th & Indiana Avenue, NW
Judiciary Square Metro Stop – red line.
Note: Arraignments held in C-10

Pretrial Services 585-7030
(located at DC Superior Court on C-10 level)

DC Jail: 19th & D Street, SE

SOCC's 727-9099

Public Information: 727-4383

Office of Evidence Control 645-0130

Blue Plains Impoundment Lot 645-5544

First District Property Office 727-5495

Second District Property Office 282-0234

Third District Property Office 673-6939

Fourth District Property Office 576-6959

Fifth District Property Office 727-4489

Sixth District Property Office 727-3430

Seventh District Property Office 698-1457

DC Government (Other):

Mayor: 727-2980
Mayor's Chief of Staff: 727-2643

White House: 456-1111

US Attorney: 301-344-0375
301-344-4430

US Attorney (DC): 555 4th Street, NW 514-7566

Public Defender: 678-1200
879-1093

Public Defender (Federal): 301-344-0600

DC Courts:
 Felony: 879--1018
 Serious Misdemeanor: 879-1655
 Criminal Info Center: 879-1373

DC Central Detention Facility – 1901 DISISE
 Administrative Office: 673-8000
673-8201

Hospitals:

Georgetown University Hospital:
 3800 Reservoir Rd., NW 784-2000

George Washington University Hospital:
 901 23rd Street, NW 715-4000

Greater Southeast:
 1310 Southern Ave., SE 574-6000

Hadley Memorial:

4601 MLK Ave., SW	574-5700
Howard University Hospital: 2041 Georgia Ave., NW	865-1501
Providence Hospital: 1150 Varnum Street, NW	269-7975
Sibley Memorial Hospital: 5255 Loughboro Rd., NW	537-4195
Washington Hospital Center: 110 Irving Street, NW	877-6267
DC General Hospital: (closed) 19 th & Massachusetts Ave.	

FACILITIES

Correctional Treatment Facility

1901 E Street, SE
WDC 20003

Main Number	698-3000	fax: 3221
Warden Cross	698-3007	
Compliance Coordinator Charles McGlone	698-3116	fax: 3301/3221
(contact for all inquiries)		
Records	698-3028	fax: 3281
Warden's Assistant Marc Gunn		fax: 3221
Finance	698-3003	
Lifelines Program	698-3126	
Medical (doctor's ext.)	698-3128	

DC Jail

1901 D Street, SE
WDC 2003

Medical	Dr. Harper	673-8507	fax: 8010
Records	inmate locator	673-8257	
Interviews	Deborah Childs	673-8431	fax: 8651
Warden Jackson		673-8202	fax: 8651
Command Center		673-8136	
Psychiatrist	Amelia Francis	673-8741	

Law Library	Mr. Gardner	673-8281
Case Managers		673-8500
IGP Coordinator	Ms. Hicks	673-8205
DR Coordinator	Sergeant Pol	673-8284
Property Officer (R&D)		673-8127
Nursing Director	Carrie Gerald	
Finance Office		673-8224
Deputy Warden	Derricotte	673-8431

Greensville Correctional Center

901 Corrections Way
Jarrett, VA 23870

Main Number		804-535-7000
Warden David Garraghty		fax: 7612
Medical Administrator	Ms. Holmes	fax: 0056

Lorton

Main Number		703-643-1111
Inmate Accounts		703-643-6326

Maximum Security Facility

PO Box 5200
Lorton, VA 22199

Main Number		703-643-6505
Case Managers		703-643-6822 / 6823 / 6824
Warden Poteat		703-643-6781 / 6782 fax: 1586
Records		703-643-6870
Law Library	Ms. Carroll	703-643-6814
Principal	Mr. Chambers	703-643-6285
Property Office		703-643-1880
Psychiatric	Dr. Roemer	703-643-6838
Medical		703-643-6168
Asst. Warden	Steve Smith	703-643-2256