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ABOUT THE CENTER

The Center for Law and Justice was founded by Dr. Alice Green in 1985. For over 30 years, the center has been serving the low-income and disadvantaged communities of New York, particularly in the Albany area, through education and advocacy.

The Center for Law and Justice envisions a peaceful, just, and compassionate community that provides each resident with equal access to the goods, services and opportunities of that community. It also seeks the fair and just treatment of all people throughout the civil and criminal justice systems, and works to reduce reliance upon incarceration.

One of the primary components of the Center for Law and Justice is to facilitate the successful transition into mainstream society of those residents with a criminal conviction and/or incarceration experience. The center strives to educate the community to embrace the entire spectrum of issues encompassed in re-entry, from crime prevention to post-incarceration transition services, and identifies and alleviates individual, social, and institutional barriers to re-entry.

The Center for Law and Justice employs four major strategies to accomplish its objectives: prevention and empowerment, community education and outreach, advocacy, and community organizing.
MISSION STATEMENT

The Center for Law and Justice recognizes that the criminal justice system in the United States has a history of racism and classism, stemming from both laws and practices, that continues to this day. It is the center’s mission to reform the criminal justice system and dismantle its oppressive elements. The Center for Law and Justice aims to eliminate the gap between law and justice by creating an equitable criminal justice system which values all human life and acknowledges community members as partners in public safety. The center seeks to achieve this goal through amplifying the voices of marginalized people and communities, while educating and empowering those same communities to demand an end to mass criminalization, mass incarceration, and systemic oppression.

OUR VALUES

The Center for Law and Justice’s mission and priorities are driven by our core values, chief of which is our belief that all human life is of equal value, regardless of a person’s actions. This chief value fuels our commitment to the principle of “harm reduction,” which holds that service providers, government agencies, members of the community and the criminal justice system should always strive to reduce the harm their actions cause to others and to meet people struggling with psychosocial barriers “where they’re at.” Our equal valuation of all human life also leads us to believe strongly in individual freedom in so far as we believe that incarceration is a harmful and unacceptable solution to people who would benefit instead from treatment, human services, and adequate resources. Furthermore, the center recognizes that
certain people have historically been valued less than other people, and, thus, we put great stock in empowering and amplifying the voices of marginalized populations, and are committed to racial and gender equity. This includes our strongly held belief that impacted communities MUST be included in any relevant decision-making processes.

**OUR PRIORITIES**

Our mission and values determine our priorities. These are our highest priorities:

- Eliminating oppression, for example:
  - Ending structural racism;
  - Eliminating poverty.
- Ending mass incarceration and repairing the damage wrought by mass incarceration.
- Ending mass criminalization and repairing the damage wrought by mass criminalization.
- Promoting a community partnership approach to public safety.
- Supporting those reentering the community from a period of detention in jail or prison.
- Securing sustainable futures for those who have faced oppression through racism, poverty, and/or the legal system.
## Staff Responsibilities

<table>
<thead>
<tr>
<th>Dr. Green</th>
<th>Lauren</th>
<th>Human Services Assistant</th>
<th>Community Outreach and Program Coordinator</th>
<th>Researcher/Writer</th>
</tr>
</thead>
<tbody>
<tr>
<td>- Making official public statements&lt;br&gt;- Choosing strategic partnerships&lt;br&gt;- Programming Direction&lt;br&gt;- Official policies&lt;br&gt;- Board of Directors&lt;br&gt;- New Jim Crow</td>
<td>- Assisting the director&lt;br&gt;- Office operations&lt;br&gt;- Managing client services&lt;br&gt;- Communications director</td>
<td>- Front Desk Duties:&lt;br&gt;- Answer phone&lt;br&gt;- Log calls &amp; messages&lt;br&gt;- Follow-up on messages from week prior&lt;br&gt;- Follow-up on legal intakes&lt;br&gt;- Develop Intake Process, working with interns&lt;br&gt;- Handle intakes for walk-ins&lt;br&gt;- Re-design new intake form&lt;br&gt;- Emergency intake policy&lt;br&gt;- Human services and housing process 1-pagers</td>
<td>- Developing relationships with partner organizations or individuals&lt;br&gt;- Community events/tabling&lt;br&gt;- Staffing after hours programming&lt;br&gt;- Jail Outreach&lt;br&gt;- Jail and Prison Mail&lt;br&gt;- Youth Diversion Board</td>
<td>- Data/Research management:&lt;br&gt;- LEAD data for CLT&lt;br&gt;- Intake data&lt;br&gt;- Mass incarceration&lt;br&gt;- Zero Youth Confinement&lt;br&gt;- Grant Writing&lt;br&gt;- LEAD Operations meetings&lt;br&gt;- Center history research &amp; writing</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Human Services (support)</th>
<th>Work Program (support)</th>
<th>Mary Ellen (support)</th>
<th>Programming Intern (support)</th>
<th>Medical Students (support)</th>
<th>Social Work Intern (support)</th>
<th>Law Volunteer (support)</th>
</tr>
</thead>
<tbody>
<tr>
<td>- Answering phone and organizing messages&lt;br&gt;- Organizing center e-mail&lt;br&gt;- Walk-in Client intake&lt;br&gt;- Digital Logs&lt;br&gt;- Social Media&lt;br&gt;- Advertising campaigns</td>
<td>- Cleaning&lt;br&gt;- Reception auxiliary&lt;br&gt;- Connections Jail Mail&lt;br&gt;- Filing</td>
<td>- AMC POC Meetings&lt;br&gt;- Voting rights Membership Drive</td>
<td>- Research background info&lt;br&gt;- Writing program proposals&lt;br&gt;- Social Media&lt;br&gt;- Advertising campaigns</td>
<td>- Help clients fill out forms&lt;br&gt;- Advocate for clients&lt;br&gt;- Expanding research opportunities for health services in the capitol region&lt;br&gt;- Connect clients to health-related resources &amp; services</td>
<td>- Digitize intake forms&lt;br&gt;- Help client cases&lt;br&gt;- Update Capital Connections Help w/ membership drive&lt;br&gt;- Organize jail/prison mail responses</td>
<td>- Pre-screen and de-brief clients seeking legal advice&lt;br&gt;- Prepare briefs for Tom&lt;br&gt;- Research legal issues&lt;br&gt;- Make legal referrals&lt;br&gt;- Encourage clients to advocate for themselves</td>
</tr>
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### STAFF WORK HOURS

<table>
<thead>
<tr>
<th></th>
<th>Monday</th>
<th>Tues</th>
<th>Wednesday</th>
<th>Thursday</th>
<th>Friday</th>
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<tbody>
<tr>
<td>Dr. Green</td>
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<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Lauren</td>
<td>10:00am-4:00pm</td>
<td>10:00am-4:00pm</td>
<td>10:00am-4:00pm</td>
<td>10:00am-4:00pm</td>
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<tr>
<td>Rachel</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>10:00am-4:00pm</td>
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<tr>
<td>Assistant</td>
<td></td>
<td></td>
<td>12:30-4:00pm</td>
<td>12:30-4:00pm</td>
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<tr>
<td>Folake</td>
<td></td>
<td></td>
<td></td>
<td>2:00-4:00pm</td>
<td>2:00-4:00pm</td>
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<tr>
<td>Catherine</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>10:00am-4:30pm</td>
</tr>
<tr>
<td>Chloe</td>
<td></td>
<td></td>
<td>10:00-4:00pm</td>
<td>10:00-4:00pm</td>
<td>By appt.</td>
</tr>
<tr>
<td>Kara</td>
<td></td>
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<td>1:00-4:00pm</td>
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<tr>
<td>Emily</td>
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<td>1:00-4:00pm</td>
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<tr>
<td>Tom</td>
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<td>1:00-4:00pm</td>
</tr>
</tbody>
</table>

### OFFICE PHONES AND WIFI

**Main Office Phone Line:** (518) 427-8361  
**Fax Number:** (518) 427-8362

- Ext. 10 Front Desk
- Ext. 11 Lauren's Desk
- Ext. 12 Back Desk
- Ext. 13 Middle Office Desk
- Ext. 14 Dr. Green's Office
- Ext. 15 Lawyer's Office

**Office WIFI**

- MySpectrumWiFi76-2G/5G
- loyalsummit071
To ensure orderly operations and provide the best possible work environment, The Center for Law and Justice expects employees to follow rules of conduct that will protect the interest and safety of all employees as well as the organization.

It is not possible to list all forms of behavior that are considered unacceptable in the workplace. The following are examples of infractions of rules of conduct that may result in disciplinary action, up to and including termination:

- Theft or inappropriate removal or possession of property
- Falsification of timekeeping records
- Working under the influence of alcohol or illegal substances
- Possession, distribution, sale, transfer, or use of alcohol or illegal drugs in the workplace, while on duty, or while operating employer-owned vehicles or equipment
- Disruptive activity in the workplace
- Negligence or improper conduct leading to damage of employer-owned or customer-owned property
- Insubordination or other disrespectful conduct
- Violation of safety or health rules
- Smoking in prohibited areas
- Sexual or other unlawful or unwelcome harassment
• Possession of dangerous or unauthorized materials, such as explosives or firearms, in the workplace

• Excessive absenteeism or any absence without notice

• Unauthorized use of telephones, mail system, computers, or other employer owned equipment

• Unauthorized disclosure of confidential information

• Violation of personnel policies

Any disciplinary actions taken by any of the part or full-time staff at the center can be appealed by requesting arbitration by any other full-time staff that was not directly involved. The appeal will then be formally registered with the Executive Director and a council of center staff will arbitrate the issue. Law student volunteers and medical student volunteers will largely defer to their direct superiors, the on-staff volunteer attorney and Director of Community Engagement, respectively

WORK RULES

1. Volunteers are looked on the same level as paid, full-time staff and therefore conferred the same rights and responsibilities.

2. Volunteer “contracts” detailing mutually agreed upon duties and work hours should either be formally discussed in an in-person meeting with the volunteer coordinator or put into writing and signed by both parties. This establishes the expectations between the volunteer and the organization in what their volunteer service entails.

   a) Volunteers are expected to come in during their previously agreed upon hours. If they are unable to fulfill their usual scheduled hours, volunteers must inform the volunteer coordinator as soon as possible via e-mail, call, or text.
b) If volunteers would like to fulfill their volunteer time at different hours than their usual scheduled hours, they must make arrangements with the volunteer coordinator as soon as possible via e-mail, call, or text.

3. If volunteers are coming from a formal program that is partnered with the center, such as the Community or Public Service Program (CPSP) [RSSW 190/291/290/390], they must submit all paperwork to the volunteer coordinator prior to starting their official volunteer hours.

c) If there are additional assignments they must fulfill during their tenure as a volunteer or projects that must be completed outside of their duties at the center, the volunteer coordinator should be fully informed of those requirements and have those assignments and/or projects on file.

4. The center shares creative rights with everything created by volunteers, such as presentations, curriculum, proposals, promotional materials, papers, videos, etc.

5. Volunteers should always identify themselves as representatives of the center and make it clear that they can only give information and cannot give legal or medical advice when interacting with clients.

d) If conducting client intakes for legal services, volunteers should ask permission from clients to know the details of their case and reiterate the center’s commitment towards confidentiality.

5. Volunteers should always have their work reviewed by the Executive Administrator, Assistant Director, or Public Outreach and Program Director before it goes to the Executive Director.

a) In the case of Albany Medical College volunteers, their work should be reviewed by their supervisor, the Director of Community Engagement or the Administrative Coordinator.
SAFETY PROTOCOLS

The Center for Law and Justice wants to be equally welcoming towards any person who wishes to come into the center to talk or seek services, however the safety of its staff is always a priority. While there has never been an incident where center staff have been in physical danger, it is important for staff to know how to appropriately deal with certain situations should they arise.

1. Staff, including interns and volunteers, should use their personal judgement when it comes to their safety. Be aware of who is in the office and be observant towards their behaviors.

2. If you feel uncomfortable for any reason, you should alert your direct on-site supervisor about the issue.

3. It is your prerogative to take whatever steps necessary so that you can feel safe in the office. Some of the options you can consider taking includes:
   - **Locking the front door** and only allow scheduled clients or familiar persons inside.
   - **Calling the police** if you feel there is an imminent threat or would like to report anything unusual.

4. The Albany Medical College staff can also direct you towards first aid, mental health, first responder, and other medical emergency training resources.
WHAT THE CENTER DOES

One of the primary missions of the Center for Law and Justice is to facilitate the successful transition into mainstream society of those residents with a criminal conviction and/or incarceration experience. The center strives to educate the community to embrace the entire spectrum of issues encompassed in re-entry, from crime prevention to post-incarceration transition services. Additionally, the center works to identify and alleviate individual, social, and institutional barriers to re-entry. Those with criminal convictions and/or incarceration experience can find help and support at the center itself or through the center’s publication “Connections.”

In addition to its re-entry efforts, the center provides a wide array of other services to the Albany community. The breadth of what such a small organization is able to do is quite remarkable. For example, the center’s volunteer attorneys provide free legal advice on a weekly basis. The center also provides legal rights education workshops to hundreds upon hundreds of Albany area youth, as well as numerous adults, in an effort to empower the community and promote safer encounters between police officers and the people of Albany. We are also currently working on expanding health education and outreach to Albany’s underserved communities. On a daily basis center staff assist clients with navigating the government and social services available to them in the Capital Region: we’ve helped find proper shelters for those people without homes and assisted people handling issues regarding public housing. The center works on voting rights issues as well. And this is by no means an exhaustive list of all the center’s activities.
1. **Thursday Service Days**
   Once a week the center offers legal, medical, financial, and other advocacy-based services by appointment. These days are opportunities for clients to get advice or be guided through the process of how best to tackle their issues, whether it be getting legal referrals, applying for medical benefits or having a representative advocate on their behalf.
   
   - Boosting awareness of various services
   - Stream-lining client intake and digitizing data
   - Advertising other center activities/programs
   - Using survey data to identify client needs

2. **Voting Rights Workshops**
   Often the information on who is allowed to vote is murky. It is crucial that those who have been previously incarcerated or those on parole not be unduly disenfranchised. To that end CFLJ offers information dispelling the myths on who cannot vote and a curriculum to help the wider community understand the barriers to voting.
   
   - Updating curriculum
   - Jail distribution
3. **Legal Rights Workshop**

“Know Your Rights” is a curriculum developed by a team of CFLJ’s legal advisors that is used to give practical advice when dealing with the police while still acknowledging the systemic issues in the criminal justice system which make it necessary to be empowered with knowledge of one’s legal rights and responsibilities and act prudently in any given situation.

- Summer Youth Program
- Community requests

4. **Library Social Justice Series**

The CFLJ is a partner with the Howe Library which hosts a Social Justice Series revolving around thought-provoking films and facilitated group discussions afterwards to engage the community and allow for an open forum for ideas.

- Rebuilding First-Stop Materials Collection
- Finding co-facilitators relevant to specific social justice topics

5. **Reparative Justice and Empowerment Project**

The Reparative Justice and Empowerment Project (RJEP) works to support those most impacted by the criminal justice system and to address the systemic harms done to them and their communities by mass incarceration and criminalization. We envision a world defined by collective, equitable responses to harm and need; a world which prioritizes healing and promotes joy. Therefore, we ground our work in healing and transformative justice practices, motivated by values of interdependence, self-determination, and resilience.

- Self-Advocacy Workshop development
- Group support sessions
- Conducting focus group research on medical and human services in the Capital District
6. **LEAD**

   The Law Enforcement Assisted Diversion (LEAD) program is a community-based police diversion approach to addressing the population involved in the criminal justice system often because of addiction, mental illness, and poverty.

   - Seat on Operations Board and Policy Steering Committee
   - Guiding the Community Leadership Team (CLT)

7. **February Black History Month Film Series**

   In partnership with the Albany Housing Authority and African American Culture Center, CFLJ curates four movies in celebration of Black History Month, highlighting significant milestones and figures. The weekly screenings are accompanied by dinner and/or light refreshments.

   - Proposed film list with discussion topics and possible facilitators

8. **New Jim Crow Study Group**

   Dr. Green has been meeting with this group for several years, born from a book group discussing the issues of mass incarceration related to Michelle Alexander’s 2010 book, *The New Jim Crow: Mass Incarceration in the Age of Colorblindness*, the group has since evolved to have a life of its own, its members discussing current events and emerging movements and trends.

9. **ReEntry Simulation**

   A couple organizations offer a re-entry simulation course where participants experience the first month of post-release life and the difficulties and challenges inherent to that process. CFLJ would like to develop an adapted version of the simulation to give targeted groups, such as political leaders and police representatives, in order to gain an understanding and reflect on the significant obstacles faced by men, women, and trans individuals attempting to navigate the system post-release.

   - Research organizations that offer trainings and investigate possible pricing
   - Downsize the simulation to a level that is manageable for the center to run independently
10. South End Scene Revitalization Project

The NAACP, along with the Howe Branch of Albany Public Library, Center for Law and Justice, and its other partners would like to propose the relaunch of the community newspaper known as *The South End Scene*, later called *The Scene*. This new publication meant to honor and pay homage to the spirit of *The Scene* will be reimagined as primarily an online publication with not just articles, but featuring different mixed medias. Periodically the online publication will be accompanied by a printed feature, meant to reach those with limited access to technology or internet and also bridge the intergenerational gap. The new publication will serve the same need the original *Scene* did in being created by people in the community and published for people in the community, spanning from the South End to Arbor Hill and around Albany to aggregate community knowledge, events, resources, and talents into an readily accessible publication.

The publication will be built around a training program for all ages, meant to teach applicable publishing skills to amateur writers, editors, artists, photographers, and graphic designers. We envision this program spanning **four months between March-June 2019**. During that time participants will **contribute content to a customized website**, as well as produce **two printed broadsheets** showcasing the top stories and directing interested readers to the online publication. The Howe Branch will serve as home base for participants, who will be able to come in to meet weekly, **every Tuesday from 3:30-5:30pm**. Experienced mentors will be available to teach participants how to craft stories, use Adobe applications, use a Squarespace website, photograph events, etc.

The publication will fulfill a number of target goals including:

- Partnering with diverse, low-income communities
- Meeting the needs of its community which align with NAACP’s mission
- Having a lasting, meaningful, and tangible impact
- Having youth develop an anti-gun violence video
- Partnering with other community based organizations
- Creating original content
- Assisting students with identifying career fields, college opportunities, and complement their current academic goals
- Connecting students with the “legacy” of *The Scene* through meeting people who formerly worked on the paper or remember it

Grant money will provide the technology, software, small stipends for mentors and contributors, and other support materials for the duration of the four month program. Partners for this program such as the Howe Branch and Center for Law and Justice will pay in kind to the program, such as providing staff and printing. Howe Branch and the Center will be coordinating the initial run of the program, as well as building the organizational foundation necessary for the program to be sustainable for future publications.
1. **Membership Drive and Fundraiser**
   In an effort to get the community more engaged with the center and for its clientele to feel included in the center’s operations, doing a membership drive will foster new connections within the community, expanding the center’s possible client base and its local partnerships. It’s also a chance to receive donations and record the center’s impact statistics. By dividing members into engagement-based categories through the membership levels, the center can generate targeted contact lists for future programming. It can also present membership numbers for uses of reporting and serves as an ongoing activity that interns or volunteers can work on.

1. Set up donation methods
2. Advertisements and awareness campaigns
3. Integrating Apricot to create client and partner database which has mass mailing capability
4. “Swag” creation

2. **Updating and Publishing New Capital Region Connections Book**
   An essential part of the first-stop and re-entry literature, *Capital Region Connections* is a resource guide for residents presently or formerly incarcerated and their families, connecting them to various services, benefits, and support around the county.

   - Create a formal process for updating the book
   - Add expanded health resources

3. **Digitizing client and partner information**
   There is a need for the CFLJ to track their impact data, including client traffic, the services used and the quality of the services given. It also needs to build e-mail list for clients, community members, and partners in order to become better organizers.

   - Comprehensive client lists with e-mail list capabilities
   - Updated surveys with the intent for conducting research
   - Organizing staff calendars and work hours
• Tracking call and e-mail logs for recording contact info and staff response

5. **Expanded Jail and Re-Entry Outreach**
   CFLJ wants to build better relationships within local jails in order to offer its resources directly to the pre-release population.

   • Get Connections and other information into the facilities
   • Build a relationship with release officers and parole office who can direct to CFLJ as a first-stop
   • Ability to run information sessions or workshops
   • Access to Rensselaer County Jail
   • Reconnect “Tell a Story” program from Albany County to Arbor Hill Library

6. **Building Relationships with Partner Organizations**
   1. Katal and organizing
   2. SUNY, research and grant opportunities
   3. C-STEM/RPI and Howe Library race/colorism/education workshops

7. **Updating Website**
   • Updating/archiving all published materials
   • Updating general info
   • Adding information about upcoming programming

8. **Boosting Social Media Presence**
   1. Following relevant social justice movements or leaders
   2. Following various news stories, reports, or articles
   3. Responding and re-sharing to
9. LatinX Outreach
   The CFLJ is seeking to partner with organizations or community leaders that would help expand its mission to be more inclusive to the LatinX community.

10. Center History and Dr. Green’s Memoirs
    • Doing archival research
    • Copyediting
    • Compiling previously published works
UPDATING CAPITAL REGION CONNECTIONS

1. Two physical copies of the Capital Region Connections books will be set aside for demarkations. Pages with corrections will be identified with a post-it flags to indicate which information needs to be updated. The last page corrections were made on will have a bookmark and a notation on the last organization that was contacted.

2. Incorrect information will be visibly crossed out and the correct information will be written in. This could include phone number, e-mail, website, physical address, and services offered.

3. Prompt for making calls: “Hi, my name is ________ from the Center for Law and Justice to confirm that this is organization name and that they still offer these types of services…”
   
   (a) “…and if you are still located at this address.”
   
   (b) “I see that you have this information listed on your website. Is that still correct?”
   
   (c) “Thank you very much for your time.”

4. Updated contact and services information will then be put into a word document located on the auxiliary office computer, where corrections can be made directly in anticipation of publishing the new edition of Capital Directions Connections.
JAIL/PRISON MAIL

With assistance from Darryl and a volunteer attorney, volunteers will sort through mail the center receives from inmates. This includes:

1. Filling out letter information on the mail log.
2. Thoroughly reading the letters and identifying what type of help the writer is looking for or directly requesting.
3. Correspondences may be any of the following:
   • Sending a copy of “Capital District Connections”
   • Sending a form letter confirming receipt of correspondence and that their problem is being worked on in case further research is required or if the request must be forwarded to a volunteer attorney to look over
   • Sending a form letter regretfully informing a service is no longer offered
4. Any mail referring to a legal issue should be given to the volunteer attorney for review. However, in the case there is an updated form letter that addresses the exact issue, volunteers can send that as a response.

BUILDING A CASE-WORKER NETWORK

One of the major issues clients come into the center with is how to get into housing. This is a time-intensive process which is better served by case managers from various organizations who are in a better position to help clients get the services they need plus continue getting services that can help stabilize their situation. Whether it’s through Unity House, Trinity, or the county-level organizations, researching case managers who the center can reliably refer clients to will increase its capacity to pursue its other missions.
Volunteers will create an initial list of movie options (12-15) that could be shown for the 2019 Black History Month Film Series in February and write proposals for the guided discussions afterward with possible discussants/facilitators. This should include some research regarding the historical context of the film, biographical knowledge of its creators (writers, directors, actors, etc.), an analysis of the plot and characters, identifying major themes, and possibly how the use of imagery and film techniques enhanced the movie’s messaging. Guided discussion proposals should try to focus on a single aspect of the film and draw out a broader discussion based on that, emphasizing audience engagement and presenting new ideas about the movie and possible takeaways for the audience.

Example:

**BlacKkKlansman (2018), Spike Lee**

BlacKkKlansman came out in 2018, the more mainstream answer to Boots Riley’s *Sorry to Bother You*, which came from the more *Get Out*-inspired school of depicting white and black relations in America. It also came out around the same time as the one year anniversary of the Charlottesville Rally. The alt-right had been largely diminished and the anniversary protests were underwhelming, but in the political scene, the far right’s agenda is largely advancing, including a more conservative supreme court and the implementation of extremely prohibitive and in some cases, inhumane, anti-immigration laws. BlacKkKlansman is a visual reminder that racism has not evolved and that these problems in race relations is not new.

**Relevant Reviews and Responses to BlacKkKlansman:**

- Response Round-op NYT: [https://nyti.ms/2BCEpJW](https://nyti.ms/2BCEpJW)

**The Use of Comedy**

Bathos is very much the Joss Whedon and Marvel school of cutting an emotional moment with witty dialogue or hilarious randomness. Overdone in some movies, bathos
was perhaps used most effectively in the film by relieving the emotional tension of some of the movie's most intense scenes. The scene of Harry Belafonte tells the true story of the lynching of Jesse Washington may have been unbearable if not simultaneously juxtaposed to the silly and nonsensical KKK induction ceremony with the screening of Birth of a Nation. The scene allows you to feel the pain, acknowledge that pain comes from such a low and stupid people holding such power, and not be completely swallowed by it. There’s a release. Comedy is also a weapon. The funny phone calls with Ron tricking David Duke undercuts the power of the KKK through comedy, much like Charlie Chaplin did to Hitler with The Great Dictator. It chips away at respectability and only leaves the ridiculousness. The KKK becomes a movement that should be ridiculed, rather than feared.

Deep Dive Scene Analysis:
Adam Driver, as Flip Zimmer, reflecting on his Jewishness

“Don’t act like you don’t have skin in the game.” One of the quiet moments of the movie not involved in the KKK plot and devoid of the playful humor throughout the rest of the movie is when Adam Driver reflects on the divide between Judaism and Jewishness, “I’m Jewish, yes, but I wasn’t raised to be…I was just another white kid…I never thought much about it. Now I think about it all the time.” Here is an admittance of “passing”/WASP and that he does indeed have skin in the game. Confronting that hate, as opposed to otherwise benefitting from white supremacy.

Discussion Questions

1. Where is the line with “based on a true story”? Does it matter that Adam Driver’s character was made Jewish? Does it matter that Ron’s involvement in spying on black groups was glossed over?

2. Problematic or not so problematic romance? Romances are often used as a B-plot. Was it to this movie’s benefit that the romantic storyline took a back seat or was it to its detriment that it was not better fleshed out?

3. What messaging or feelings did you get from the final scenes and the inclusion of the Charlottesville footage?

Possible Facilitators

A Jewish political or civil rights activist/leader/educator paired with a black civil rights activist who can talk towards the historic divisions, discrimination, and future coalition building. Or a film analyst paired with a civil rights activist on the effectiveness of Spike Lee’s messaging.
MEMBERSHIP DRIVE

1. Advertising for memberships via social media, client pool, existing networks, and building new connections. Calling, creating materials, online postings, e-mailing, door-to-door, business partnerships, booths and event tabling.

2. Fundraising: offering the “Donor” and “Partner” memberships and explaining the CashApp and PayPal donation options.

3. Putting together membership materials: personalizing the laminated membership cards and putting together membership “swag” bags.

4. Adding to and editing the monthly “South End Scene” newsletter that is sent out to all members. Contributing descriptions of the center’s activities and listing/promoting community events.

5. Collecting contact information from all members, uploading and organizing the contacts to the center’s digital listings, and then planning for sending out and collecting survey data as well as future advertising campaigns.

BOOSTING SOCIAL MEDIA

Buffer (combined social media management, including Facebook)
Username: www.cflj@verizon.net
Password: myCFLJ@2018

Twitter
Username: @CFLJAlbany
Password: myCFLJ@2018

Instagram
Username:@CFLJAlbany
Password: myCFLJ@2018
Campaign Ideas

1. Meet the Staff, profiling staff members, their backgrounds, and their duties at the Center
2. Membership Drive, weekly reminders to sign up and support the Center
3. Factoids or quotes on relevant articles and legislation, like criminal justice reform stories in the Times Union or info on city court elections and why they are important
4. Thursday Service Day Engagement, picture of a client with blurb on what they were helped with

Facebook: Daily posts

- Event sharing for local community partners
- At least one conversation generating post a week, ex. "What does this Brooker T. Washington quote mean in today's context?"
- News story shares: mostly from Times Union, but also from major publications
- Shares from other related non-profit organization pages
- Monthly or daily themes: ex. Black history month, influential people birthdays, etc.

Twitter: Multiple daily posts

- Multiple daily re-tweets
- Strategic messaging and information: voting, bills, laws, criminal justice reform, racism, community organizing, community health, mass incarceration, education/history, etc.
- Strategic replies to targeted tweets
- Monthly or daily themes: ex. national or international holidays, trending hashtags

IG: Weekly posts (linked to FB)

- Thursday Service Day pics
- Event photos showcasing staff or volunteers
- Occasional inspiration quotes, poetry, or art
  - Curating formerly incarcerated art?
- Monthly or daily themes: pictures of influential people with quotes, self-care reminders

Twitter Guidelines

First, we would like to build our Twitter network.

- Pitch lists of potential Twitter Partners with at least one sentence of explanation of why you think that user is worth following
- What we consider a "Twitter Partner" is any handle we are following, whether it be a organization or individual. If the Center for Law and Justice retweets frequently from a specific handle, that individual or organization has to align with the center's values.
  - RESEARCH RESEARCH RESEARCH. Coleman Hughes may be influential on Twitter and write substantively on the racial wealth gap, but his values and policy recommendations definitely do not align with the center. Even if we did agree with one of his tweets, we don't agree with his overall philosophy, thus we would not retweet.
Second, as we build a bigger network, we would like to increase our retweets.

- There are many potential partners, who we should follow, but don’t necessarily need to re-tweet everything. For instance [https://www.forbes.com/sites/francesbridges/2017/02/28/the-25-best-twitter-accounts-to-follow-to-improve-your-life/#3937002231ae], everyone on this list would be worth following, however we would only retweet something that represents our center's areas of interest. For example, we might follow She Negotiates but only re-tweet when they have a tweet about statistics for incarcerated women.

Third, we would like to react to major events or trending topics.

- Nuanced news articles or articulate responses to national or international events, whether positive (reform bills being passed) or negative (natural disasters, violence, etc)
  - Ex. "We offer our heartfelt condolences to the Pittsburgh Jewish community and appreciate that Bend the Arc's open letter [https://www.bendthearc.us/open_letter_to_president_trump] to President Trump included other minorities whose safety has been undermined by this administration."
- Pitch tweets incorporating trending hashtags that fall under the umbrella of criminal justice reform or civil rights.
  - Ex. "Dear Youth Diversion Board: Saggy pants are a #fashion choice, not a character failing."

- The Kanye Rule: Kanye might be a trending topic but unless he is directly engaging in political discourse (such as when he visited the White House as opposed to his Saturday Night Live outburst), we should not engage. If something is in the grey zone, you are welcome to pitch the angle you would like to present the story and we may or may not agree it aligns with our goals.
- The Trump Rule: We comment, criticize, and engage with the administration and its policies and even the man and the office itself. We might even mock these offices. But only in the context of the things they are directly responsible for. Criticism and satire vs. smear campaign. Again, you are free to pitch why you regard a specific Trump-episode as significant to highlight.

Facebook Guidelines

We would like to have more community engagement with our Facebook page.

1. Share local events and highlight local organizations
2. Engagement: Questions and conversation starters
   - Ex. "How did your voting experience go?", "How do you do self-care?", "What policies would you like to see in the New Year?"
3. Social media strategies for clear messaging and themes
   - Ex. Black History Month- every week featuring a current black influencer paying homage to a historical black figure. https://djbooth.net/features/2018-02-12-history-by-us
Instagram Guidelines

As a visual medium, we would like to use Instagram differently than we do our other medias. Principally, we would like to be posting photos of our center's activities each week, but there's also an opportunity to celebrate art, diversity, ideas, and media.

1. **Find creators**: Apart from organizations and handles we also follow on FB and Twitter, find creators or artists who have a clear message with their art. It doesn't necessarily have to be criminal or social justice related, but it has to be a discernible theme that aligns with the center's values, like a photographer that features woman of color of all sizes, a Mexico-based artist who paints still lifes of traditional foods, or an IG focused on self-care or self-reflection messaging.
   - *Along with Howe library we are trying to curate art by those who are currently or formally incarcerated about their experiences of incarceration or as a reaction to it.
   - Art that is specifically targeting political issues of racial or criminal justice.

2. **Thought-provoking visual messaging**: We're open to any ideas of how to use IG to further our messaging or open dialogues about racism, mass incarceration, criminal justice, health, mental health, legal rights, activism, etc.

3. **Highlight Protests, Celebrating Victories, Amplifying the Issues**: After any major event, we should be re-sharing the most visually impacting pics representing it. The women of color who were recently elected in the midterm. Community protests here in Albany. If there is a tragedy, we should memorialize the victim or draw attention to the core issue or actions surround it.

**LATINX COMMUNITY ENGAGEMENT PLAN (CONTD.)**

1. **GOAL**: Get a list of LatinX organizations and figure out how the Center can collaborate or use them as a referral

2. **Tasks**:
   1. Finding community translators
   2. Listing points of contact at various organizations
   3. Collecting printed materials and resource guides
   4. Assessing the needs of the LatinX community that intersects with the Center’s regular services and activities
   5. Translating Documents, such as the self-help documents.
**SELF-HELP DIRECTORY/SHADOWING LAUREN**

1. **GOAL:** Streamline and create a process to help Lauren (and future staff) conduct client appointments and collect data.

2. **Tasks:**
   
   1. Shadowing Lauren during client appointments
      
      1. Emergency intake form
      
      2. Take care of post-appointment summary, follow-ups, including filling in all missing client data, and making sure it’s appropriately filed
      
      3. Collect copies of the resources clients utilized and make sure they are available in the Self-Help Directory
      
      4. Prepare a bi-weekly summary of client needs encountered, including data and present it at staff meeting

   2. Self-Help Directory: Update the materials available for clients and organize it specifically for the Center’s most frequent cases (based on shadowing)
      
      1. Take out old resources, replace with current information
      
      2. Add any resources encountered while shadowing client appointments
      
      3. Research any relevant resources
      
      4. Compile digital and web resources

**ZERO YOUTH DETENTION RESEARCH (CONTD.)**

1. **GOAL:** Research existing Zero Youth Detention programs and current Raise the Age legislation for Zero Youth Detention taskforce.

2. **Tasks:**
   
   1. Research evidence based best practices/programs currently existing around the country and what works as alternatives to youth incarceration and what resources are needed
2. Research and compile a list of what services and level of involvement the various County Offices have in regards to Raise the Age legislation

3. **Deliverable:** Prepare research summaries and briefs regarding existing Zero Youth Detention programs in an effort to help inform applicable policies for Albany’s Zero Youth Detention taskforce, as well as follow advancements and applications of the Raise the Age Legislation.

**LEGAL INTAKES**

4. **GOALS:** Assessing current intake and make recommendations and improvements for separate legal intakes

5. **Tasks:**
   1. Taking all legal-related calls
   2. Preparing legal briefs for Tom’s legal appointments and doing preliminary research
   3. Take care of any follow-ups from Tom’s open cases
   4. Help clients understand legal protocols, documents, and forms

**COMMUNITY ENGAGEMENT PLAN**

1. Creating a cohesive plan for effectively communicating and collaborating with county offices, service providers, community organizations, and activist groups so that the Center can better connect with and serve the community’s needs.

2. Research and modeling off of already existing community engagement plans
   1. Creating usable metrics for data collection
   3. Organizing Center

**UNIVERSAL SUFFRAGE LEGISLATIVE PUSH (CONT'D.)**

- What a push for expanding voting rights would entail in terms of passing legislation and what would be needed for implementation.

- Where is the support for those willing to support the right of prisoners to vote (NYS members, local activist groups, etc.)?
• How Vermont and Maine was able to pass universal suffrage and what can NYS learn from those states.

**UPDATING WWW.CFLJ.ORG WEBSITE**

1. Creating a digital library with useful online resources, including digital resources from the Self-Help Directory and things contributed by AMC

2. Uploading all current reports, documents, public curriculums and presentations

3. Updating all information

4. Synching social media updates and events calendar

5. Adding new designs and features

**MISCELLANEOUS**

1. Organize the Law cabinet: Look through entire cabinet, throw out any old/inaccurate information or resources, and update with new resources

2. City Court and Judgeship Functions Informational Workshop Curriculum: In-house presentation/slide-show, handouts, and informative social media posts

3. Continuation of research and support for the Zero Youth Detention taskforce

4. Contacting the DOJ to get access to their Re-Entry Simulation curriculum or training

5. Developing General Reparative Justice and Empowerment Project Programming

6. Reentry Population Workshop Around Convictions and Employment:
   - Updating the information into Connections
   - Conviction ordinances and legislation like clarifying information about background checks and effects to vulnerable populations
   - Sealing records information

7. Developing a Racial Justice Curriculum for Police and Legislators: Creating a racially sensitive framework to present to police and legislators to help build public trust and relations with the community

8. Updating Voting Rights Workshop
LAW STUDENT VOLUNTEERS

1) Law students would make all appointments for clients to meet with the attorney.

   a. Center staff/volunteers complete preliminary intake forms when a client seeks to make an appointment with the attorney.

   b. Law students would make follow up calls to the clients to verify whether the client has a legal issue that is appropriate for the Center’s attorney. If appropriate, law students would book the client an appointment with the attorney.

   c. At the time a law student books an appointment they would help the client craft a goal that can be achieved in the appointment.

2) Law students would be present on Thursday Service Days to have pre- and post-appointment meetings with legal clients, and accompany clients into their appointment. Ideally, two to three law students will be present on Thursday Service Days. The following is an overview of the role Law students will play in Thursday Service Day.

   a. The client would be scheduled for 15-30 minutes before their attorney appointment in order to meet with a law student and remain 15-30 minutes after their appointment to debrief with the law student.

   b. Law students would spend the 15-30 minutes prior to a client’s appointment with the attorney helping prepare for the meeting so that the client can get the most out of his or her limited time with the attorney, ex:

      i. Law students could help clients identify their goal and distill the legal issues the client seeks to discuss with the attorney.
      ii. Law students could help clients develop a list of questions relevant to a client’s legal issue, which may better help clients achieve their goals.
      iii. Law students could help the client identify key facts relevant to the particular legal issue at hand and that might help the attorney accomplish the client’s specific goal.
c. Law Students would accompany clients in their appointment with the attorney in order to assist the client articulate their goals and legal issues and observe the attorney for educational purposes. d. Law student would spend 15-30 minutes after the attorney appointment to debrief with the client, ex:

i. Law students could summarize the information the attorney provided the client.

ii. Law students could recap any next steps required of the client.

iii. Law students could assist clients by researching relevant issues for their matter, making any necessary phone calls, or helping clients draft letters.

3) Where appropriate, law students would make legal referrals for clients and would direct clients to the appropriate legal resources, including Albany Law School clinics, for their specific matter. Referrals could be made in the following contexts:

a. During debrief sessions after a client’s appointment with the attorney.

b. Over the phone when scheduling clients for the attorney, especially when directing clients who are inappropriate for CFLJ’s attorney to a different resource.

c. In response to legal mail sent to CFLJ by people currently in prison.

4) Law students would assist clients to advocate for themselves in order to resolve disputes with various social service agencies (i.e. Department of Social Services; Albany Housing Authority) or service providers (i.e. utility provider; cable company).

a. Law students would help clients create an advocacy strategy, which would include helping clients to:

i. Identify their end goal.

ii. Determine the best argument or course of action to achieve their end goal.

iii. Identify the person(s) to initially contact and who to follow up with (appeal to).
iv. Identify agencies that could provide support during the advocacy process.

v. Develop a documentation/record collection system.

vi. Draft written “letters of complaint” outlining the problem that needs to be resolved, the client’s end goal, and why it is important for the client to achieve this end goal.

5) Law students could assist in answering jail and prison mail that address any legal issue or request legal “advice”/information. This may include selecting/creating/editing from a pool of form letters that correctly addresses the issue, researching into a specific issue and writing a personalized correspondence, or giving a referral to some other legal service.
Interns and full or part-time receptionists are trained to handle the calls that the Center regularly receives. Volunteers only take messages which they will record and pass off to the correct staff member. Typically calls to the center only fall into a couple categories:

1. Legal matters
2. Requests for services, including emergency situations
3. Personal requests for Dr. Alice Green
4. Other organizations or individuals interested in partnerships or calling directly for staff

**General Phone Script**

Center for Law and Justice, ________ speaking, how may I help you?

Our main staff are currently unavailable but I can take a message and make sure it gets to the appropriate staff member. Is this the best number to reach you by?

**Personal Calls to Dr. Green**

Dr. Green is not currently available and I'm not sure when she will be back in the office. But she's left me directions to take any personal messages for her and forward them to her e-mail. What would you like me to tell her?
Personal Calls for Lauren

Lauren is in the office, but is currently only taking appointments unless it’s an emergency.

Would you like to schedule an appointment? You can come in or we can schedule a time for her to call back. When are you available? And could you tell me a little about your case, so that I can let Lauren know what’s going on.

“I want to speak to a lawyer…”

The Center for Law and Justice does not have regular attorneys on-staff, but we do have a volunteer attorney who comes in on Thursdays between 1:00-4:00pm and does free, 30 min legal consultations who can give you legal information, referrals, or recommendations on your case. His name is Tom Keefe. He used to be a criminal court and city court judge here in Albany. However, he does not currently do direct legal representation. Would you like me to refer you to a direct legal service or would you like to schedule an appointment to see him on Thursday?

LEGAL MATTERS

Half of the time when a client is asking for legal advice you will be completing an in-house legal intake for our volunteer attorney. However, as you get more familiar with the available services in the area and common problem areas, you may determine that other services may better serve them. Cheat sheets for common legal referrals are posted by all phones and are listed below:

1. “Where can I go for other sources of legal information? (especially if I can’t meet with your lawyer)

   NYS Defender’s Association (518) 465-3524 194 Washington Ave, Albany, NY

   *NO DIRECT REPRESENTATION

2. “I can’t afford a lawyer…”
Legal Aid Society  (518) 462-6766  55 Colvin Avenue, Albany, NY 12206

CIVIL cases: housing, public assistance, social security, disability, medicaid, employment, emergency assistance. NOT CRIMINAL, low-income financial requirement.

Albany County Public Defender’s Office  (518) 447-7150  60 Pearl St, Albany, NY 12207

Provides representation for CRIMINAL cases. Call to complete the intake and be assigned a public defender. The form to apply for a public defender can either be obtained at court or at the Public Defender’s Office.

3. “I don’t like/trust my public defender…”
   1. It is your right to ask the judge presiding over your case to assign a different public defender.
   2. The head of the Public Defender’s Office, Stephen Herrick, has said he is willing to hear complaints about public defenders, so you are welcome to call and ask for him personally regarding the problems with your public defender.

4. “Can you refer me to a lawyer?”

We have a list of lawyers who we know that handle civil rights and/or employment cases. If you give me your email, I can send these names to you: [https://drive.google.com/file/d/0B3p-CjaTRoKnWkUzNUZzBoUWlqaVZQOHdKaDJNOU9pQiNN/view?usp=sharing](https://drive.google.com/file/d/0B3p-CjaTRoKnWkUzNUZzBoUWlqaVZQOHdKaDJNOU9pQiNN/view?usp=sharing)

Albany Law School Law Clinic and Justice Center  (518) 445-2328  80 New Scotland Ave, Albany, NY, 12208

Can direct you to a clinic that addresses your issues, including unemployment, health law, civil rights, disabilities, etc.

NYS Bar Association  (518) 463-3200  1 Elk St., Albany, NY 12207

Referral service to an attorney who will charge $35 for a 30min consultation (w/ no charge for personal injury, social security, medical malpractice, veterans and military law, unemployment and worker’s comp)

5. “I need help with Family Court or dealing with child support arrears…”
   1. If you need help filling out your petition to the court or understanding any of the forms, you can go to the FREE Family Court Help Desk located by the clerk’s desk and have your questions asked by Albany Law Students. They are there usually on Wednesday afternoons, but if you leave your phone number and email, we can reach out to them directly and find out when they are next available.
   2. If you would like to get some legal advice regarding family court from a volunteer
attorney, you can visit the Family Court Help Center, which is located on the first floor of the Albany County Family Court, past the elevators and the vending machine. An updated schedule of when volunteer attorneys is available at: www.albanycountybar.com/helpcenter. We also keep a copy in the office if you would like to tell me the next times attorneys would be available to speak with you.

6. “I am disabled and I need help with my benefits…”

NYS Disability Rights  (518) 432-7861  725 Broadway, #450
Albany, NY 12207

Can address social security problems or issues related to discrimination.

7. “I would like to file a complaint against a judge…”

https://www.nycourts.gov/ip/judicialconduct/index.shtml

You may contact:

A) The Administrative Judge for the court in which the judge is assigned.
Administrative Judges Inside New York City
Administrative Judges Outside New York City

B) The Office of the Inspector General for Complaints Regarding Bias Matters
Allegations of bias based upon race, sex, sexual orientation, age, marital status, disability, national origin or religion

Toll-Free Complaint Number
1-877-2EndBias / 1-877-236-3242

C) The State Commission on Judicial Conduct

Albany Office  (518) 453-4600  Corning Tower, Suite 2301
Fax: (518) 486-1850  Empire State Plaza, Albany, NY 12223
“I have been evicted and have nowhere to go…”

1. What is your situation? Are you a single person or family? Are you a woman with a child? Do you have a partner who also needs housing?

2. If you are sanctioned, on the Do Not Shelter list, or ineligible for DSS, you will have to try one of the emergency shelters.

3. It is sometimes possible to get a sanction lifted and in that case you should schedule an appointment to speak to Lauren.

DSS Department of Social Services (518) 447-7300 162 Washington Ave, Albany, NY 12210

MUST GO IN-PERSON for a voucher to HATAS. MUST HAVE EVICTION NOTICE. You can ask for a bus pass to go to HATAS.

*If you have a partner, whom you want to be housed with, they MUST BE REGISTERED ON YOUR DSS CASE.

HATAS Homeless and Traveler’s Aid (518) 463-2124 138 Central Ave, Albany, NY 12206

If you have the DSS voucher or you’re sanctioned, HATAS will place you in emergency housing or shelter. If you call AFTER 3pm, they are required by state law to place you in emergency housing.

LIST OF SHELTERS AND REQUIREMENTS

Sheridan Hollow Drop-In Center (518) 434-8021 26 South Swan St., Albany, NY 12210

Daytime safe haven (open 11:00am-7:00pm, CLOSED WEEKENDS) that provides an array of services for chronically homeless, at-risk individuals and families and low-income residents of the community. Services include: Daily meal, showers, laundry facilities, case management, life skills groups, mailbox, lockers, clothing pantry, access to telephone, computer and fax and opportunity to meet regularly with onsite providers.
Interfaith Safe Haven     (518) 434-8021    176 Sheridan Ave, Albany, NY 12210

Albany Emergency Center

The facility provides shelter for single men and women over the age of 18. Individuals are assisted on their journey of achieving stable housing and self-sufficiency. With a capacity of 30 beds, the shelter has a year-round occupancy rate of 98%. Services include: Meals, showers, laundry facilities, case management and life skills groups.

*MUST place women during Cold Blue.

Capital City Rescue     (518) 462-0459    259 South Pearl St, Albany, NY
Mission    12202

Emergency Shelter for men is provided for 30 consecutive nights in the 60-bed dorm, as well as up to 30 overflow mats downstairs. A Day Sitting Room is also offered to shelter guests and needy members of the community.

*Will take women during Cold Blue.
DATA PROTOCOLS

CALL LOG

All calls and voicemails are recorded on the “Call Log” Google Form as raw data for grant funding and annual reports.

MESSAGES & VOICEMAIL

At the end of the day, all messages take for specific staff should be sent to them directly via e-mail. General messages should be sent to both the Assistant Director and Executive Administrator with Name, Number, and Call Info.

Pushing the Voicemail button on phones will guide you through the process of retrieving voicemails. Password 1234#. The front desk voicemail should be checked each morning. Dr. Green’s voicemail box should be checked and retrieved periodically throughout the week.

INTAKE

Human services or legal intakes conducted over the phone or in person are recorded in the “Client Intake” Google Sheet. On the front desk, new intakes are on the TOP tray. Recorded intakes are in the BOTTOM tray. Recorded intakes in the bottom tray can be filed alphabetically by LAST name in the second drawer in the lawyer’s office.

GOOGLE DRIVE

Most documents shared in the office exist on the Drive and shared Calendars.