



**Left-Right:** Nicole Murphy, Goldman Fellows Program Coordinator Washington University's Gephardt Institute on Civil and Community Engagement; L. Elaine Sutton, ACLU-MO Legal Support Coordinator/Goldman Fellow Supervisor; Daniel Pang (Wash. U. Goldman Fellow Summer 2018); Stefani Weeden-Smith, Assistance Director for Campus and Community Partnerships at Washington University's Gephardt Institute on Civil and Community Engagement; and Stephanie Kurtzman, Peter G. Sortino Director of the Gephardt Institute for Civic and Community Engagement. Not pictured: Natalie Geismar (Wash. U. Goldman Fellow Summer 2018)

## Annual Washington University Gephardt Institute on Civic and Community Engagement Goldman Fellow Supervisors Dinner

On November 9, 2018, Goldman Fellow Supervisors were recognized and hosted by Washington University's Gephardt Institute on Civil and Community Engagement at their annual Goldman Fellows Dinner.

The evening was filled with testimonies from Goldman Fellows recounting their time at their respective host organizations along with reflections from Goldman Fellow Supervisors providing organizational impact statements highlighting specific contributions by their Goldman Fellows.

# INTAKE COMPLAINT UNIT (ICU)



### Fall 2018 Complaint Counselors (Interns)

**Front-row:** Steven Komorek (SLU), Mustafa Meqbil (HSSU), Daniel Pange (Wash. U.); and **Back-row:** Jasmine Trotter (Wash. U.), Mia Manning (HSSU), Katy Doman (SLU), Parvuna Sulaiman (SLU). Not pictured: Reginald Ivy (Webster) and Vincent Reed (Webster)

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# Tony Rothert

## Legal Director's Corner

This is our 4th edition of the Legal Highlights newsletter. The ACLU of Missouri's legal department is excited to experience the expansive growth and addition of various programs and projects over the past 21 months.

With a formal Intake Complaint Unit (ICU), which serves as the point of triage for all incoming complaints, we have increased our capacity to process and manage the numerous complaints we receive on a weekly basis. The triaging of complaints involves formally opening complaints within our content management system (Legal Files), requesting of documents, extensive fact-finding investigations, and processing of HIPAAs and Sunshine Requests. The efforts of the ICU helps to facilitate the larger systemic pursuits of the Legal Department. With the support of 6-8 undergraduate interns each semester, known as complaint counselors, the Legal Department is able to respond to 2200 complaints received annually in a timely and efficient manner.

As an extension of our internship program, we invest in the interns by providing them with continuing education/learning opportunities through our monthly L.E.G.A.L. Seminar Series (LSS/EDU). Our monthly seminars focus on introducing interns to topics that cover civil and constitutional rights such as the ADA, public policy, excessive force, Prison Litigation Reform Act (PLRA), and a host of other issues.

The Legal Department is also supported by its Digital and Multimedia Evidence Section (DME) which is the repository for media captured via digital and mobile devices. Although the DME is relatively new, we anticipate expanding our reach as a major player in matters pertaining to storage/retrieval, examining, and documenting digital evidence.

With this support, the Legal Department was able to litigate 25 cases and file 18 Friend of the Court Briefs last year. Our legal work helps enforce and expand civil liberties of guarantees in Missouri.



Jessie Steffan  
ACLU-MO Staff Attorney



Gillian Wilcox  
ACLU-MO Staff Attorney



Omri Prais  
Volunteer Staff Attorney



L. Elaine Sutton  
Legal Support Coordinator

**Legal Seminar Series**

Installment #1

**ACLU Lobbying Process**

September 20, 2018



Speaker: Sara Baker, ACLU-MO  
Public Policy Director

The purpose of this seminar was to familiarize the interns and law clerks with the general process of lobbying, and to convey to them a comprehensive picture of the way in which the ACLU engages in public policy and lobbying as an organization.

**Legal Seminar Series**

Installment #2

**Updates on ACLU Cases**

October 18, 2018



Speaker: Jessie Steffan, ACLU-MO  
Staff Attorney

This seminar discussed some of the issues that the ACLU considers. The seminar provided insight into the legal work that the ACLU performs and demonstrated the importance of this work in protecting the rights of citizens of Missouri and the United States.

**Legal Seminar Series**

Installment #3

**Public Policy Advocacy**

December 6, 2018



Speaker: Sara Baker, ACLU-MO  
Public Policy Director

This workshop explained what it means to have a “school-to-prison pipeline”, how the pipeline works in Missouri, and what the ACLU is doing to change policy in this area. The ACLU's advocacy campaign is a great example of how activism may be used to change policy for any issue.



# ACLU MO





**Legal Seminar Series  
Year 1 Priority Workshops  
September 2018 - August 2019**



**September 20, 2018**  
ACLU Lobbying Process

**October 18, 2018**  
Updates on ACLU-MO Cases

**November 15, 2018**  
Public Policy Advocacy

**January 17, 2019**  
Civil Rights Resources Beyond the ACLU-MO

**February 21, 2019**  
Jail/Prison Terminology and Organizational Structure

**March 21, 2019**  
Bobby Bostic Case (Confluence Preparatory Academy)

**April 18, 2019**  
8th Circuit Standards of Civil Rights Litigation

**May 16, 2019**  
St. Louis Housing Policies: History of Redlining and  
Its Present Day Impact

**June 20, 2019**  
Criminal Justice Reform and Mandatory Minimums

**July 18, 2019**  
Apply to and Surviving Law School

**August 15, 2019**  
Overview of Missouri Court System (State & Federal)

APRIL 23: SCIENCE FAIR

APRIL 23: SEMINAR

APRIL 26: SEMINAR

APRIL 26: SEMINAR

**ACLU  
MO**

# Legal Department MSW Practicum Project

## Death-in-Custody and Maternal Health Care



**Left to Right:** *Madelyn Murphy*, Death-in-Custody Project Investigative Researcher (Washington University Brown School of Social Work - MSW Candidate); *L. Elaine Sutton*, Legal Support Coordinator and DIC/MH Project Manager; and *Katrina Troy*, Maternal Health Project Investigative Researcher (Washington University Brown School of Social Work - MSW Candidate).

Thousands of prisoners in U.S. prisons and jails die every year, and in Missouri alone the known deaths so far in the past five years number well into the double digits. However, many of these deaths are shrouded in mystery due to a lack of transparency as Missouri prison authorities conduct their own internal investigations of these deaths, resulting in barriers for family and friends to access information and details surrounding a loved one's death.

The impetus behind the Deaths-in-Custody and Maternal Health Care project is the number of complaints the Legal Department receives, via its Intake Complaint Unit (ICU), involving jail and prison related in-custody deaths across the state of Missouri.

"Based on my research so far, many of these deaths can be related to a lack or abuse of available healthcare and mental healthcare in prisons, some instances of which verge on "cruel and unusual punishment," and thus potential amendment violations. I hope my project not only illuminates the issues of deaths in-custody in Missouri, but creates an opportunity for family and friends of deceased prisoners to access justice and transparency surrounding the deaths of their loved ones. Additionally, I hope this project challenges Missourians to reflect on how we define "cruel and unusual punishment," and to begin to ask ourselves if we can stand knowing that it is happening to our neighbors, families, friends, and fellow Missourians inside our correctional facilities. To be able to work at the ACLU of Missouri and engage in a project that demands justice and transparency from our correctional institutions while valuing the dignity of all Missourians, including our prisoners, is an incredible opportunity as well as a chance for me to follow my vocation of advocating for the human rights of prisoners and a justice system that actually performs justice, said Madelyn Murphy."

Complaints also include matters concerning incarcerated pregnant women, an often overlooked population, specific to maternal health care. "Given the increased incarceration rates of women, it is especially important to place a spotlight on this issue area because women present with a myriad of complex needs" said Elaine Sutton, legal support coordinator.

"My hope for this project is to shine a light on the injustice faced by pregnant incarcerated women. These women deserve care which supports their own health, as well as the life of their child, and to be treated like the human beings they are. I am thrilled to lend my voice to this fight, and to speak for those who do not have the ability to advocate on their own behalf" said Katrina Troy, investigative researcher.

During the next 12 months, the DIC/MH project team will conduct extensive investigative research and review of deaths occurring in jails prisons with a special emphasis on maternal health care. At the conclusion of this project, our goal is to provide a report of findings and recommendations inclusive of next-steps which might include legal intervention strategies, outreach and education, public policy advocacy, podcast development to name a few.

To follow along on the progress of the project, a monthly DIC/MH project blog is being created and will be hosted on the ACLU-MO website.

# New Intern Orientation and Training - Spring 2019 Cohort #6 Saturday, December 1, 2018



*Jeffrey Mittman, ACLU-MO executive director provides brief overview of ACLU-MO history as well as state-level impact to date.*



*Tony Rothert, ACLU-MO legal director reinforces the importance of maintaining strict confidentiality of complainant files.*



# 2018 Fall Interns Cross-training 2019 Spring Interns



Katie Doman (SLU) cross-training Annesley Clark (Wash. U.) on the processes for handling non-electronic complaints (i.e., U.S. Mail) for input into Legal Files.



Stephen Komorek (SLU graduate) cross-training Talia Weseley (Wash. U.) on the process for handling electronic complaints received via our secure online platform.



Jasmine Trotter (Wash. U.) cross-training Joshua Lewis (volunteer) on the procedures for processing Sunshine Requests to obtain complaint related records or documents from external entities.

# Legal Department Community Outreach/Education



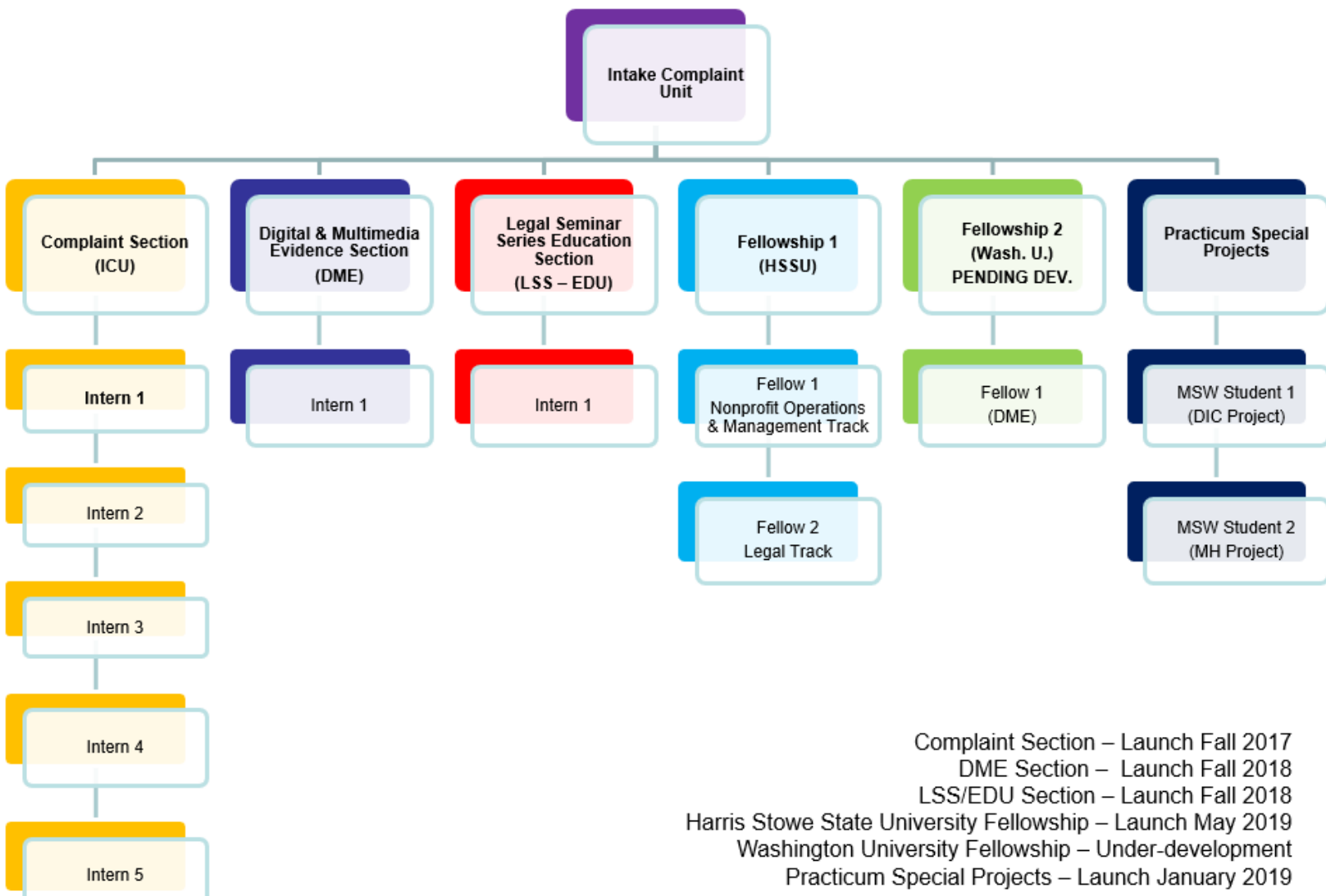
**Top Left to Right: Confluence Academy High School Social Studies Teacher Jennifer Luker and Class Presenter ACLU-MO Legal Support Coordinator L. Elaine Sutton; Bottom Left to Right: Webster University Career and Internship Job Fair - ACLU-MO Director of Finance and Administration Katie Hinners-Mueller, Former Webster University Communications Intern Conner Hayes, and L. Elaine Sutton, Legal Support Coordinator; Lutheran South High School Social Studies Class, Presenters Jessie Steffan, ACLU-MO Staff Attorney and L. Elaine Sutton, ACLU-MO Legal Support Coordinator**



# Legal Department-in-Review

Project/Program	Description	Planning/Implementation	Launch
ICU	Intake Complaint Unit	May 2017 - August 2017	September 2017
Internship	Capacity Building: Recruitment and Retention of undergraduate students to provide support to the Intake Complaint Unit, LSS Education Section, and DME Section	June 2017 - August 2017	September 2017
DME	Digital and Multimedia Evidence Section	June 2018- August 2018	September 2018
LSS	Legal Seminar Series:	May 2018 - August 2018	September 2018
Social Justice Fellowship	ACLU-MO and Harris Stowe State University	May 2018 - December 2018	May 2019
DIC/MH Practicum	Deaths-in-Custody and Maternal Health Project	September 2018 - December 2018	January 2019
DME Fellowship	Digital and Multimedia Evidence Section	UNDER DEVELOPMENT	May 2020 - April 2021 (Projected)

## ACLU-MO LEGAL DEPARTMENT



# HOW TO APPLY TO THE LEGAL DEPARTMENT'S INTAKE COMPLAINT UNIT (ICU)



**L. Elaine Sutton**

Legal Support Coordinator  
(ICU/EDU/DME)

## **Internship opportunities: Complaint Counselor (Unpaid)**

Who should apply? Undergraduate students with a strong interest in civil rights and civil liberties. This is a tremendous opportunity to get in on the ground-floor of the ACLU's Intake Complaint Unit which receives and processes over 2000 complaints annually. A great legal or public policy internship for undergraduates.

What type of commitment is required? A minimum of 2-3 days per week at 12-15 hours/week during the Fall and Spring. During the summer months, a minimum of 3-5 days per week at 15-20 hours per week. The internship hours are flexible as we will work around your academic schedule. Unpaid part-time and unpaid full-time opportunities available. Academic credit available.

## **RESPONSIBILITIES**

Initiate and close-out complaints using Legal Files

Screen civil liberties complaints (phone calls, letters and electronic complaints) from Missourians.

Assist complainants in resolving disputes; provide information, referrals and suggestions; identify community resources.

Analyze written complaints

Conduct fact-finding investigations.

Review applicable regulations and statutes.

Draft responsive letters.

Special projects as assigned (Digital and Multimedia Evidence Section, Outreach to Faith-based Community and Outreach to Jails/Prisons)

## **SKILLS/ATTRIBUTES**

Exemplary written and oral communication skills

Ability to work collaboratively across departmental lines and to engage professionally with staff members from all departments which includes ICU team members

Engaging, outgoing personality capable of projecting compassion and warmth when interacting with complainants

Enthusiasm for ACLU of Missouri's mission

An appreciation of and commitment to protecting the civil liberties of Missourians and promoting social justice

## **EDUCATIONAL BENEFITS**

Develop interview skills

Develop a practical understanding of constitutional law

Learn how to conduct fact-finding investigations

Develop skills in complainant communication

Develop a better understanding of community resources available for resolving disputes

Develop skills in identifying and using administrative regulations and protocols

Participate in weekly ICU Review Team meetings

Participate in special events, such as hearing speakers on legal topics, touring a jail, watching a case in court

## **NEW INTERN ORIENTATION AND TRAINING (REQUIRED)**

If selected for the internship program, you will be required to participate in the ACLU's New Intern Orientation and Training offering. The training is conducted on a Saturday during the months of April, August, and December from 10:00 a.m. - 3:00 p.m. onsite at the ACLU-MO.

## **APPLICATION**

**Early-bird Application Deadline:** Fall - August 1st; Winter/Spring - November 15th; Summer - April 1st. In the event you are unable to submit your application materials by the stated deadline, please feel free to submit your materials for a later review. If selected, your name will be placed on our waiting-listing for future internship opportunities as they become available.

**Please email letter of interest expressing why you want to intern at the ACLU, resume, letter of recommendation and writing sample to:**

**L. Elaine Sutton, Legal Support Coordinator**

**Legal Department (Intake Complaint Unit and EDU/DME Sections)**

**ACLU of Missouri**

**906 Olive Street**

**Suite 1130**

**St. Louis, MO 63101**

**Email: [esutton@aclu-mo.org](mailto:esutton@aclu-mo.org)**