

**YOUR LOVED ONE JUST GOT  
ARRESTED  
WHAT DO YOU DO WITHIN  
THE FIRST 24 HOURS?**



Keep this document somewhere safe that you can access quickly when needed. We recommend posting it on your fridge or keeping it where you store important papers like medical documents. You want it to be somewhere you will remember in the heat of a stressful moment.

**- BE PREPARED -**



**Info You Should Have Ready:**

- Your loved one's first and last name
- Their date of birth
- If possible — the arresting agency



**Info You Need To Get:**

- Where they are housed
- Charges
- Bail Amount
- Attorney's Name
- First Court Date



**Info You Need To Give:**

- Proof of family support
- Proof of community ties
- Proof your loved one is not a flight risk
- Community release plan\*

**- TAKE ACTION -**

\*Contact Community Defense of East TN for guide

**1. Find them on the Knox County 24 hour intake list:**  
<http://knoxsheriff.org/24hrlist/>

This website shows you the names of people arrested in the last 24 hours listed in alphabetical order. Find your loved one's name and it will give you their ID number, date they were booked, bail amount, charges, and court date. It will not say where they will be housed on this website, to find out where they are housed, refer to step 2.

You can keep track of this information here:

Case Number/ID Number: \_\_\_\_\_ Booking Date: \_\_\_\_\_  
 Bail Amount: \_\_\_\_\_ Charge(s): \_\_\_\_\_  
 Next Court Date: \_\_\_\_\_

**If they're not in the system yet, or if there is information missing on the website, call the Knox County Detention Facility (intake line) at (865)281-6740 for when people are sitting waiting to be processed**

**2. Follow the menu options to speak with an officer about people currently incarcerated. Give them your loved one's name and date of birth. Ask them what are the charges, are they felonies or misdemeanors, what is their bail, when is their first court date, which courthouse their first hearing will be, and where will they be housed.**

Unfortunately, the state is legally allowed to hold people for up to 24 hours without charge, so you may not have answers to these questions within the first 24 hours after the arrest. If the charges aren't set the first time you call, keep calling them and asking about your loved one, this lets them know someone is looking out for your loved one. Make sure you document when the arrest took place so you know when the state has to have your loved one's charges set by. Document the names of the people you spoke with and when you called. If they haven't determined charges after 24 hours, they are illegally holding your loved one and they can push to dismiss the charges.

**If your loved one is in need of medical or mental healthcare and they are at Roger D Wilson Detention Center, call the nurses line at (865) 281-6955. Ask to speak to the nurse on duty and advise them of the situation. If they are at Knox County Jail downtown call (865)342-9625 or (865)342-9620 and ask to speak to a nurse (on duty M-F 7am-3pm) and advise them of the situation.**

**3. They can't give you information about your loved one without the proper release forms, but you can give information to the jail. Tell them what the mental or medical health issue is, how urgently they need care, and what their needs are. If your loved one is in a medical or mental health emergency, state this clearly and explain the consequences of them not receiving immediate care. If they take medication(s), let them know the type, dosage, and how often they take it. Write down the name of the person/people you spoke to and the time you talked to them for future reference.**

**4. Document what you know about the arrest.** Write down everything you know about the arrest -- who was the arresting agency and who were the arresting officers? How did the officers conduct themselves? Were they wearing body cameras and were they turned on? Did anyone witness the arrest? Document the "what, where, when, and how" of the arrest. Keep this in a safe place and write "Attorney Client Privilege" at the top of the page. Share this information only with the defense attorney and do so as soon as possible. If you have any recording of the arrest (video, voice recording, pictures), make sure to save it and do not share it with anyone other than your loved one's attorney as the state can use it as evidence against your loved one.

**TIPS** When you call these numbers, write everything down: names of who you spoke with, time and date you called, and what was discussed. Don't discuss the case with your loved one over the phone. Jail calls are recorded and can be used against them. What you can tell them is that they can request an attorney be present if law enforcement wants to talk to them. Keep working with the defense attorney through the court process. Everyone is legally entitled to a bail hearing within 24 hrs after the arrest and to have a lawyer represent them during that hearing. If your loved one has not had a bail hearing 24 hrs after their arrest, advise Community Defense of ET using the contact information above.

Remember that all communications through the jail (phone and video calls, text and email messages, and snail mail) are recorded and can be used to incriminate your loved one. Do not talk about the case/alleged incident over the phone. What you can tell them is that they can request an attorney be present if law enforcement wants to talk to them.

**5. Call the Knox County Criminal Court Clerk's office at (865)215-2492 to see who will represent your loved one. (Open Monday -- Friday 8:00am-4:30pm)**

Tell them you are calling to see who will represent someone in Knox County custody. Give them your loved ones first and last name. Ask for contact information for the attorney and if they are with the Public Defender's Office.

Attorney Name: \_\_\_\_\_ Contact Info: Phone: \_\_\_\_\_  
 Public Defender or Appointed Attorney?: \_\_\_ E-MAIL \_\_\_\_\_

**6. Contact your loved one's lawyer** Once you have their information, you can contact the attorney and let them know you are a loved one of their client and are here to support them. They will not be able to tell you anything about the case without your loved one's consent. Your loved one can call their lawyer from the jail for free to give them consent to release information to you.

Let them know you have relevant information for their bond hearing. Tell them your loved one has family and community ties and is not a flight risk – share any information regarding employment, school, residency in the county, and family. Let them know your loved one has a place to stay after release and has a way to get to court. The lawyer should present this information to the judge at your loved one's first court appearance. Remember to write down names of who you spoke with, time and date you called, and what was discussed.

**7. If they are not released, show up to their first court date and ask to speak to their public defender before court.**

You can look up your loved one's case on the court docket here:  
[https://www.knoxcounty.org/apps/courts/circuit\\_dockets.php](https://www.knoxcounty.org/apps/courts/circuit_dockets.php)

Bring as many people as you can to show your loved one has community support. If possible, contact your loved one's attorney before the court date, if not, go to court early and speak to them before court. Share information with the attorney showing your loved one is not a flight risk – this could be employment, school, residency in the county, family ties, and participation in programs or community activities. If possible, bring documentation such as proof of employment and support letters from individuals and community organizations. If possible, prepare a "Community Release Plan" (contact CDET for template). Request the attorney present this information to the judge with your loved one's permission. Let the attorney know if you are willing to speak to the judge on your loved one's behalf.

Case Number/ID Number: \_\_\_\_\_ Booking Date: \_\_\_\_\_  
 Bond Amount: \_\$ \_\_\_\_\_ Bail Amount (10%): \_\_\_\_\_  
 Charge(s): \_\_\_\_\_ Next Court Date: \_\_\_\_\_

**8. Contact Community Defense of East TN to attend our weekly Participatory Defense meetings every Monday at 6pm EST.**

Participatory defense meetings are a space where people who have loved ones facing charges can gather to strategize about their loved ones' cases using the group's collective knowledge and experience with the system. You can call or text us at (865)297-3203, or message us on Facebook: @communitydefenseET Instagram: @cdet\_ or Twitter: @CDET\_ or you can write to us at P.O. Box 1742 Knoxville, TN

**Numbers to know:**

- Roger D. Wilson Detention Facility Phone Numbers
- PBX Operator: (865) 281-6700
- Lobby Visitation: (865) 281-6700
- Bond Information: (865) 281-6700
- RDW nurses line: 865-281-6955

- RDW is where you call when you are looking for women in Knox co. jail 865.281.6700
- Knox County Jail: (865)342-9625 or (865)342-9620
- Criminal Court Clerk: (865)215-2492
- Knox county Circuit Court Clerk: (865) 215-2400
- Pre-trial office: (865) 215-2520
- Public Defenders Office: (865)594-6120
- Community Defense of East TN (CDET): (865)297-3203

