



**Metro-Davidson County Detention Facility  
Nashville, Tennessee**

**Inmate Mail Information**

ALL GENERAL CORRESPONDENCE MUST BE RECEIVED IN A STANDARD LEGAL OR LETTER SIZE ENVELOPE.

1. INCOMING

AT A MINIMUM, THE FOLLOWING INFORMATION MUST BE INCLUDED ON ANY INCOMING CORRESPONDENCE SENT TO INMATES/RESIDENTS:

- a. INMATE/RESIDENT'S NAME;
- b. INMATE/RESIDENT'S IDENTIFICATION NUMBER; HOUSING UNIT
- c. FACILITY NAME AND ADDRESS; AND
- d. NAME AND FULL ADDRESS OF THE SENDER.

2. PROHIBITED ITEMS

ITEMS NORMALLY CONTAINED IN GENERAL CORRESPONDENCE THAT ARE CONSIDERED TO BE PROHIBITED INCLUDE, BUT ARE NOT LIMITED TO:

- a. MAPS OF THE CITY WHERE THE FACILITY IS LOCATED OR SURROUNDING COMMUNITIES
- b. POLAROID PHOTOGRAPHS;
- c. PHOTO NEGATIVES/SLIDES;
- d. PHOTO ALBUMS;
- e. PHOTOS OF CURRENT OR FORMER EMPLOYEES;
- f. FRAMED PHOTOS;
- g. GREETING CARDS LARGER THAN 8 X 10;
- h. GREETING CARDS CONTAINING ELECTRONIC OR OTHER NON-PAPER PARTS;
- i. GREETING CARDS CONSTRUCTED IN SUCH A WAY TO PERMIT CONCEALMENT OF CONTRABAND;
- j. STICK ON LABELS OR STAMPS THAT APPEAR TO CONTAIN CONTRABAND;
- k. ITEMS THAT ARE GLUED, TAPED, STAPLED, OR OTHERWISE AFFIXED TO A PAGE;
- l. ANY ITEMS PROHIBITED BY LAW, REGULATIONS, OR CONTRACT.
- m. ALL BOOKS ARE TO BE SOFT BACK BOOKS SENT FROM A PUBLISHER
- n. RECEIVING INFORMATION RELATED TO THE CRIME OR SENTENCE OF ANOTHER INMATE/RESIDENT;
- o. OBSCENE MATERIAL
- p. PLANS TO ESCAPE; CRIMINAL ACTIVITIES; OR INTRODUCE CONTRABAND INTO OR OUT OF THE FACILITY;

## Procedures for Sending Money

THE FACILITY ONLY ACCEPTS U. S. POSTAL MONEY ORDERS OR CASHIERS CHECK FROM A FDIC INSURED BANK. ALL MONEY ORDERS AND/OR CASHIER CHECKS **MUST BE MAILED** TO THE FACILITY AND INCLUDE THE FOLLOWING INFORMATION:

- a. INMATE/RESIDENT'S NAME;
- b. INMATE/RESIDENT'S IDENTIFICATION NUMBER; HOUSING UNIT
- c. FACILITY NAME AND ADDRESS; AND
- d. NAME AND FULL ADDRESS OF THE SENDER.

(THIS INFORMATION IS REQUIRED ON THE ENVELOPE AND MONEY ORDER)

FUNDS MAY BE RETURNED AT THE DISCRETION OF THE FACILITY

EXAMPLE:

JOHN DOE  
#123456 UNIT BRAVO  
METRO DAVIDSON DETENTION FACILITY  
5115 HARDING PL.  
NASHVILLE, TN 37211

**THE FACILITY DOES NOT ACCEPT DEPOSITS THROUGH DCSO'S TOUCHPAY.**

## Emergency Notifications

EMERGENCY NOTIFICATIONS SHOULD BE FORWARDED TO THE FACILITY'S CHAPLAIN AT (615) 831-7088 EXT. 21468.

## Visitation Frequently Asked Questions

### Who can visit?

A LIMIT OF THREE (3) ADULTS ARE PERMITTED TO VISIT AT ONE (1) TIME. IF ADULTS AND CHILDREN ARE VISITING TOGETHER, NO MORE THAT ONE (1) ADULT AND THREE (3) CHILDREN OR TWO (2) ADULTS TWO (2) CHILDREN MAY VISIT AT ONE (1) TIME. ANYONE UNDER EIGHTEEN (18) YEARS OF AGE MUST BE ACCOMPANIED BY AN ADULT.

PRESENT AND FORMER CCA EMPLOYEES ARE NOT ALLOWED TO VISIT. METRO-DAVIDSON COUNTY SHERIFF'S DEPARTMENT EMPLOYEES MUST HAVE THE WRITTEN AUTHORIZATION OF THE CHIEF DEPUTY TO REQUEST APPROVAL TO VISIT. IF A VISITOR IS A FORMER INMATE (FEDERAL, STATE, OR LOCAL) HE/SHE MUST HAVE BEEN RELEASED FROM INCARCERATION FOR AT LEAST ONE (1) YEAR PRIOR TO REQUESTING APPROVAL TO VISIT. VISITORS ON PAROLE OR PROBATION MUST BE IMMEDIATE FAMILY OR SIGNIFICANT OTHER ONLY AND MUST PRESENT A LETTER FROM THEIR PAROLE/PROBATION OFFICER.

## How do I get approved for visitation?

EACH INMATE IS ALLOWED TO HAVE FIFTEEN (15) PEOPLE ON HIS/HER VISITING LIST. ADDITIONS OR CHANGES WILL BE MADE ON THE FIRST BUSINESS DAY OF MARCH, JUNE, SEPTEMBER, AND DECEMBER; ANY EXCEPTIONS MUST BE APPROVED BY THE CHIEF OF SECURITY/DESIGNEE. REQUESTS FOR CHANGES MUST BE SUBMITTED TO THE UNIT MANAGEMENT TEAM PRIOR TO THE FIRST BUSINESS DAY OF THE DESIGNATED MONTHS.

## How do minors get approved to visit?

CHILDREN UNDER TWELVE (12) YEARS OF AGE DO NOT HAVE TO BE ON THE INMATE'S VISITATION LIST. ANYONE UNDER EIGHTEEN (18) YEARS OF AGE MUST BE ACCOMPANIED BY AN ADULT. HE/SHE MUST HAVE A VALID STATE I.D., A STUDENT I.D. AND A BIRTH CERTIFICATE.

## How long does the application process take?

ALL INMATES, ARE ELIGIBLE TO RECEIVE VISITS ONCE CLASSIFIED, REGARDLESS OF CLASSIFICATION STATUS. THE INMATE MUST SUBMIT A 16-2A VISITATION REQUEST FORM IN ORDER TO RECEIVE VISITATION PRIVILEGES. AFTER FOURTEEN (14) BUSINESS DAYS, THE INMATE WILL BE ALLOWED TO VISITATIONS.

## How will I know if I've been approved?

WHEN THE VISITOR CALLS THE VISITATION LINE, THE VISITATION CLERK WILL NOTIFY THE VISITOR IF HE/SHE IS ON THE VISITATION LIST.

## What are the days and times of visitation?

**Effective January 22, 2018:**

### GENERAL POPULATION - MALE

MONDAY	P.M.: 2:30 / 3:45 / 5:00 / 6:30 / 7:45
TUESDAY	P.M.: 2:30 / 3:45 / 5:00 / 6:30 / 7:45
THURSDAY	P.M.: 2:30 / 3:45 / 5:00 / 6:30 / 7:45
FRIDAY	P.M.: 2:30 / 3:45 / 5:00 / 6:30 / 7:45
SATURDAY	A.M.: 9:00 / 10:15 / 11:30
	P.M.: 12:45 / 2:00 / 3:15 / 5:00 / 6:30 / 7:45

## GENERAL POPULATION - FEMALE

WEDNESDAY P.M.: 2:30 / 3:45 / 5:00 / 6:30 / 7:45

SUNDAY A.M.: 9:00 / 10:15 / 11:30

P.M.: 12:45 / 2:00 / 3:15 / 5:00 / 6:30 / 7:45

## YOUTHFUL OFFENDERS

CALL **615-835-0146** FOR INFORMATION REGARDING YOUTHFUL OFFENDER VISITATION.

## RESTRICTIVE HOUSING

MALE: TUESDAY P.M.: 3:45

FEMALE: WEDNESDAY P.M.: 3:45

### **How long can I visit?**

ALL VISITS ARE ONE HOUR LONG.

ALL SPECIAL AND EXTENDED VISITS MUST BE APPROVED BY THE CHIEF OF SECURITY/DESIGNEE. ALL SPECIAL AND EXTENDED VISIT REQUESTS MUST BE MADE IN WRITING BY THE INMATE TO HIS/HER UNIT MANAGEMENT TEAM AT LEAST ONE (1) WEEK IN ADVANCE. THIS VISIT WILL COUNT AS THE INMATE'S WEEKLY VISIT.

### **Where do I park when I arrive at the facility?**

Visitors' parking is located adjacent to the facility.

### **Will I be searched?**

VISITORS WILL BE SEARCHED BY A SCANNING DEVICE AND PAT SEARCHED.

### **What is the dress code for visitation?**

ALL SHIRTS MUST BE TUCKED IN. NO SKIN TIGHT OR SAGGING PANTS, NO LEGGINGS, NO PATCHES OR HOLES IN JEANS. NO ¼ SLEEVE TOPS OR SLEEVELESS SHIRTS. SLEEVES MUST REACH MID-BICEP. NO LOW CUT, REVEALING TOPS OR SEE-THROUGH SHIRTS. NO OPEN TOE OR OPEN BACK SHOES. SHOES MUST BE TIED OR STRAPPED DURING THE ENTIRE VISIT. NO HATS, WALLETS, PURSES, COATS, SHORTS, HOODED SHIRTS, JACKETS, HOOPS/DANGLING EARRINGS (POSTS OR STUDS ONLY). NO ENTRY DEVICES OR KEY RINGS, GUM, CANDY AND PAPER.

**What type of identification do I need to be allowed into the facility?**

ALL VISITORS 16 YEARS OF AGE OR OLDER MUST PRESENT A VALID DRIVERS LICENSE, A VALID STATE I.D., A STUDENT I.D. AND A BIRTH CERTIFICATE. ADDRESS MUST MATCH WHAT IS LISTED ON THE VISITATION LIST OR IT WILL NOT BE CONSIDERED A VALID I.D. IF THE OFFENDER HAS LISTED THE WRONG ADDRESS, IT IS THE OFFENDER'S RESPONSIBILITY TO HAVE IT UPDATED.

**What items am I allowed to bring to visitation?**

VISITORS MAY BRING IN A VALID I.D., ONE (1) CAR KEY, AND MONEY NOT TO EXCEED \$15.00 (CHANGE OR \$1 BILLS ONLY).