

Downtown Detention Center Jail Access Request

When requesting a visit within the facility, please ensure the following information is listed in your letter and emailed to **DDCops@denvergov.org**:

- The request for visitation must be on the agency letterhead and the request **must be signed**
- The request should be addressed to Captain Johnson/Sergeant Smith/Sergeant Szumowski
- Include all pertinent court orders and agency documentation in relation to the visit (if any)
- All visitors' names must be included in the visit request letter (including case managers, detectives, investigators, evaluators, interpreters, etc.)
- Inmate's name and date of birth
- Reason for the visit
- List of any equipment to be utilized during the visit
- No cellphones are allowed inside the Downtown Detention Center—NO approvals will be issued

Once the request has been approved, the DSD Administrative Assistant will email a copy of the approval or denial back to the requestor. **You must bring the approved letter with you for the visit.**

Please note, email requests are processed Monday – Friday, 7 a.m. – 4 p.m., excluding Denver city and court holidays.

For questions or additional information regarding this process, please contact the Administrative Assistant at 720-337-0200, ext. 0.