

## Denver County Jail Process for Competency Evaluation Visit Request and Professional Visit Request

When requesting a Competency Evaluation Visit and/or Professional Visit Request, please ensure the below information is included in your letter and emailed to [COJL\\_Ops@denvergov.org](mailto:COJL_Ops@denvergov.org); if you do not have an email, fax to 720-913-3816.

- Address request(s) to Major Alexander or Sergeant Needham.
- A professional visit request must be on the attorney's letterhead or the agency letterhead and *it must be signed*.
- All pertinent court orders/agency documentation in relation to the visit (if any).
- All visitors' names (case managers, detectives, investigators, evaluators, interpreters, paralegals, etc.) with a clear copy of IDs and credentials.
- Inmate's name and date of birth
- Reason for the visit
  - If medical records are needed, email Denver Health at [DSD\\_HIM@DHHA.org](mailto:DSD_HIM@DHHA.org); for further assistance, contact Tonja Grimes at 720-337-0132.
  - County Jail medical records available Monday - Friday, 8:00 am - 5:00 pm.
- Any equipment needed during the visit.
- Electronic devices are NOT allowed without approval.

Please give notice at least 24 - 48 hours prior to seeing your client. Once the request has been approved, the Operations Department will email/fax a copy of the approval or denial back to the requestor. **You must bring the approved letter with you for the visit.**

For any questions or additional information on this process, please contact Operations at 720-913-3774.