

TAKE THIS BOOK

CLIENT AND FAMILY HANDBOOK



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Martasha Johnson Moore

Chief Public Defender

Introduction

The Office of the Nashville Defenders is pleased to offer this book to assist our clients, their families, and members of the public to better understand how our local criminal justice system works. I hope it answers any questions you have, but I want to encourage you to call our office if you have more specific questions about a particular case or situation. As a public agency, we strive to provide the best possible service to our clients and this community. Additionally, if you have a complaint or suggestion for how we can do better, please call me directly.

Beyond the facts and data contained in this book, you should know that the entire staff at the Nashville Defenders' Office takes great pride in the work we do. Our mission is to defend the liberty, honor and constitutional rights of the individuals, of all ages, whose cases have been entrusted to us. Through zealous advocacy, we strive not only to deliver excellence in our representation of each and every client, but also to stand with our clients and the community in working to create a more just, fair and compassionate legal system. We are truly honored to make the Sixth Amendment right to counsel a reality in Nashville. With all of the problems in our criminal justice system today, we want to be one of the solutions.

Martesha Johnson Moore

Metropolitan Nashville Chief Public Defender

How the Office of the Nashville Defenders Operates

The lawyers in the Nashville Defenders' Office are appointed by the courts of Davidson County to represent people who have been accused of crimes and do not have money to pay a lawyer. The Nashville Defenders' Office does not handle civil cases and it does not bring lawsuits or criminal charges against people.¹

The Nashville Defenders' Office is a branch of the Davidson County Government. Martesha Johnson, the Chief Public Defender, is a lawyer elected by the voters of Davidson County to a four-year term. The other lawyers in the office are called Assistant Public Defenders.

The Nashville Defenders' Office represents both adults and juveniles. The Juvenile Division is located in the Juvenile Justice Center, 100 Woodland Street. The Adult Division is located in Suite 400, 150 2nd Ave. N. at the bottom of 2nd Ave, N. and Commerce. We do not validate parking. 2 -hour meter parking is nearby. The nearest garage is S+P parking at 204 Commerce St, near Another Broken Egg. **Parking at any metered space is free for drivers with handicap placards or license plates** per Tennessee Statute, [T.C.A. § 55-21-105](#).

In addition to the lawyers in the office, your case will receive the attention of support staff, which includes paralegals, investigators, social workers, interns, legal assistants, and law clerks.

All lawyers in the Nashville Defenders' Office are licensed to practice law in the State of Tennessee and must attend classes every year to learn new developments in the law. The office holds training classes for the staff and always keeps up with the latest legal decisions.²

¹ To receive legal representation in civil matters, please contact the Nashville office of the Legal Aid Society of Middle Tennessee and the Cumberland located at 1321 Murfreesboro Pike 4th Floor or call the office at (615) 244-6610 .

² This handbook covers information about the Adult Division. The Juvenile Division is located inside the Juvenile Justice Center 100 Woodland Street Nashville, TN (615) 862-5740.

Using this Handbook

The Client and Family Handbook (“Take this Book”) is designed to help you and your family understand the criminal process, the legal steps your case will go through, how your public defender will handle your case, and what resources are available to help you and your family get through this difficult time.

In writing “Take this Book”, we have tried to be as accurate as possible, but the criminal justice system is always changing and every case is different. This is only a guide, however, and you should always listen to your attorney because he or she knows the facts of your particular case.

The Nashville Defenders' Office Contact Information

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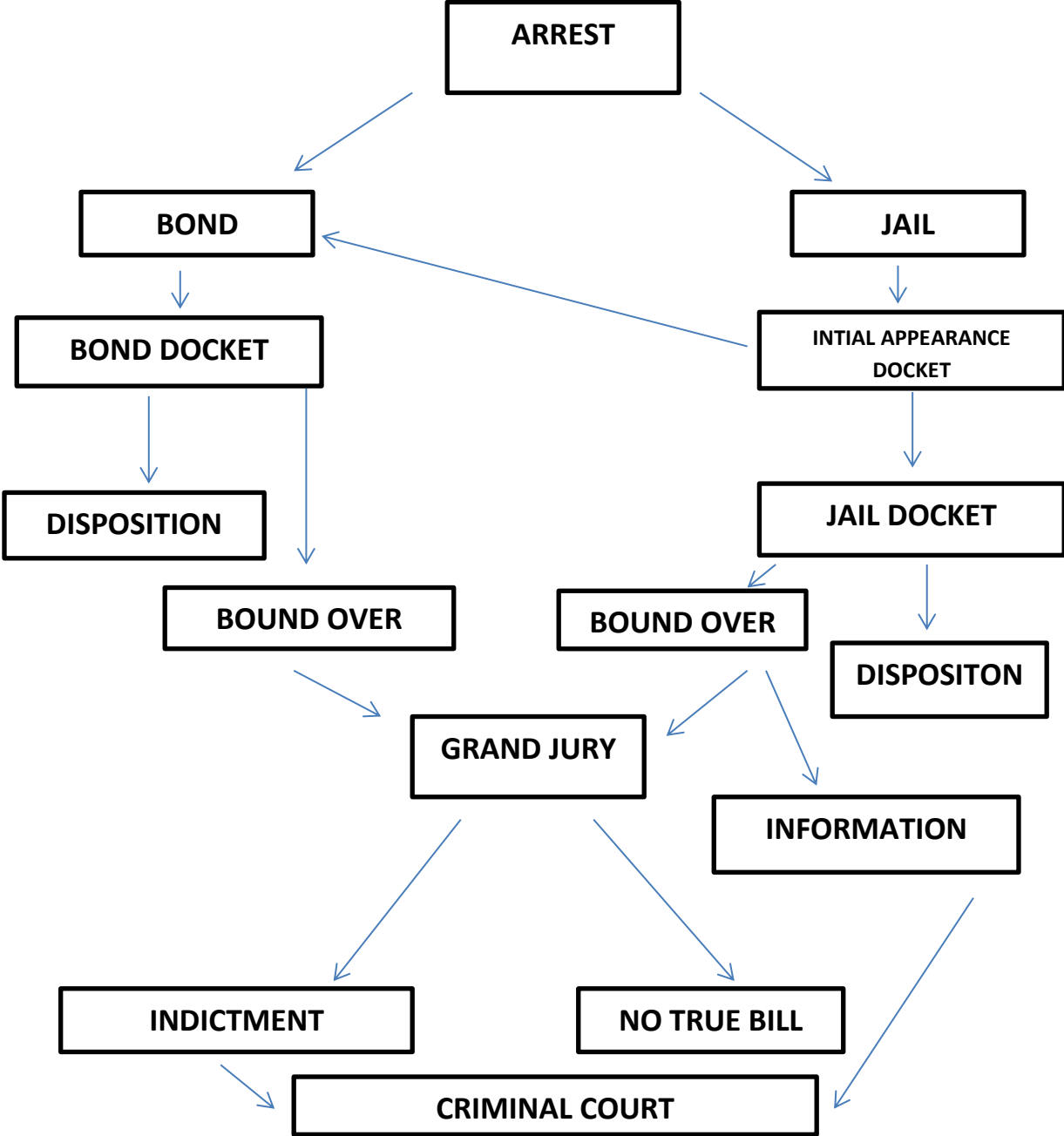
Following Your Case

The legal process is very hard to understand. There are many steps in the process, and you will have several decisions to make. The charts on the following pages attempt to show the steps of the legal process and how a *typical* case would flow through the system. Because every case is different, the charts may not show the exact steps of your case, but they are close. Please keep these diagrams handy so when you are talking to your attorney, she or he can explain where you are in the process and explain the next steps.

Many of the steps in these diagrams are explained in the sections that follow. Your attorney will help you to understand these steps, but you should read this handbook carefully so that you can help in making important decisions.

The General Sessions Court Legal Process

The following chart describes the process from arrest through indictment by the Grand Jury.



Bond

If you are arrested, you will have your first court appearance before the Commissioner in what is commonly known as “Night Court”. The Commissioner will tell you what you have been charged with and will set the terms on which you can be released before your trial date. The Commissioner has several options. One of those options is to set a cash bond.³

Types of Release if a Cash Bond is Set

<u>Pretrial Release</u>	<u>Cash Bonds</u>	<u>Bonding Company</u>	<u>Property Bonds</u>
<p><u>Pretrial Release Program:</u> may be eligible depending on several factors including your criminal record</p>	<p>You or someone you know posts the <i>entire</i> bond amount</p>	<p>Bonding companies will generally charge you 10% of your entire bond amount <i>plus</i> a bonding fee</p>	<p>You must own land without a mortgage or a lien on the property</p> <p>You can take the title to the Criminal Court Clerk’s Office and they will allow you to make the bond</p>
<p><i>The only type of bond where you are not required to post any money or property</i> You will be assigned to a Pre-Trial counselor, and you will report once a week</p>	<p><u>Refund:</u> You will get the money back if you turn in the receipt to the Criminal Court Clerk’s Office at the end of your case</p>	<p><u>Refund:</u> This money is <i>not</i> refundable</p>	<p><u>Refund:</u> If you do not show up to court, you lose the property</p>

³ A cash bond, also referred to as a cash bail, is an amount of money paid in order to release you from jail while you are waiting for your case to go to court. It is set to assure you come back to court. You have a right to have a cash bond amount set unless you have been charged with a crime that could result in the death penalty or a violation of parole.

Appearing in Court

If you are released on bond, your first court appearance will be on a Bond Docket in the Justice A.A. Birch Building. It is very important that you appear in court **on the correct date and on time**. You also need to have a lawyer at that time. ***Do not plan on coming to court and asking for time to get a lawyer—have your lawyer when you come to court the first time.***

If you want to be represented by a lawyer but cannot afford to pay, you should come to our office on the 20th floor of Parkway Towers, Suite 2022 **immediately!** It is important to come to the office as early as possible as to allow your attorney as much time as possible to prepare your case. Our office has specific time cutoffs for representation and waiting too late may disallow us from being able to effectively represent you or represent you at all. PLEASE DO NOT wait until a week or two before the court date to come to the office.

If you are given a citation instead of being arrested you will be required to appear for booking within a few weeks of getting the citation. The booking date can be found on the bottom of the citation. Immediately after booking you will be given a new court date or taken to the courtroom where you will await your name being called. An attorney with the District Attorney's Office may choose to make you a settlement offer. You are not required to accept any offer made to you by the Assistant District Attorney (ADA). If you are not comfortable pleading guilty to the terms of the offer, have questions about the offer, or questions about the consequences of accepting the offer, do not accept the offer on that date. You should ask the ADA for another court date in order to speak to an attorney/seek legal advice. If you cannot afford to hire an attorney, you should visit the Public Defender's Office as soon as possible to apply for court-appointed counsel to represent you in the matter. It is highly recommended that you get a lawyer prior to pleading guilty to any offense.

Bond and Jail Dockets: Felonies and Misdemeanors

<u>Misdemeanor Bond and Jail Dockets:</u>	<u>Felony Bond and Jail Dockets:</u>
<p align="center"><u>Bond</u></p> <ul style="list-style-type: none"> • Held M-F in General Sessions Courts in the Justice A.A. Birch Building. • Misdemeanor cases (a crime for which the punishment is less than one year) will be scheduled on this docket. • Your case may be settled on this docket by what is called a plea agreement. A plea agreement is the way in which the district attorney agrees to reduce the charge, dismiss all or part of the charge, and/or recommend an agreed punishment in return for your guilty plea. If you do not agree to the plea agreement offered, you may have a trial or a preliminary hearing. • There are no juries in General Sessions Court. You can have a bench trial where the judge hears the proof, decides if you are guilty or not guilty and sets punishment (sentence) if you are found guilty. If found guilty, the sentence is typically is given at the time of the end of the trial. • Although it is unlikely, the state may demand a preliminary hearing in a misdemeanor case. After the hearing, if the judge decides there is probable cause or if you decide not to have a hearing, your case will be sent to the next level. This is called binding over the case to the Grand Jury. Your case will be referred to as “bound over”. 	<ul style="list-style-type: none"> • In a felony case, the state may demand a preliminary hearing instead of offering you a plea bargain. After the hearing, if the judge decides there is probable cause or if you decide not to have a hearing, your case will be sent to the next level. This is called binding over the case to the Grand Jury. Your case will be referred to as “bound over”. • It is very important to discuss the advantages of a preliminary hearing with your lawyer. • The State may offer you a plea bargain on a felony case. If the offer is for you to plead guilty to a felony, then that plea must be entered in Criminal Court. General Sessions Courts cannot accept felony pleas. When an agreement like this is reached, it is called an “Information” agreement.
<p align="center"><u>Jail</u></p> <ul style="list-style-type: none"> • Held M-F in the Justice A.A. Building • If you are on this docket, you are still in jail, your case will be heard within a few days of your arrest, and you and your lawyer will not have as much time to prepare. • Just like on misdemeanor bond dockets, you may have the option to take a plea bargain, to have a bench trial, or to have a preliminary hearing in your case. 	

Grand Jury or Information

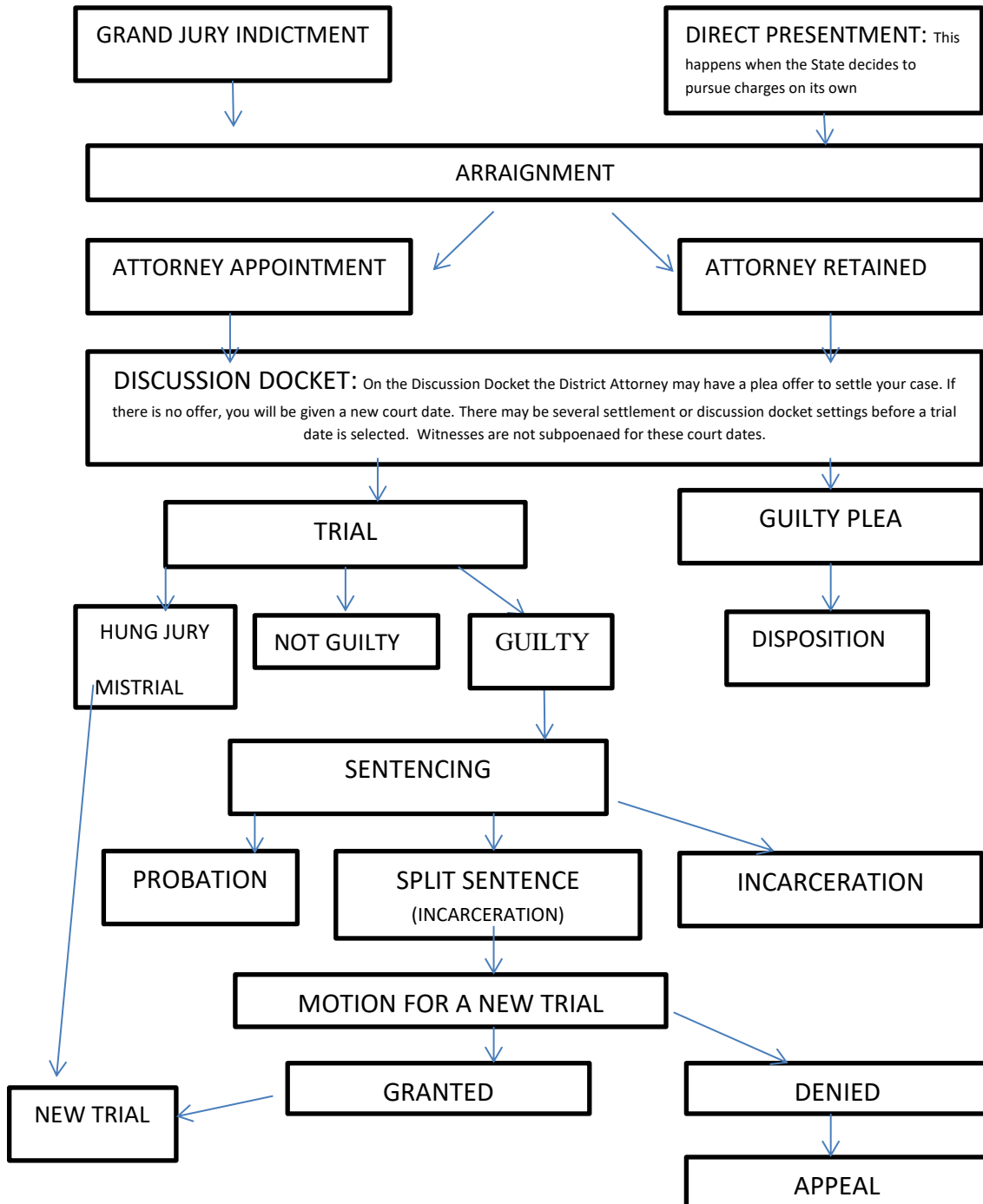
Who: The Grand Jury consists of thirteen people who hear evidence and determine if you should be formally charged with a crime. You and your lawyer do not have the right to appear before the Grand Jury and the Grand Jury does not determine guilt or innocence. Their job is to determine if there is good reason or probable cause to pursue the charges against you.

What: If the Grand Jury determines there is probable cause, they return a **true bill**, which means you have been “indicted” and your case will be set for arraignment. If the Grand Jury returns a no true bill, the case against you is over *unless* the district attorney resubmits the case to a new Grand Jury and the new Grand Jury indicts you.

How: Your case will go to the Grand Jury by direct presentment or by being bound over after the preliminary hearing. **Direct presentment is when the prosecutor goes directly to the Grand Jury** through a “sealed indictment”. **If a General Sessions judge dismisses a case at the Jail or Bond Docket, the prosecutor may seek a direct presentment.**

When: Your lawyer can get a court date sooner if you agree to bypass the grand jury by “information” and go directly to Criminal Court. An **Information** is an agreement between you and the district attorney to settle on a plea agreement that will be entered in the Criminal Court. The typical time frame for these cases being set in Criminal Court is usually within two months.

The Criminal Court Legal Process: Indictment-Appeal



Arraignment

When a case has been indicted by the Grand Jury, it is assigned to one of the Criminal Courts and set for arraignment. (Arraignment is when the defendant is officially called before a court of competent jurisdiction, informed of the offense charged in the complaint, information, indictment, or other charging document, and asked to enter plea of guilty plea, not guilty, or as otherwise permitted by law.)

STEP ONE

The court will ask if you have a lawyer or if you qualify for the services of a public defender. The judge will ask you to complete a form called "Affidavit of Indigency" which will ask you questions regarding your income, etc. If you cannot pay a lawyer, the court will provide you with one.

STEP TWO

Your lawyer will receive a copy of the indictment against you and enter a plea of "Not Guilty" on your behalf.

STEP THREE

During the weeks between your arraignment and discussion date, your lawyer will discuss your case with you, file motions, do investigation and research, and discuss the charges and proof with the district attorney. It is *VERY* important to remain in contact with your lawyer during this time.

Court Appearances

You **MUST** appear in court, on time, for all scheduled court dates and hearings unless your lawyer has told you not to attend.

If you change your address or phone number while waiting for your case to be resolved, you must notify your bondsman and your lawyer. If you have been released without a bondsman, notify the Criminal Court Clerk's office.

Always arrive early for your court appearance, as your lawyer may need to discuss your case with you. If an emergency prevents you from being in court, or if you must be late, notify your bondsman and your lawyer immediately. If no one knows where you are when your name is called, the judge may revoke your bond and issue a warrant for your arrest. This means the police will arrest you again and you **no longer have a bond**.

Equally as important as showing up on time is your appearance. **The judges enforce a dress code**, and a neat, clean appearance will only help you. On the other hand, a sloppy or too casual appearance will reflect poorly on you. Judges have different requirements for the dress code in their courtrooms. **For men:** no shorts, no saggy pants (must be belted around the waist with the shirt tucked in), no t-shirts with offensive slogans, no tank tops or undershirts, and no hats. **Women:** should not wear clothing that is revealing in any way. DO NOT wear shorts, halter tops, see-through tops or expose the midriff. *Be advised that some judges will make you leave the courtroom to change if the judge thinks your clothing is inappropriate.*

Investigating Your Case⁴

Anything you tell your lawyer or your **lawyer's investigator and staff** is **confidential**. You should NEVER discuss the facts of your case with anyone else-- including your family and friends—unless your lawyer has told you to do so. ***Information you give to other people may be used against you in Court—be careful.*** Additionally, if you are in jail you should NEVER discuss the facts of your case over the phone. Jail calls are RECORDED and will be used against you in court.

You play a very important part in the investigation of your case. Your lawyer needs to know as soon as possible the names and addresses of any witnesses. You can help finding witnesses and notifying your lawyer by letter, phone, or coming into the office. If you are in jail, your family and friends may be able to help.

A witness can be anyone who was present when the incident occurred, who knows you could not have committed the crime because you were somewhere else when the crime occurred, or has any information that may show that you are not guilty or the crime was not as serious as the State claims.

⁴ If you are unhappy with the way your case is being handled, talk to your lawyer about your concerns. If you have talked to your lawyer, and you are still unhappy, call or write to Martesha Johnson, the Public Defender. Personality conflicts can occur, but keep in mind the primary focus is your lawyer's ability to represent you in court, not whether you like him or her.

Preparing Your Case⁵

Motions

Your lawyer may determine that certain motions should be filed in your case.

A motion is when your lawyer asks the judge to decide something such as whether a line-up identification or statement should not be used against you.

After any motion is filed, it will be set for hearing in court, and the judge will rule on it.

Discussion Docket

Your *next scheduled court appearance after your arraignment is on a **Discussion Docket***. Discussion or Settlement Dockets are held on different days and times in each of the Criminal Courts.

Discussion Dockets are when you can enter your plea if you, your lawyer and the district attorney have reached a plea agreement. If a plea agreement is not possible, a trial date will be selected for some time in the future.

The decision whether to enter a plea or take a case to trial is yours. The Public Defender's Office will advise you, but **the final word is yours**.

⁵ If you feel a motion should be filed in your case, talk to your lawyer and let your lawyer file it. It is not a good idea for you to file your own motions, because you are not a lawyer and you may include information in your motion that could hurt your case. Allow your lawyer to handle motions for you.

Diversion Programs

Diversion allows people to avoid permanent criminal convictions and instead to complete a program geared towards rehabilitation. Tennessee places strict limits on who is eligible for these opportunities. If you have no criminal record, ask your lawyer if you are eligible for diversion.

<p><u>Pre-trial Diversion</u></p>	<p><u>For persons without prior convictions</u></p>	<p>Program is <u>very selective</u> and cannot accept you until you have been screened by the Sherriff's Office, recommended by the DA and accepted by the Judge</p>	<p>This program includes placing you on probation for a specific period of time without any finding of guilt. If probation is completed, then the charge is dismissed, but if not, then the case is set on a Settlement Docket again.</p>
<p><u>Judicial Diversion</u></p>	<p><u>For persons without prior convictions</u></p>	<p>Requires screening by the Tennessee Bureau of Investigation (TBI) to certify that you qualify</p>	<p>REQUIRES A PLEA OF GUILT, unlike Pre-trial Diversion, but it is a conditional plea. There is no conviction on the record with a conditional plea. You are placed on probation for a specific time. If completed, then case is dismissed, but if not, then you lose Diversion and the conditional plea will automatically become a permanent conviction</p>

THE TRIAL: THE PROCESS

If your case is not settled on a Discussion/Settlement Docket, it will be set for trial. There is a chart on the following page that shows some of the basic steps in most criminal trials. If you have any questions, ask your attorney.

A jury trial is where the judge presides, and people from the community determine whether you are guilty. A bench trial is where the judge decides the case. You and your lawyer must decide whether you want a jury or bench trial. Both the defendant and the State have the right to demand a jury trial.

If you have a trial, you and your lawyer must make several decisions about the presentation of your defense including whether or not you will testify. You are not required to testify, but you can testify. Your lawyer will give you advice about this and help you decide.

You and your lawyer must be ready for your trial on the date your case is set, even though there is a chance that you will not be tried on that date. There are many people waiting for a trial so the judge often sets several cases on the same day. Another person's case may take priority over your case if it has been set once before, if the defendant is in jail and you are not, or if another good reason is shown. You may not know until you are in Court for your trial whether or not you will actually have a trial that day. It is very important, however, that you and your lawyer be prepared for trial.

Pleas

Most guilty and nolo contendere pleas are entered as part of a plea agreement. A plea agreement is when the district attorney agrees to reduce the charge, dismiss all or part of the charges, and/or recommend a sentence in return for your plea. Plea agreements can only be entered with your approval and the judge's acceptance.

<u>Types of Pleas:</u>	<u>When Plea is Entered:</u>	<u>Effect:</u>
<u>Not Guilty Plea:</u>	Entered when you are not guilty of the crime, when you are not sure which plea to enter, when there is not enough evidence to prove your guilt, or when you want a trial	A not guilty plea <i>can</i> be changed later
<u>Guilty:</u>	The judge must be convinced that there is a factual basis for your plea, you understand your rights when you plead guilty, and no one has forced you to enter a plea	If you plead guilty, you must admit you committed the crime to which you are pleading.
<u>Nolo Contendere (No Contest):</u>	You give up your right to a trial, to confront the witnesses, and to remain silent. You cannot appeal a no contest. The court determines your sentence, either through a plea arrangement or by sentencing you.	If you plead nolo contendere, you do not admit your guilt, but the judge finds you guilty. Nolo contendere pleas often have the same collateral consequences as pleading guilty to a crime

The Legal Process: Trial

Steps in the Trial Process	Court Action	Prosecutor Action	Defense Action
Motion in Limine	Rule on the Defense Motion	Argues against defense motions	Files motions concerning certain aspects of the case
Jury Selection	Jurors asked about their ability to sit on a jury	Asks questions. May strike someone from jury	Asks questions. May strike someone from jury
Reading of the Indictment		Reads indictment to jury	
Defendant Enters Plea			Responds to the charges with a plea of not guilty
Opening Statements		Makes a statement about what they can prove	Makes a statement about what they can prove
State's proof	Judge rules on objections	Puts on witnesses and evidence to prove guilt	Cross-examines witnesses and objects to evidence
Motion for Acquittal	Judge rules on motion and can acquit		Asks for acquittal because not enough proof
Defense Proof	Judge rules on the objections	Cross-examines witnesses and objects to evidence	Puts on witnesses and evidence to prove innocence
Prosecutions' Rebuttal		Puts on witnesses and evidence to rebut defense proof	Cross-examines witness and objects to evidence
Closing Argument		Makes a statement about what they proved during trial	Makes a statement about what they proved during trial
Jury Instructions	Judge instructs the jury about to decide innocent or guilty		
Deliberations	Jury meets to decide		

Pre-Sentence Investigation

If you plead guilty or nolo contendere without an agreement as to sentence, or if you are found guilty after a trial, the judge will set a date for a sentencing hearing and order that a pre-sentence investigation (PSI) report be prepared. The PSI gives the judge information he or she needs to help decide your sentence.

A **probation officer** will question you and may question your family, friends, employer, and witnesses in order to prepare this report. The PSI report will include a statement of the facts of your case, your prior criminal record, family background, employment history, and possibly a statement from you. The presentence report will also include something called a Risk Assessment Score, which is a score that estimates if you are at risk of being re-arrested again in the future. Your lawyer will discuss with you what your Risk Assessment score means and how it might affect the judge's decision in your case. **Be truthful with the probation officer** because *all* information is verified and any untruthful statements will be reported to the judge. In making any statements, be careful not to discuss the actual facts of your case until you have first talked to your lawyer. Your lawyer can help you in filling out the forms for the probation officer and advise you as to how you should conduct yourself.

After the report has been prepared, your lawyer will receive a copy, review it with you, and prepare for your sentencing hearing.

Sentencing Hearing

The judge will review the pre-sentence investigation report and consider other testimony at the Sentencing Hearing. He/she will give you an opportunity to talk. You and your lawyer should discuss this and carefully prepare for your testimony should you decide you want to talk to the judge. The judge will also consider statements from the D.A., your lawyer, and other interested persons. If you have people who would testify on your behalf, be sure to give their names and addresses to your lawyer so they can be contacted before your hearing.

Remember, every case and every defendant is different. Do not try to compare your sentence to sentences received by others in their cases.

Day Reporting Center Programs and Programs Associated with Probation

<u>Program:</u>	<u>When it is Offered:</u>	<u>Duration:</u>	<u>Cost:</u>
Batterer's Intervention Program	<ul style="list-style-type: none"> • Days, Nights and Weekends • Only 4 absences allowed • Dual BIP- substance abuse plus batterer's intervention 	26 weeks or 52 weeks 1 hour per week every week	<ul style="list-style-type: none"> • \$24-\$30 per week (\$100-\$120 per month) • Workbook costs \$50 first week
Drug and Alcohol Assessment and Treatment Screening (DAATS)	<ul style="list-style-type: none"> • Usually drug cases 	Varies	Assessment free at probation office
Anger Management	<ul style="list-style-type: none"> • Can do through Sheriff's Department but only 4 hours blocks 	12 or 16 weeks 1 hour 1x per week	\$25-\$30 per week (\$360-\$480 total)
STOP class	<ul style="list-style-type: none"> • Stalking cessation • Lighthouse Ministries 	12 weeks	\$25-\$30 per week (\$360 total)
Parenting Class	<ul style="list-style-type: none"> • When children are involved 	4 hours or 8 hours	\$50 per 4 hour block
Responsible Behavior Thinking (RBT)	<ul style="list-style-type: none"> • Shoplifting 	4 hour blocks only	\$50 per 4 hour block
Community Service Work	<ul style="list-style-type: none"> • Depends on the judge where it can be completed • All judges take Metro Beautification 	Varies	No cost
Drug and Alcohol Education (DAE)	<ul style="list-style-type: none"> • Drug and Alcohol cases 	4 or 8 hours	\$50 per 4 hours
Intensive Outpatient (IOP) for Alcohol and Drugs	<ul style="list-style-type: none"> • DUI Offenses • Location varies 	3 classes a week for 6 weeks	Price varies based on IOP
Alcohol Safety School	<ul style="list-style-type: none"> • DUI Offenses 	12 or 14 hours	1 st - \$185 Multiple- \$240
Victim Impact Panel	<ul style="list-style-type: none"> • DUI Offenses 	1x for couple hours	\$30
Grace Empowered	<ul style="list-style-type: none"> • Class held at the Lentz Public Health Center at 2500 Charlotte Avenue, Nashville 37209 (615)340-5616 (Offered once per month on Fridays) 	4 hours	No cost
Violence Interrupted	<ul style="list-style-type: none"> • Gun violence 	1 day long	\$75

Programs Offered in Custody

<u>Program:</u>	<u>Facility:</u>	<u>Details about Program:</u>
Sheriff's Anti-Violence Education (SAVE)	CDM (26 week and 52 week tracks)	<ul style="list-style-type: none"> • Batterer's Intervention Program • Usually takes 45 days to get in • Must petition the court after completed • Earn 2 for 1 credit while in program
New Avenues	CDM (45 days)	<ul style="list-style-type: none"> • Treatment Program • Usually takes 45 days to get in • Must petition the court after completed • Earn 2 for 1 credits while in program
Residential Drug Abuse Program (RDAP)	Core Civic (6-9 months)	<ul style="list-style-type: none"> • Modified long-term treatment program
Healing Journeys	Core Civic (45 days)	<ul style="list-style-type: none"> • There are health and wellness programs, yoga, group therapy lectures, and workshops • Earn 2 for 1 credit while in program
12-Step Programs	DCSO AA; NA; Celebrate Recovery	<ul style="list-style-type: none"> • The counselor on your floor will have a complete list of when the groups meet and your counselor will be glad to arrange for you to attend these meetings.
Medical and Mental Health Services	DCSO Core Civic	<ul style="list-style-type: none"> • DCSO contracts with private companies as to provide medical and mental health treatment in the jails. • The mental health specialists have the ability to refer inmates for treatment by appropriate psychiatric professionals in the event that medication is necessary or becomes necessary
Religious Programs	DCSO Core Civic	<ul style="list-style-type: none"> • Representatives from many different faiths provide services to the jail. • Activities provided by these religious groups include individual counseling, Bible study, and worship services. • If you are interested in being involved in religious activities, talk to the counselor on your floor. • If your faith is not represented, a request can be made through your counselor for appropriate services.
Educational Classes	DCSO Core Civic	<ul style="list-style-type: none"> • GED is the primary educational opportunities while in custody • ESL (English as a Second Language) available
Work Release	DCSO	<ul style="list-style-type: none"> • Inmates are allowed to leave the jail during your regular working hours to continue working at your regular job. • Work release requires application to and approval by the work release board.

Driver's Licenses Classes

- Sign up for classes on the first floor of the Birch Building; Sign up ASAP
- **First Offender**—A four hour curriculum covering traffic safety rules and consequences, including laws on seat belts, child restraint, speeding, DUI, and most commonly committed traffic offenses; **\$85**
- **Defensive Driving Course 4 hours**—Certified by National Safety Council, this course teaches the importance of safety belts and other restraints, dangers of speeding, proper following distance and effects of alcohol and drugs; **\$85**
- **Defensive Driving Course 8 hours**—A more intensive version of the 4-hour course with emphasis on preventing traffic deaths and injuries; **\$90**
- **Alive at 25**—designed to reduce risk-taking behavior of young people 15-24 years of age. The course utilizes video tapes and group discussions; **\$90**
- **Attitudinal Dynamics of Driving**—designed for drivers with excessive violations and to retrain drivers with poor driving records helps problem drivers make a direct connection between their attitude and behavior on the road includes expanded information on impaired driving and state laws on license revocation and suspension a self-assessment and action plan is included; **\$90**

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When a Loved One Is Arrested

It can be a very frightening and confusing time for you when someone you care about is arrested and charged with a crime. You may feel angry and bitter. You may feel alone, but you are not alone.

The people who work in the Metropolitan Public Defender's Office are here for you. We care about our clients, their families, and their friends. We are here to help. Additionally, there is a movement in Nashville called Participatory Defense, which is made up of families and friends of individuals facing criminal charges. There is a Participatory Defense group in Nashville that meets every Tuesday night at the McGruder Family Resource Center (615-291-4513). This group meets weekly to connect, offer support to one another, and create collective knowledge about how to make a positive impact on a loved one's defense.

Hopefully, the information contained in this booklet can answer many of your questions. Be sure to read through the sections that explain the criminal justice process as well as the sections directed to the family, because important information is found there, too. If you cannot find the answer to your questions in this booklet—call our office. If we cannot answer, we may be able to refer you to someone else who can help.

Keep in close contact with your loved one's lawyer. Call him/her as often as you need and make appointments to talk together in the office. The support of family and friends can be very helpful in working out a good solution to your loved one's legal problems.

Local Jail Information

It is important for you to know where your loved one is being held because each facility has different rules and schedules. If you do not know where your loved one is being held, call 615-862-8123. Knowing the inmate's full name and his/her date of birth would be helpful.

The most up-to-date information about inmate visitation at Davidson County Sheriff's Office-operated facilities is available on the DCSO website at <http://www.nashville-sheriff.net> **Call to verify times before visiting for the first time.**

The facilities in Nashville are:

1. Criminal Justice Center (CJC) (DCSO)- under construction
 - a. 448 Second Avenue North Nashville, TN 37201; Inmate Information-- 615-862-8123
2. Hill Detention Center (HDC or Blackwood) (DCSO)
 - a. 506 Second Avenue North Nashville, TN 37201; Inmate Information—615-862-8288
3. Correctional Development Center (CDC) (DCSO)
 - a. 5113 Harding Place Nashville, TN 37211; Inmate Information—615-880-3853
4. Maximum Correctional Center (MCC) (DCSO)
 - a. 5113 Harding Place Nashville, TN 37211; Inmate Information—615-880-3898
5. Offender ReEntry Center (ORC) (DCSO)
 - a. 5113 Harding Place Nashville, TN 37211; Inmate Information- 615-880-3898
6. Metro-Davidson County Detention Facility (Core Civic- formerly CCA)
 - a. 5115 Harding Place Nashville, TN 37211; Inmate Information—615-831-7088
7. Riverbend Maximum Security Institute (TDOC) 615-350-3100
8. Lois M. DeBerry Special Needs Institution (TDOC) 615-350-2700
9. Tennessee Prison for Women (TDOC) 615-741-1255

Visitation Information

The officials at the jail recognize the importance of visitation and try to be helpful, but their chief concern is security, so you may be searched for weapons or drugs.

Before you leave to you to the jail to visit a loved one you should make sure to:

1. Carry proper identification, but leave your purse in the car or with a friend.
2. Know the exact location, unit number, floor, cell, and/or bunk of your loved one.
3. Check the visitation time to make sure that you can visit your loved one at that time.
4. Dress modestly.
5. Empty your pockets of any prescription or over-the-counter drugs and anything that could be considered a weapon.
6. Don't drink alcohol just before going to the jail.
7. Prepare children and other family member for what may be a difficult and frustrating experience.

Once you get to the jail, show respect for jail officials and other visitors.

Inmate Accounts/Money

Family and friends of inmates housed in a Davidson County Sheriff's Office (DCSO) jail can deposit money into an inmate account using three easy ways:

1. The "Touchpay" system allows deposits using kiosks in each jail lobby,
2. Toll free by telephone at 1-866-232-1899, or
3. Via the internet at <http://payments.touchpaydirect.net>

Cash can be deposited directly into kiosks, or a check, check card or credit card (Visa or MasterCard) may be used. The amount deposited will appear on the inmate's account in real time as soon as the transaction is complete. This money will be put on your loved one's account and they can purchase snacks and personal items at the commissary.

You must know the inmate's OCA number to deposit money using Touchpay. The inmate cannot release money from his/her account except to an attorney or bondsman without a court order. Inmate accounts cannot be discussed over the phone.

If your loved one is in the Core Civic Detention Facility, money must be mailed to the facility in the form of a U.S. Postal Service Money Order. Be sure to include the inmate's name and OCA number.

Important Telephone Numbers

Alcohol and Drug Counseling

Alcoholics Anonymous	615-831-1050
Al-Anon (for family members of alcoholics)	615-333-6066
Alcohol and Drug Council of Middle Tennessee	615-269-0029
Cocaine Anonymous	615-747-5438
Cumberland Heights	615-356-2700
Narcotics Anonymous	615-251-7400
Samaritan Center	615-244-4802

Civil Legal Services

Legal Aid Society	615-244-6610
Tennessee Alliance for Legal Services	888-395-9297

Court Clerks

General Sessions.....	615-862-5602
Criminal Court.....	615-862-5601
Juvenile Court Clerk.....	615-862-7980
Traffic School	615-862-8345

Education

Cohn Adult Learning Center	615-298-6617
G.E.D. Adult Learning Center	615-298-8410
Middle Tennessee Reconnect Community	615-82-8890

Employment

Career Center.....	615-862-8890
Project Return.....	615-327-9654
Veterans Employment and Training	615-736-7680

Emotional Support

Reconciliation/ Separate Prisons Support Group.....	615-292-6371
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Food, Clothing, and Other Basic Needs

Metropolitan Action Commission.....	615-862-8860
Second Harvest Food Bank.....	615-329-3497

Housing

MDHA Public Housing.....	http://www.nashville-mdha.org
Metro Development and Housing Agency	615-252-8400
Section 8 Rental Assistance	615-252-6500

Homelessness

Room in the Inn Campus for Human Development	615-251-9791
Community Care Fellowship	615-227-1953
Hope Center.....	615-780-9468
Matthew 25	615-383-9577
Nashville Rescue Mission.....	615-255-2475
Safe Haven Family Shelter	615-256-8195
Salvation Army.....	615-242-0411

Inmate Information

Bond Office.....	615-862-5670
Department of Corrections Records	615-741-1000
Pre-Trial Release	615-862-8520

Juvenile Court

Juvenile Court Information..... 615-862-8000
Juvenile Court Clerk..... 615-862-7980
Juvenile Court District Attorney’s Office 615-862-8043
CASA 615-425-2383
Juvenile Court Detention..... 615-862-8066

Medical Services

General Hospital 615-341-4000
Lentz Health Center 615-340-5616
Matthew Walker Health Center 615-327-9400
Project Access Nashville..... 615-313-9972
TennCare Information..... 1-800-342-3145
Woodbine Public Health Clinic..... 615-862-7940

Mental Health and Counseling

Centerstone Community Mental Health Center 888-291-4357
Family and Children’s Service..... 615-320-0591
Mental Health Cooperative 615-743-1555
Nashville CARES (AIDS counseling) 615-259-4866
Oasis Center 615-327-4455
Park Center 615-242-3576

Probation and Parole

D.U.I. and Alcohol Safety School 615-862-8355
General Sessions Court Probation 615-862-8380
Criminal Court State Probation and Parole 615-253-7400

Social Services

Department of Human Services..... 615-532-4000
Family Assistance Service Center 1-866-311-4287
Family Services..... 615-741-3241
Food Stamp Replacement..... 615-741-1057
Medicaid 615-741-4800
Social Security Administration 615-781-5800

Veterans Services

Disabled American Veterans615-695-6384
Operation Stand Down 615-248-1981
Veterans Administration Hospital615-327-4751
Veterans Affairs615-831-7088
Veterans Benefits, Regional Office.....615-350-3100