

Detainee Mail Information

To send mail to a detainee, address envelope:

[Detainees Name]
[Detainees "A" Number/Register Number]
Otay Mesa Detention Center
P.O. Box 439049
San Diego, CA 92143-9049
Pod: _____

- Mail will be returned to sender if it contains oily stains, discolorations, crystallization or excessive wrapping/tape/string.
- Incoming photos are not to exceed 5" x 7"
- Mail containing stickers and electronic parts are prohibited.
- Greeting cards larger than 8" x 10" are prohibited.

Procedures for Sending Money to Lockbox

To send money to a detainee, ONLY money orders or cashier's checks are accepted, payable to the detainee. Personal Checks and cash are NOT accepted. The envelope must have a return address. Do NOT include any correspondence such as letters, cards or pictures. Nothing sent to this address will be forwarded to the detainee or returned to the sender. Mail to:

CoreCivic Inmate Trust Account
[Detainees Name First, Last, & Detainees "A" Number]
Facility: OMDC
P.O. Box 16545
Atlanta, GA 30321-0545

Emergency Notifications

When there is an emergency telephone call for a detainee, the caller's name and telephone number will be obtained and given to the detainee as soon as possible. The detainee shall be permitted to return the emergency call as soon as reasonably possible within the constraints of security and safety.

Instructions for Depositing Money into Detainees Trust via Western Union

1. You can send money via Western Union by using the internet, by phone or walk-in cash payment at a Western Union location. The website is www.westernunion.com/corrections The phone number for Phone Quick Collect is 1-800-634-3422

2. To send money via Western Union Walk-In Cash Payment The following is an example of the form and how to complete it:

SAMPLE Quick Collect PAYMENT FORM



***Vea otro lado para español**

THE PAY TO IS ALWAYS: CORRECTIONS CORP OF AMERICA

THE CODE CITY IS ALWAYS: TRUSTCCA AND STATE CODE IS ALWAYS: TN

SENDERS NAME

USE THE INMATE COMMISSARY NUMBER AND LAST NAME

SENDERS INFORMATION

WESTERN UNION

1 PAYMENT INFORMATION

ENTER \$ AMOUNT

Pay To: **CORRECTIONS CORP OF AMERICA**

City: **TRUSTCCA** State: **TN**

2 SENDER INFORMATION

Sender's Name: **John Doe (Sender's Name)**

Commissary Number: **1234567ORTIZ (commissary#last name)**

Address: **123 ANYWHERE STREET**

City: **ANYTOWN** State: **STATE** Zip: **00000**

3 CONSUMER SIGNATURE

ACR# USE ONLY

TRANSFER FEE

AMOUNT TO BE PAID*

SAMPLE ONLY

Western Union® Payment Services

Instructions to Deposit Money to a Detainees Phone Account

Paying for Phone calls: Payments can be made one of the following ways:

- At the kiosk in the lobby
- Online at www.gettingout.com
- Calling 1-866-348-6231 for options to include leaving messages

Prepaid

With a prepaid account, you can pay upfront and your loved one or friend can call until the money runs out. You can add more to the account at any time.

1. Detainee Account

Deposit the money into your loved one's or friend's account and they have the freedom to spend the money on phone calls or any other communications services available at their facility.

2. Friends & Family Account

With the Friends & Family Account, funds go into your account to pay for communication services such as phone calls, video visits and messaging. Your friend or loved one can only call the phone number you've specified.

Quick Connect

An alternative to collect calls. Quick connect allows you to quickly pay for a phone call with your credit card. Opting to accept a Quick Connect call is simple when your loved one or friend chooses to call you via Quick Connect.

When your loved one or friend calls you, simply follow the instructions from the automated system to pay for that one phone call on the spot. It's simple, easy, and instant!

Important Note: Additional fees, costs, restrictions and limitations may apply

Collect

Collect calls allow you to instantly accept and pay for calls to your land line phone account. This means that if you "accept" the collect call from your incarcerated loved one or friend, all the charges for that call will then be billed to your land line phone account and will show up and be listed on your next local phone bill.

Important Note: Additional fees, costs, restrictions and limitations may apply.

Please note that different phone companies handle collect calls differently and there may be additional fees, costs, restrictions and limitations regarding collect calls with your carrier. We strongly urge you to contact your local phone company to learn about collect calls before you accept any from your loved one or friend.

Visitation Frequently Asked Questions

Who can visit?

Family and friends, legal representatives, consular officials and others in the community. Visitors shall be screened and approved upon arrival and shall be required to adequately identify themselves and register to be admitted into a facility, so that safety, security and good order can be maintained.

A minor without positive identification may be admitted if the accompanying adult visitor vouches for his/her identity. Minors must remain under the direct supervision of an adult visitor so as not to disturb other visitors, and excessively disruptive conduct by minors may result in termination of the visit.

What type of identification do I need to be allowed into the facility? Valid government issued photo identification.

Will I be searched?

All visitors are subject to a personal search. You will be required to clear a metal detector and subject to a pat search if unable to clear the metal detector prior to visitation. Any person who refuses will not be permitted to visit.

What items am I allowed to bring to visitation?

Vehicle keys, currency \$20 or less, baby items, when required for visitation ((1) bottle, formula, and (2) diapers and wipes). The following items are prohibited: Cell phone, electronics, lighters, tobacco products, weapons or explosives. Allowable items must be in a clear bag for search purposes.

Sanctions for Violation of Visitation and Contraband Rules

Any violation of the visitation rules by the detainee may result in disciplinary action against the detainee, including loss of visitation privileges, excluding legal and consular visits. Visiting privileges may be revoked only through the formal detainee disciplinary process. However, the facility administrator has the authority to restrict or suspend a detainee's ordinary visiting privileges temporarily when there is reasonable suspicion that the detainee has acted in a manner constituting a threat to the safety, security or good order of the facility. Each incident shall be documented, and the restriction or suspension shall be limited to the time required to investigate and complete the disciplinary process. Legal visitation shall be suspended only if necessary to maintain the safety or security of the facility.

A visitor's failure to abide by visiting rules may result in immediate cancellation or termination of a visit and/or suspension of future visitation privileges. Introduction of contraband or other criminal violations may lead to criminal prosecution of a visitor, a detainee or both.

How long can I visit?

Visits are a minimum of 1 hour. During normal circumstances.

Where do I park when I arrive at the facility?

Facility parking lot.

What is the dress code for visitation?

All Visitors are prohibited from wearing all blue, orange, red and kaki clothing to any visitation room.

FEMALE VISITORS AGE 12 and OLDER:

- Shorts shall cover customarily covered areas of the anatomy, including the buttocks and crotch area, both when standing and sitting. Shorts no higher than mid-thigh are acceptable. Short-shorts, jogging shorts, cut-offs, and other obviously inappropriate short garments are prohibited.
- Shirts and dresses shall extend to mid-thigh, seated.
- Slits in shirts and dresses shall rise no higher than mid-high, seated.
- Sheer (see-through) clothing is prohibited.
- The top of clothing shall be no longer than the underarm in the front and back. Bare midriffs and strapless tops, tube tops, and swimsuits are prohibited.
- Shoes shall be worn at all times.
- Gang “colors” and other gang displays are prohibited.

MALE VISITORS AGE 12 and OLDER:

- Shorts shall cover customarily covered areas of the anatomy, including the buttocks and crotch area, both when standing and sitting. Shorts no higher than mid-thigh are acceptable. Short-shorts, jogging shorts, cut-offs, and other obviously inappropriate short garments are prohibited.
- Shirts shall be worn at all times. Muscle shirts, bare mid-riff shirts and sleeveless shirts are prohibited. Shoes shall be worn at all times.
- Gang “colors” and other gang displays are prohibited.

What are the days, times and duration of visitation?

Visitation is scheduled by housing pods. Refer to the visitation schedule below. In unforeseen circumstances, high volume of visitors exceeding visiting room capacity, the facility administrator may modify visiting periods.

Visitation Schedules

Video Visitation Schedule (7 Days a Week)

Time	A060	C1	D	E	F063	J060	N060	Q	R	T	V
8:30am–10:30am		C	D	E	F	G	M	Q			
1:00pm–3:00pm	B	C	D	E	Med	H	L		R	T	
5:00pm–7:00 pm	A		D	E	J	K	N/P				V

- Visitors should be in the lobby 45 minutes prior to the scheduled video visit.
- Visits are limited to one (1) hour.
- Visit times are subject to change, based on the needs of the facility and approval of the on-duty Shift Supervisor.
- **NOTE: Introduction of contraband will result in denial of visits.**

In Person Visitation Schedule and Procedures (ICE Only) When in COVID Level Green

To view the current level, go to: <https://www.ice.gov/coronavirus>

Click "View the current Facility Status Dashboard", then "View Current Facility Operation Level"

Time	Saturday	Sunday
7:00 am – 8:00 am	Medical	D
8:30 am – 9:30 am	M	N
10:15 am – 11:15 am	J	P
12:00 pm – 1:00 pm	K	L
1:45 pm – 2:45 pm	C-1	Open
3:15 pm – 4:15 pm	A	C-2
4:45 pm – 5:45 pm	G	F
6:15 pm – 7:15 pm	E	H

- Visitors should be in the lobby 45 minutes prior to the scheduled visit.
- Under no circumstances may visitors give property or money directly to a detainee.
- Visits are a minimum of one (1) hour.
- Visits based on CDC Community guidelines for in person, non-contact visits.
 - Phase 1 (*Orange - High*) (1 visitor, one time per week via video);
 - Phase 2 (*Yellow - Medium*) (2 visitors, twice per week via video);
 - Phase 3 (*Green - Low*) (4 visitors, the number of visits per week not limited)
- Minors must remain under the direct supervision of an adult visitor. Excessively disruptive conduct may terminate the visit.
- All visits are subject to change based on Detainee housing unit status, Green-Yellow-Red, Visits may not occur if housing status is Yellow or Red (Quarantine)
- **NOTE: Introduction of contraband will result in denial of visits.**

(USMS) Special Visits for U.S. Marshals Detainee - Only during SD Cty. COVID Level Green

Special visits may be approved, on a case-by-case basis. The person requesting a special contact visit must submit the request to the Chief of Security or Assistant Warden, or Warden by telephone or letter. Approved visits will be on Fridays only, scheduled between 0900 to 1500 hours.

Criteria for the visit include, but are not limited to:

- Visitors must be immediate family.
- Distance the visitor travels must be greater than 250 miles one way. Visitors must provide proof of residence that corresponds with the long distance location.
- Reason for the visit needs be articulated, (such as, serious health issues of a detainee or family member, birth of detainee's child).
- Detainee's behavior and conduct, while detained.