



## Otay Mesa Detention Center San Diego, California

### Inmate Mail Information

To send mail to an inmate, address envelope:

*[Inmate's Name]*  
*[Inmate's "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 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 send money to an inmate, ONLY money orders or cashier's checks are accepted, payable to the inmate. (Personal checks and cash are NOT accepted). The envelope must have a return address. Do NOT include any correspondence, such as letter, cards or pictures. Nothing sent to this address will be forwarded to the inmate or returned to the sender. Mail to:

*CCA Inmate Trust Account*  
*[Inmate First and Last Name], Inmate Number \_\_\_\_\_*  
*Facility: OMDC*  
*PO Box 933488*  
*Atlanta, GA 31193---3488*

### 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.

# Visitation Frequently Asked Questions

## Who can visit?

Anyone on the detainee's approved visitation list

## How do I get approved for visitation?

It is the detainee's responsibility to complete a visiting list and provide it to the Counselor prior to the visit. Inmates will only be allowed to visit those individuals on their approved visitation list. Visitation lists can only be updated every 6 months.

## How do minors get approved to visit?

Minors must be accompanied by an adult and all parties must be on the approved visitors list. Proper identification is required, i.e. birth certificate.

## How long does the application process take?

Upon receipt from the detainee it takes 2 business days.

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

The detainee/resident can notify you, or you may call 619-671-8700.

## What are the days and times of visitation?

Refer to the visitation schedule attached at the end of this document.

## How long can I visit?

Visits are a minimum of 1 hour.

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

Facility parking lot.

## Will I be searched?

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

## What is the dress code for visitation?

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.

The information provided in this document is believed to be accurate, though it remains subject to change without notice. This document was published August 2016.

- 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 type of identification do I need to be allowed into the facility?** Valid photo identification (ie. State driver's license with photo, current passport, if alien, alien registration card, law enforcement identification, military/DOD service organization cards).

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

Vehicle keys, currency \$20 or less, baby items, when required for visitation (bottle, formula, and diapers and wipes). The following items are prohibited: Cell phone, electronics, lighters, tobacco products, weapons or explosives.

# OTAY MEAS DETENTION CENTER

## Video Visitation Schedule and Procedures Daily (Sunday through Saturday)

Time Frame	Room A060 Visitation	Room F063 Visitation	Room J060 Visitation	Room N060 Visitation	Room C100 Visitation	Room D003 Visitation	Room E003 Visitation
8:30 AM 10:30 AM		<b>F</b>	<b>H</b>	<b>L</b>	<b>C</b> <small>(Segregation)</small>	<b>D</b> <small>(Segregation)</small>	<b>E</b> <small>(Segregation)</small>
1:00 PM 3:00 PM	<b>B</b>	<b>Medical</b>	<b>G</b>	<b>M</b>	<b>C</b> <small>(Segregation)</small>	<b>D</b> <small>(Segregation)</small>	<b>E</b> <small>(Segregation)</small>
5:00 PM 7:00 PM	<b>A</b>	<b>J</b>	<b>K</b>	<b>N/P</b>		<b>D</b> <small>(Segregation)</small>	<b>E</b> <small>(Segregation)</small>

- \* If another visitation room is available the detainee/inmate may be moved to a vacant room upon approval of the on-duty shift supervisor.
- \* Visits are 1 hour in length.
- \* Times are subject to change upon approval of the on-duty Shift Supervisor, based on the need of the facility.
- \* All visitors must be checked in at the lobby 30 minutes prior to the visit time.

### Contact Visitation Schedule and Procedures (ICE Only)

Time Frame	Holidays	Saturday	Sunday
0900 - 1000	<b>H</b>	<b>H</b>	<b>H</b>
<b>LUNCH BREAK (1100 - 1300)</b>			
1300 - 1400	<b>G</b>	<b>G</b>	<b>G</b>
1500 - 1600	<b>C1</b>	<b>C1</b>	<b>C1</b>
<b>DINNER (1630 - 1830)</b>			
1700 - 1800	<b>A</b>	<b>A</b>	<b>A</b>
1900 - 2000	<b>J / K / N / P</b>	<b>J / K / N / P</b>	<b>J / K / N / P</b>

- \* Visitors will need to schedule an appointment for a contact visit 10 days before the desired visit by sending an email to [OMDCVISITS@CCA.COM](mailto:OMDCVISITS@CCA.COM) or contact the facility at (619) 671-8724.
- \* All visitors must be checked in at the lobby 30 minutes prior to the visit time.
- \* There are only 4 visitors allowed per visitation.
- \* Visits are 1 hour in length.
- \* Times are subject to change upon the approval of the on-duty Shift Supervisor, based on the needs of the facility.
- \* Visitors will be screened for approval by ICE.
- \* Under no circumstances may visitors give property or money directly to a detainee.

# OTAY MEAS DETENTION CENTER

## Horario de Visitas de Video Diario (Domingo a Sabado)

Hora	Room A060	Room F063	Room J060	Room N060	Room C100	Room D003	Room E003
	Visitation	Visitation	Visitation	Visitation	Visitation	Visitation	Visitation
	Unidad	Unidad	Unidad	Unidad	Unidad	Unidad	Unidad
8:30 AM 10:30 AM		F	H	L	C (Segregation)	D (Segregation)	E (Segregation)
1:00 PM 3:00 PM	B	Medical	G	M	C (Segregation)	D (Segregation)	E (Segregation)
5:00 PM 7:00 PM	A	J	K	N/P		D (Segregation)	E (Segregation)

- \* Si otra sala de visitas está disponible, el detenido puede ser trasladado a una sala de visitas vacía con la aprobación del supervisor del turno.
- \* Visitas son por una hora.
- \* El horario de visitas se pueden cambiar por la necesidad de la institucion, si es necesario, por el supervisor del turno.
- \* ☑ Todos los visitantes deben de estar en la sala de espera 30 minutos antes de la hora de visita.

## Horario de Visitas de Contacto (Solamente Inmigracion)

Hora	Dias Festivos Federales	Sabado	Domingo
0900 - 1000	H	H	H
<b>Hora de Comida (1100 - 1300)</b>			
1300 - 1400	G	G	G
1500 - 1600	C1	C1	C1
<b>Hora de Cena (1630 - 1830)</b>			
1700 - 1800	A	A	A
1900 - 2000	J / K / N / P	J / K / N / P	J / K / N / P

- \* Los visitantes tendran que programar una cita para una visita de contacto 10 dias antes de la visita enviando un correo electronico a [OMDCvisits@cca.com](mailto:OMDCvisits@cca.com) or llamar a (619) 671-8724.
- \* Todos los visitantes deben de estar en la sala de espera 30 minutos antes de la hora de visita.
- \* Solamente se permite 4 visitantes por detenido a la vez.
- \* Visitas son por una hora.
- \* El horario de visitas se pueden cambiar por la necesidad de la institucion, si es necesario, por el supervisor del turno.
- \* Inmigracion investigara y aprobara a los visitantes para visitas de contacto.
- \* ☑ Durante la visita, en ninguna situacion se puede dar a los detenidos propiedad o dinero.