



Otay Mesa Detention Center San Diego, California

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 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.

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 **WESTERN UNION**

***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 Dollar Amount Paid To Recipient US \$,000

PAY TO **CORRECTIONS CORP OF AMERICA**

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

2 SENDER INFORMATION

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

Account Number With Company **1234567ORTZ (commissary#last name)**

Address **123 ANYWHERE STREET**

City **ANYTOWN** **State** **00000**

3 COMPLETE SCHEDULE

WESTERN UNION

FORM USE ONLY

Money Transfer Control Number

DATE **TIME**

AMOUNT **\$**

TRANSFER FEE **\$**

NET **\$**

Rate of Exchange

Amount to be Paid*

IN ADDITION TO THE TRANSFER, WESTERN UNION ALSO MAKES MONEY ORDER (CASHED) YOUR DOLLARS INTO FOREIGN CURRENCY. PLEASE SEE ATTACHED PAGE FOR MORE INFORMATION. REGARDING FOREIGN CURRENCY, IF THE EXCHANGE RATE FOR YOUR TRANSACTION WAS DETERMINED AT THE TIME YOU SENT THE MONEY, THE CURRENCY TO BE PAID OUT AND THE EXCHANGE RATE ARE SET BY THE RECEIPT PROVIDER. THE EXCHANGE RATE WILL BE SET WHEN THE PROVIDER RECEIVES THE FUNDS. *CASHED FUNDS ARE CURRENCY CONVERTED. THE EXCHANGE RATE AND THE AMOUNT YOU HAVE RECEIVED WILL DIFFER ON THE ATTACHED PAGE. BY ISSUING THE RECEIPT YOU ARE AGREEING TO THESE TERMS AND CONDITIONS.

INDICAR DE UN CARGO POR EL SERVICIO DE TRANSACCIONES WESTERN UNION. TAMBIEN SE PUEDE PAGAR CASHED (CASH) SU DOLAR A MONEDA EXTRANJERA. POR FAVOR VEA EN LA PAGINA ANEXA MAS INFORMACION SOBRE EL CARGO DE MONEDA Y EL TIPO DE CAMBIO PARA SU TRANSACCION. SI EL TIPO DE CAMBIO SE DETERMINA EN EL MOMENTO EN QUE ENVIA SU DINERO, EL TIPO DE CAMBIO Y LA MONEDA QUE VA A RECIBIR SERAN DIFERENTES EN EL MOMENTO EN QUE RECIBEN LAS MONEDAS. EL TIPO DE CAMBIO Y LA MONEDA QUE RECIBIRAN SERAN DIFERENTES EN EL MOMENTO EN QUE RECIBEN LAS MONEDAS. *CASHED FUNDS ARE CURRENCY CONVERTED. THE EXCHANGE RATE AND THE AMOUNT YOU HAVE RECEIVED WILL DIFFER ON THE ATTACHED PAGE. BY ISSUING THE RECEIPT YOU ARE AGREEING TO THESE TERMS AND CONDITIONS.

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

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?

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.
- 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 (e.g., 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.