

RELEASE OF FUNDS AUTHORIZATION

DATE	04/20/2026	HOUSING LOCATION	405U
INMATE NAME	Long, XiaoMing	ID NUMBER	

List name and address of business/individual to receive funds:

Name	DMDC		
Address	[REDACTED]		
City	San Diego		
State	CA		
Zip Code	92154	Phone Number (if applicable)	[REDACTED]

Amount of Funds Being Requested	\$ 10
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Explain reason for the request:

(check) \$5 for writ of Habeas Corpus filing Fee & For the postage

I understand that by signing this form I am authorizing the amount stated above to be withdrawn from my trust account. I further understand that all personal property items ordered must be within the facility's allowable property list.

INMATE SIGNATURE	[Signature]
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Submit all completed forms to the Unit Team or designated employee.

This section for employee use only: Signature below by authorizing staff confirms that person submitting this request is the same as that named on the referenced trust account.

Employee Printed Name	[Signature]	Title	[Signature]	<input type="checkbox"/> ID Confirmed
Employee Signature	[Signature]	Date	04/21/26	<input type="checkbox"/> Approved
Unit Mgr/ Supervisor Printed Name		Title		<input type="checkbox"/> Denied
Employee Signature		Date		<input type="checkbox"/> Approved
Chief of U/M Printed Name		Title		<input type="checkbox"/> Denied
Employee Signature		Date		<input type="checkbox"/> Approved

If denied, explain why:

Submit all completed forms to the Business Office for processing.

Disposition:

- Amount Deducted From Trust Account OR Insufficient Funds in Trust Account

Employee Printed Name		Title	
Employee Signature		Date	

- Request sent back for further information

Employee Printed Name		Title	
Employee Signature		Date	

CORRESPONDENCE INFORMATION

Advise all correspondents to provide the full address on all of your correspondence. Your A# or registration number must be noted on all incoming mail. The full address must also appear on all your outgoing correspondence as a return address.

YOUR MAILING ADDRESS WHILE AT THIS FACILITY IS:

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

Detainees may not write to other detainees at other facility or within the Otay Mesa Detention Center without written approval of the Warden. Out-going mail, grievances, request for assistance, ICE requests and any other institutional correspondence can be placed in the drop boxes located in the dining halls for general population. Drop boxes for segregation and medical are located in their respective pods. All correspondence can be dropped off when going to the dining halls for meals and or designated boxes within the general population housing units. Collection times will be approximately 0700 hours Monday through Friday, excluding weekends and holidays.

During COVID Procedures for issuing and collection of correspondence: At 1800 hours, unit staff will distribute and collect detainee population U.S. Mail. A Release of Funds will accompany outgoing packages, priority, and certified correspondence, submit these items directly to the Case Manager/Unit Manager for processing to the business department to process before sending it to the mailroom.

Grievance: need to be completed and submitted to grievance box located in the housing unit. Grievance Officer will collect it once daily Monday to Friday excluding weekends and holidays. Grievance are considered special correspondence.

Sick-Call: Sick Call Face to Face Encounter form need to be completed and submitted to the medical box located in the unit. Medical will collect it once daily. The officer can assist you if you have trouble reading or writing. A registered nurse will review your request and you will be schedule for an appointment if necessary.

USMS Incoming general mail:

- USMS detainees General Correspondence: All incoming general correspondence will be opened, inspected and detainees will be provided a photocopy only. The photocopies will be placed in an envelope marked with the detainee's name, Reg No., and housing assignment. The correspondence will be then distributed to the detainee through normal mail delivery.
- If the contraband is a violation of the law, it may be referred for investigation/prosecution.
- Mail containing oily stains, discolorations, crystallization, excessive wrapping/tape/string is prohibited and will be returned to sender.
- Incoming photos are not to exceed in size of 5x7. (No Polaroid or laminated pictures)
- Mail containing stickers or greeting cards larger than 8 X 10 and or containing electronic or other non-paper parts are prohibited.
- Newspapers and publications must be sent directly from the publisher with prior approval, and will be inspected in the mailroom prior to distribution.
- Mail will be processed and delivered within twenty-four (24) hours of receipt excluding weekends and holidays.
- USMS detainees only: Soft cover books may be received at a limit five (5) per month. Books must come directly from the publisher, HamiltonBook.com LLC or Penguinrandomhouse.com or Harpercollins., with prior approval. You must receive a "signed" copy of the approval from the Unit Manger and Assistant Warden before placing the book order(s). Any book(s) received at the facility without prior approval will be returned to the publisher.