

## Bandera County Sheriff's Office



### Inmate Mail - Important Update

In an effort to keep contraband out of the Bandera County Jail Facility the Bandera County Sheriff's Office is implementing a revised procedure for sending documents, photos and mail to inmates.

- All envelopes and mail must include the inmate name and Sheriff's Office booking number as well as a return address. **Only mail that is within 8.5 inches wide x 11 inches tall will be accepted.**  
**Mailing address is: PO Box 591, Longview, Texas 75606**
- Mail sent to inmates must contain **NO MORE THAN 5 PAGES**. Anything that is over 5 pages will **NOT** be scanned and sent to the inmate and will be returned to the sender.
- All mail that is scanned into the system will be scanned front side only. Do **NOT** write on the back of pages. Any mail with writing on the back will be returned to sender.
- **If any photos are mailed, the entire letter and all its contents will be returned to sender and nothing will be scanned in or delivered to the inmate.**
- No legal or medical mail will be accepted. Legal and medical mail must be sent to the facility where the inmate is housed following the Bandera County Sheriff's Office Mail Guidelines.
- No magazines, newspapers, bulk mail or books will be accepted at PO Box 591, Longview, Texas 75606 and will be returned to sender. These items must be sent to the facility where the inmate is housed following the Bandera County Sheriff's Office Mail Guidelines.

Once the mail is received for processing it will be scanned in at the central processing location and then will be sent to the inmate electronically via the same messaging system referenced above and the inmate can then view it on the kiosk in their cell.

There will be no exceptions for receiving mail that does follow the above guidelines.