

Bossier Parish Sheriff's Office
Corrections Division

Mail Protocol

1. All incoming mail will be processed and delivered by Corrections staff during regular business hours, Monday through Friday.
2. Incoming mail will not be limited in number.
3. Only stamped mail will be delivered to inmates. Hand delivered mail will not be accepted.
3. No packages will be accepted.
4. Inmate's name, dorm/cell number, ID number, and complete return address are required on all incoming mail. If the letter fails to meet these criteria, the mail will be placed in a dead file and destroyed in 30 days.
5. No graffiti will be accepted.
6. All incoming mail will be opened by Corrections staff and will be inspected for contraband only. The mail will not be read by Corrections staff unless for security purposes. All mail containing contraband will be returned to sender.
7. All money orders received will be deposited to the inmate's account and inmates will be given a receipt.
8. Incoming mail for courts, attorneys, or any other legal type mail will be opened in the presence of the inmate. The mail will be inspected for contraband and then immediately handed over to the inmate.
9. Magazines can be received through the mail directly from the publisher. Magazines deemed to be a security risk or that are sexually explicit will not be accepted. Magazines are required to have inmate name, dorm/cell number, and inmate ID number. Inmates will be allowed to have four magazines in their possession.