

**TEXAS DEPARTMENT OF CRIMINAL JUSTICE
PAROLE DIVISION**



**POLICY AND
OPERATING PROCEDURE**

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DATE: 05/16/12

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SUPERSEDES: 07/17/07

SUBJECT: DISTRICT OFFICE VISITOR'S LOGS

AUTHORITY: TDCJ EXECUTIVE DIRECTIVE ED-02.19

PURPOSE: To establish procedures for maintenance of District Parole Office visitor logs

PROCEDURE:

- I. All District Parole Offices (DPOs) shall maintain a visitor's log in the format noted in the policy.
- II. Reception staff shall complete the visitor's log.
- III. District office management shall regularly review the visitor logs for thoroughness of completion and to check that visitors are being seen in a reasonable period of time.
- IV. Completed visitor logs shall be grouped by month and maintained in the DPO for three (3) years, after which they may be destroyed in accordance with procedures for disposal of confidential records.

Stuart Jenkins
Director, Parole Division