

**TEXAS DEPARTMENT OF CRIMINAL JUSTICE
PAROLE DIVISION**



**POLICY AND
OPERATING PROCEDURE**

NUMBER: PD/POP-1.2.5

DATE: 12/27/12

PAGE: 1 of 2

SUPERSEDES: 09/07/95

SUBJECT: QUARTERLY REPORT ON REGISTRATION

AUTHORITY: Vernon's TEXAS GOVERNMENT CODE ANN., Ch. 2004.002

PURPOSE: To establish guidelines and procedures for filing a quarterly report on registration with the Secretary of State.

PROCEDURE:

I. REGISTRATION OF INDIVIDUAL

- A. Chapter 2004.002 (Registration) of the TEXAS GOVERNMENT CODE requires all state agencies to register "an individual who appears before a state agency or contacts in person an officer or employee of a state agency on behalf of an individual, firm, partnership, corporation, or association about a matter before that agency." The agency is also required to prepare a report that includes the information from all registrations filed with the agency. In order to comply with the statute, the division shall:

Make a registration form available for completion of **all** division offices (see Registration of Persons Appearing Before State Agency form, PSL-3). Registration information shall include:

1. The date of registration;
2. The name and address of registrant;
3. The name and address of the person on whose behalf the appearance or contact is made; and
4. A statement on whether the registrant has received or expects to receive any money, thing of value, or financial benefit for the appearance or contact.

The registration forms shall be placed in the lobby area of the offices along with a copy of the statute. Staff is not required to attend the forms, but rather it is the visitor's responsibility to complete and sign the form, if applicable.

B. To determine if someone is getting paid to make the contact, the receptionist shall ask the visitor. Upon receipt of an affirmative response, the visitor is then asked to register. Attorneys, vendors, and representatives of entities with contracts for facilities and services would be required to register. However, victims, families of clients, and others without a financial intent are not required to register.

1. All division offices are responsible for collecting the registration forms and forwarding them to the attention of the Deputy Director of Field Operations by the fifth (5th) calendar day of the month following the end of the quarter.
2. The Deputy Director of Field Operations shall submit the quarterly report on registration to the Office of the Secretary of State no later than the tenth (10th) calendar day of the month following the end of each quarter, when information exists.

II. REGISTRATION EXEMPTIONS

A. For further clarification, exempt from the target group of registrants are:

1. Persons who are only asking for information, as opposed to trying to influence any action of TDCJ-PD;
2. Persons who are making an appearance and participating at a public hearing;
3. Persons who are making the contact in a matter in which a pleading or other document that discloses his/her representation is already on file with TDCJ-PD;
4. Persons who are not getting paid in any way for making the contact with TDCJ-PD; or
5. An officer or employee of the agency.

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