

**TEXAS DEPARTMENT OF CRIMINAL JUSTICE
PAROLE DIVISION**



**POLICY AND
OPERATING PROCEDURE**

NUMBER: PD/POP-1.1.21

DATE: 10/16/18

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SUPERSEDES: 05/16/12

SUBJECT: DISTRICT PAROLE OFFICE VISITOR'S LOGS

AUTHORITY: TDCJ EXECUTIVE DIRECTIVE (ED) 02.19, "ACCESS TO PREMISES"

PURPOSE: To establish procedures for maintenance of district parole office (DPO) visitor's logs.

PROCEDURE:

- I. All DPOs shall maintain visitor's logs in accordance with TDCJ ED-02.19, Section II.A.
- II. Reception staff shall complete each visitor's log.
- III. District office management shall regularly review the visitor's logs for thoroughness of completion, and to check that visitors are being seen in a reasonable time period.
- IV. Completed visitor's logs shall be grouped by month and maintained in the DPO for the current fiscal year, plus one additional fiscal year; afterwards, they may be destroyed in accordance with procedures for disposal of confidential records in the TDCJ *Records Retention Schedule*, page 59, Agency Item No. 47.03.51.

Pamela Thielke
Director, Parole Division