

Instructions for Submitting the OGC-4 and Visitor Log “Representation Before the Department of Public Safety”

- Copies of form OGC-4 should be made available in all lobbies in which Department visitors are received. OGC-4 is available in the online form repository at <http://hqimss056/intranetforms/default/FormDetail.aspx?id=2394&FormNumber=OGC-4.doc>
- All persons entering a Department building to meet with an employee should be asked to complete the visitor log sheet when applicable, read the top half of form OGC-4 and determine whether he or she must complete the form. Department employees should not assist a person in answering the questions on the form or determining whether the person is required to complete the form. If a person has questions about the form, Department employees should direct the person to contact the Texas Ethics Commission, whose contact information is located at the bottom of the form.
- Regional Commanders or their designee will post a monthly folder on the public drive (LINK) with all visitor logs and applicable OGC-4 Forms. If an office does not have any information to report than a scanned copy of the visitor log with the words “NO VISITORS LOGGED IN”, will be written on the first line. (Regional Offices can shred copies once scanned copies have been uploaded to the shared public folders).
- The Regional Commanders or their designee shall ensure all applicable DPS Offices have uploaded the monthly reports to the Region 7 Security Programs Folder (Link).
- Region 7 Capitol Security will forward forms to the Office of General Counsel for submission to the Texas Ethics Commission no later than the 5th day after the calendar quarter in which the form was completed.
- Visitor Control Registers listed on the retention schedule under DPS.0326 will have a retention period of Calendar Year End plus 3 years. This record series includes logs, registers, or similar records documenting visitors to limited access or restricted areas of agency facilities.