**RULES AND REGULATIONS OF THE**
**TOM GREEN COUNTY BAIL BOND BOARD**
**Adopted May 12, 2011**

## SECTION 1
## DEFINITIONS

1.1 "Bail Bond" means a cash deposit, or similar deposit or written undertaking, or a bond or other security, given to guarantee the appearance of a defendant in a criminal case.

1.2 "Bail Bond Surety" or "Surety" means any person who for hire or for any compensation deposits any cash or bonds or other securities or executes as surety or co-surety any bond for other persons.

1.3 "Board" means the Tom Green County Bail Bond Board.

1.4 "Bonding Business" or "Bail Bond Business" means solicitation, negotiation or execution of a bail bond by a bail bond surety.

1.5 "Code" refers to Title 10, Chapter 1704 of Vernon's Texas Statutes and Codes Annotated Occupations Code [§1704.001 *et seq.* Texas Occupations Code].

1.6 "Company" includes corporations and other business entities.

1.7 "License holder" means a person licensed as a surety by the Tom Green County Bail Bond Board.

1.8 "Person" means an individual or corporation.

1.9 "Rules" means the Rules and Regulations as adopted by the Tom Green County Bail Bond Board, as amended from time to time.

1.10 "Solicitation" means a direct or an indirect conversation, contract, request, invitation or suggestion to any prisoner, while such prisoner is in official custody, official confinement or official processing, that such prisoner should use any particular bonding license holder. Solicitation includes the requesting, inviting, asking or suggestion that any other person solicit bail bond business from a prisoner in official custody, official confinement or official processing for a bonding license holder, whether or not it involves employment, payment, promise to pay, or any inducement of value whatsoever, to be provided by the bonding license holder or agent to such person. Each solicitation is a separate offense.

## SECTION 2
## THE BOARD

**2.1 Name.**

The name of the Board is the Tom Green County Bail Bond Board.

**2.2 Address.**

The mailing address of the Tom Green County Bail Bond Board is: TOM GREEN COUNTY BAIL BOND BOARD c/o Chair of the Board, 112 West Beauregard c/o Chair of the Board, San Angelo, Texas 76903.

**2.3 Members of the Board.**

a. The board consists of:

1. The sheriff or a designee from the sheriff's office who must be the administrator or a deputy sheriff of the rank at least sergeant;
2. A district judge of Tom Green County having jurisdiction over criminal matters and designated by the presiding judge of the administrative judicial district, or a designee of the district judge who is approved by the presiding judge;
3. The county judge, a member of the commissioners' court designated by the county judge, or a designee approved by the commissioners' court;
4. A judge of a county court at law in Tom Green County having jurisdiction over criminal matters and designated by the commissioners court, or a designee of the judge who is approved by the commissioners court;
5. The district attorney or an assistant district attorney designated by the district attorney;
6. A licensed bail bond surety or agent for a corporate surety in Tom Green County elected under Section 1704.0535, or a bail bond surety or agent for a corporate surety licensed in Tom Green County who is designated by the elected surety or agent;
7. A justice of the peace;
8. The district clerk or the clerk's designee;
9. The county clerk or the clerk's designee;

10. If appointed by the board, a presiding judge of a municipal court located within Tom Green County;
11. The county treasurer or the treasurer's designee; and
12. A criminal defense attorney practicing in the county and elected by other attorneys whose principal places of business are located in the county and who are not legally prohibited from representing criminal defendants, or the designee of the criminal defense attorney.

b. Persons authorized to designate the member of the board in a particular category named above shall make such designation in writing.

c. The board shall annually conduct a secret ballot election to elect the member of the board who serves as the representative of licensed bail bond sureties by electing a licensed bail bond surety or agent for a corporate surety board member. Each individual licensed in the county as a bail bond surety or agent for a corporate surety is entitled to cast one vote for each license held. If the bail bond sureties fail to elect by a majority a new representative, then the bail bond surety serving previously shall continue as the bail bond sureties' representative providing that he or she is a licensed bail bond surety in good standing.

d. If a member of the board cannot be in attendance, that member may send a representative to participate in any matter before the board. A non-board member representative shall not vote.

e. All Board Members shall be required to take a class on Open Meetings and Open Records as required Government Code 552.012 and 551.005 Texas Statute. Certificates of completion shall be recorded in the Board Minutes.

**2.4 <u>Organization of the Board</u>.**

a. The board, at each January meeting, shall elect a presiding officer ("chair"), vice-chair and secretary and shall recognize the members for the coming year.

b. The chair shall preside at all meetings. The chair may vote on board matters.

c. The vice-chair shall act in the temporary absence of the chair. The vice-chair shall automatically become chair if the chair vacates the position for any reason. The board shall then elect a new vice-chair at its next regular meeting.

    a. The Vice-Chair shall ascend to Chair.

d. In the absence of the chair or vice-chair at a regular or special meeting of the board, any other member may preside as acting chair.

e. The secretary shall keep the minutes of meetings and shall have the responsibility of preserving records of the board except as specifically provided in these rules. If the secretary fails to serve the entire year for any reason, the board shall elect a new secretary at the next regular meeting;

f. A license holder who is a member of the board is disqualified to vote in any matter directly concerning issuance, suspension or revocation of the license holder's license – shall abstain from voting on said issue;

g. The Chair may appoint the County Attorney or an Assistant County Attorney as General Counsel for the board. No additional pay is authorized.

h. The Chair shall by letter request the appropriate authority to designate in writing, by letter to the Board, the person who shall serve as a Board member for the succeeding calendar year.

i. The Vice-Chair shall act as the Public Information Officer

**2.5 <u>Meetings and Agenda</u>.**

a. The board shall meet on the 2nd Thursday of each month.

b. Meetings shall be held in the Commissioners Court Room, Edd B Keyes Building 113 West Beauregard, San Angelo, Texas, at 2:00 p.m., unless otherwise determined by the Board.

c. The board may meet at such other times and places specified in the Notice of Meeting at the call of the chair or, in the absence of the chair, at the call of the vice-chair.

d. Four members shall constitute a quorum.

f. The board may take action only on a majority vote of the Board members present.

g. The agenda shall be prepared and posted by the secretary. All required notices shall be sent or e-mailed by the secretary to all board members.

h. Meetings are subject to the Texas Open Meetings Act and notice shall be posted as required in that Act by posting a copy of the agenda on the official notice board and may be posted on the website of Tom Green County Bail Board at least seventy-two (72) hours in advance of any regular or special meeting, with a copy thereof delivered to or e-mailed to each member at the address supplied by each member to the secretary.

i. In order to be placed on the agenda for a regularly scheduled meeting, a request shall be directed to the secretary of the Tom Green County Bail Bond Board no later than 5:00 p.m. seven days prior to the regularly scheduled meeting.

j. No item will be placed on an agenda until all relevant information is delivered to Secretary of the board. This specifically includes, but is not limited to, original or renewal applications and requests to increase collateral by putting additional property in trust. Any person requesting an item be placed on the agenda must also provide relevant documents to each member of the board at the board meeting.

k. Any requests for special or emergency meetings shall be by written request to the Chair; Vice-Chair or Secretary of the Tom Green County Bail Bond Board and shall be accompanied by all pertinent data including a statement of why a special or emergency meeting should be called. The request for an emergency meeting must comply with the Texas Open Meetings Act.

## SECTION 3
## RULES AND REGULATIONS

**3.1 Adoption, Amendment and Repeal.**

The Rules and Regulations of the board may be adopted, altered, amended or repealed by a two-thirds (2/3) majority vote of all the members present at a regularly scheduled meeting of the board, provided that at least 14 days written notice is given of the proposed adoption, alteration, amendment or repeal, by posting the proposed rules in the same manner as posting notice of meetings of the board.

**3.2 State Law Controls.**

These regulations are intended to comply with applicable state statutes relative to bail bonds, particularly Chapter 1704 of the Code, as it may be amended. In the event of any conflict between these regulations and any Texas law, the latter shall govern. A provision found to violate state law will be considered void and severed from the regulations, and the balance of the regulations shall remain in full force and effect.

**3.3 Responsibility of License Holders.**

These rules and regulations are not duplicative of the provisions of Texas law governing the making of bail bonds or the regulations governing bail bond sureties. It is the responsibility of all license holders to read, be familiar with and follow the requirements of Texas Occupations Code Chapter 1704 and the Texas Code of Criminal Procedure provisions regarding bail bonds.

## SECTION 4
## LICENSING

**4.1 License Required.**

a. No person may act as a bail bond surety in Tom Green County, Texas without first obtaining a license from the Tom Green County Bail Bond Board, except as otherwise provided by law.

b. A person licensed to practice law in the State of Texas may execute a bail bond or act as a surety for persons the attorney actually represents as attorney of record in criminal cases as provided by the Occupation Code 1704; as it may be amended.

c. A separate license is required for each agent operating under a corporate power of attorney.

f. An individual may hold one license as an individual and one license as an agent for a corporate surety, but may not hold more than one of each type of license.

**4.2 Application.**

a. A person seeking a license shall submit an original and four copies of a sworn application for license to the sheriff's designee on the board, or in that person's absence to the chair, together with the required filing fee.

b. The filing fee for an application is $500.00 and is not refundable.

c. An application shall be made on the form promulgated by the board

d. If the surety proposes doing business under an assumed name, then a completed assumed name certificate ready for filing shall be submitted with a new application or a copy of a recorded assumed name certificate shall be submitted with a renewal.

e. If the application is for a new license, the street address, mailing address and telephone number for the office of the surety shall be furnished to the board within twenty (20) days after the application is approved.

f. A new license holder shall furnish to the board the taxpayer identification number for the business within sixty (60) days of being licensed.

g. All applications must include:

1. A current, sworn financial statement that includes all assets and liabilities, prescribed by the board and dated within 90 days of the application. Only the original financial statement is required to contain account numbers, social security number and date of birth and this information may be redacted from the copies.
2. An Authorization of Release form allowing the sheriff or his designee to investigate the information contained in the financial statement.
3. A set of fingerprints of the applicant. If the applicant is a corporation, a set of the fingerprints of the person who will be the agent of the corporation for the business. In a renewal application, a copy of the fingerprints filed with the original application.
4. If the applicant is a corporation, the name and address of the corporation's agent for service of process and a statement that the corporation will notify the board's secretary of any change in this designation.
5. The appropriate checklist of items to be contained in the application packet. The checklist to be used will be included in the application packet and must be signed by the applicant stating that the application is complete. If the application is not complete the application will not be accepted.

h. Applicants pledging real property as security must include the following items in the application, in addition to the items required by Section 1704.155 of the Code:

1. A current statement indicating the net value of the property according to the appropriate Tax Appraisal District or, at the discretion of the applicant, a current appraisal indicating the net value of the property made by a real estate appraiser who is a

member in good standing of a nationally recognized professional appraiser society or trade organization that has an established code of ethics, educational program and professional certification program. A "current appraisal" is one made within twelve (12) months immediately preceding the date the application is submitted to the board.

2. An agreement to keep current the insurance on any improvements on the property against any damage or destruction while the property remains in trust, in the full amount of the value claimed for improvements, showing the board as the first mortgagee and any loss payable to the benefit of the board. The applicant shall provide the board with a copy of the policy and a copy of any insurance renewal policy on or before each annual license anniversary date. The applicant shall notify the board in writing of any cancellation, termination or lapse in the policy required herein.
3. A proposed Deed of Trust which the applicant plans to execute to the Board on the property. If the applicant is married, the applicant's spouse must also execute the Deed of Trust or provide a sworn affidavit to be filed in the Deed Records that the spouse agrees to the transfer to the board, any right, title, or interest that the spouse may have in the property. The board shall be listed as first lien holder on any real property placed with the board for security.
4. A current photo of the property.
5. A form prescribed by the board affirming that the applicant will not designate the property as a homestead.

i. An application for renewal of a license shall include a list of all the license holder's active bonds, pending judgments nisi and final judgments pending payment. If the applicant is a corporation, the required lists shall include only the license holder's bonds executed by the agent named in the application.

j. It is the responsibility of the applicant to insure that all of these requirements are followed and that all necessary information is provided to the board prior to consideration of any original or renewal application.

### 4.3 Consideration by the Board.

After an application has been properly submitted and the fee has been paid, the following procedure shall be followed:

a. The application shall be placed on the agenda for initial consideration at the next regularly scheduled meeting of the board.

b. Unless otherwise directed by the board at the meeting where initial consideration is given to the application, the sheriff or sheriff's designee shall cause an investigation to be made to determine whether or not the applicant possesses sufficient financial resources to comply with the Code and satisfies all other requirements of the Code and these regulations, and shall cause those findings to be submitted to the board in a written report at the next meeting. If any person or entity contacted in the course of the investigation requires a release before divulging information that is different than the release form provided by the board, the sheriff or his designee shall contact the applicant and request completion of the required release. If the applicant refused to complete the release, the sheriff or his designee shall notify the board, and the board may consider the applicant's refusal to complete the required release in its decision to grant or deny the license.

c. The application for a new or renewal license will not be considered for approval at the first meeting during which the application is initially presented.

d. The applicant shall be notified of the date of final hearing on the application by mail, fax or e-mail, which includes a copy of the agenda and notice of the meeting, to the address contained in the application.

e. If, after hearing, the board is satisfied that no ground exists on which to deny the application, the board shall enter an order conditionally approving the application subject to the application being perfected by the filing of the security deposits required of the license holder. At the end of ninety (90) days, if, the required security deposits have not been made as required to the treasurer, conditional approval shall expire without notice and the applicant will have to reapply.

f. If the board determines that a ground exists to deny the application, the board shall enter an order to that effect.

g. An order conditionally approving or denying an application for license shall be signed by the chair and filed with the board secretary. The secretary shall send a copy of the order to the applicant and attach a license certificate to approved applicants. The license certificate shall show on its face the license number and expiration date.

**4.4 License Expiration and Renewal.**

a. The filing fee for a renewal application is Five Hundred Dollars ($500.00). The fee is not refundable and shall accompany the application.

b. The application for renewal shall have the same form and content as an application for the original license. The applicant shall include a copy of any certificate of deposit and a copy of a recorded C.D. assignment. If real property is pledged, the applicant shall include a copy of the recorded deed of trust and all other documents pertaining to real property that are required in an original application.

c. It is the responsibility of the license holder to apply for renewal. If a renewal application is not timely filed and the current license expires, the license holder shall not execute bail bonds until a new license is issued.

d. If a renewal application is not timely filed, an original application is required.

**4.5 Revocation and Suspension of License.**

a. Complaint Rule a Notice of Hearing to suspend or revoke a license shall be sent by regular mail, hand-delivery or e-mail to each member of the board, and shall be posted in accordance with the Open Meetings Act on the official bulletin board at the Tom Green County Courthouse.

b. The license holder shall have the right to be represented by an attorney at a hearing to suspend or revoke a license.

c. If a revocation is imposed, no probation of the revocation shall be allowed. If a suspension is imposed, the board, in its discretion, may, but shall not be required to, probate the suspension upon any reasonable conditions it may set.

d. If a license is suspended under Section 1704.253 of the Code for failure to maintain required security, that suspension shall be reported by the treasurer to the board and included in the minutes of the board at its next regularly scheduled meeting.

e. The district or county clerk shall immediately notify the sheriff if a bail bond surety fails to pay a final judgment as provided by Section 1704.204(a) of the

Code. After receiving a notification, the sheriff may not accept any further bonds from the bail bond surety until the surety pays the judgment. The bail bond surety's privilege to post bonds is reinstated when the bail bond surety pays the judgment.

**SECTION 5**
**SECURITY**

**5.1 Deposit of Security**.

Upon notice that an application for license has been tentatively approved, every applicant shall within ninety (90) days:

a. Deposit with the Tom Green County Treasurer a cashier's check, an automatically renewal certificate of deposit (which shall include an assignment, on a form approved by the Board, of the principal to the "Tom Green County Bail Bond Board), cash or cash equivalent in the amount indicated in the licensee's application, but in no event less than $50,000.00, which shall be held in a special fund in the Tom Green County Depository to be called the Bail Bond Security Fund; or

b. If real property is to be used as security by the applicant, the applicant shall, together with the applicant's spouse (if the applicant is married), execute a Deed of Trust to the real property listed in the application, with the chair as trustee, conveying said property in trust to the board.

1. The property shall be valued in the amount indicated on the appraisal presented to the board and in the event of more than one appraisal being presented to the board, the appraisal accepted by the board during the application process. The value of the property may not be less than $50,000.00 and shall be pre-approved by the county attorney.
2. The Deed of Trust shall be delivered to the county attorney to the chair for approval. The applicant shall then record the deed of trust, pay all filing fees and the county deliver same to the treasurer.
3. The applicant shall provide a binder from an insurance company showing the board as mortgagor or primary loss payee on any improvements on the property.

**5.2 Additional Security**.

a. The treasurer may accept cash, certificates of deposit, or cashiers checks for additional security without further board action. Once deposited, such additional security will affect an increase in the license holder's security limit within two business days.

b. The treasurer may receive additional security in the form of real property but such additional security is not effective until approved by the board at a next regularly scheduled meeting. Documents relating to security in the form of real property shall be provided to the county attorney's office for review prior to placement on the board's agenda.

**5.3 Records.**

The treasurer shall keep the records regarding real estate placed in trust with the board, which records shall include insurance and tax payments.

**5.4 Cash Deposits.**

a. The treasurer may purchase Certificates of Deposit with cash deposited as security, if deemed advisable by the treasurer, and the interest thus accruing shall remain on deposit and accrue to the account of the license holder.

b. The treasurer shall make periodic reports to the license holder and the board of the amount of interest accrued.

c. If Funds are withdrawn to pay final judgments of forfeiture shall be paid by check

signed by the treasurer.

g. The Bail Bond Security Fund shall be subject to audit by the county auditor.

**5.5 Withdrawal of Security.**

a. A license holder may withdraw security only as provided by Section 1704.210 of the Code or by these rules.

b. If a license holder's liability, actual or potential, falls below the amount of security pledged, the license holder may, with the board's approval, withdraw security to the extent that the remaining security is sufficient to cover the license holder's liability provided that the license holder's security remain in compliance with Title 10, Chapter 1704, Texas Occupation Code.

c. The license holder may, with board approval, substitute one form of security for another, provided that the security remains sufficient to cover the license holder's liability provided that the license holder's security remains in compliance with Title 10, Chapter 1704, Texas Occupation Code.

d. No license holder may withdraw security from deposit, or make changes to the nature, location, identification or amount of security deposited, without the board's knowledge and approval.

e. No more frequently than once a year, a license holder may withdraw security held by the board if, but only if, the security left on deposit with the board after the withdrawal will be sufficient to keep the license holder within the appropriate ratios contained within Section 1704.203 of the Code. This rule shall not apply to a request for withdrawal of security made by a former license holder. Any such request by a former license holder shall be controlled solely by the provisions of Section 1704.210 of the Code.

## SECTION 6
## OPERATION OF BONDING BUSINESS

### 6.1 Writing Bonds.

Bonds shall be made under the following regulations:

a. Within three (3) days of the principal's release on the bond, a contract shall be executed between the surety and the principal and a copy given to the principal immediately after signing.

b. The contract shall set forth all the following information:

1. The amount of the bond fee. If the contract is for more than one bond, then the fee for each bond shall be set out separately together with a total fee.
2. The amount of any late fees or penalties and the conditions under which they may be imposed.
3. Any finance charges.
4. Any payment schedule, which shall include any down payment collected, how often a payment is due, how much the payment is, what date the first payment is due and when the subsequent payments are due.
5. The amount and type of property taken for payment of the bail bond fee.

6. The amount and type of property held by the bail bond surety for assurance of the principal's appearance in court and the conditions under which the property will be returned.

c. A bail bond surety may, at any time, by posting additional security, increase the bail bond surety's limit pursuant to Rule 5.2.a, and may, after board approval, increase the bail bond surety's limit as provided by Rule 5.2.b.

**6.2 Notification.**

The sheriff shall immediately notify each court, including justices of the peace and municipal courts having jurisdiction over criminal matters in the county, and each entity charged with the responsibility of housing any prisoner in official custody pending trial, when a bail bond surety's license is suspended or revoked or an agent's authority is rescinded.

**6.3 Certain bonds not counted against security limit.**

Bonds written in any municipal court or justice of the peace in Tom Green County shall not be counted against the license holder's liability.

**6.4 Bond Form.**

Bonds shall be written on a form approved by the board.

**6.5 Proof of death of principal.**

A license holder shall not be released from liability on a bond where the defendant is alleged to be deceased until after a certified copy of the death certificate has been presented to the district or county attorney's office and the criminal case dismissed, or until the court has executed an order discharging the surety.

**6.6 Identification to telephone caller.**

A license holder or agent answering a telephone call to a bail bond surety's office phone number shall identify the actual or assumed business name of the surety to the caller.

**6.7 Name of business.**

The assumed name of each license holder's business must be unique. No license holder may operate under an assumed name that is a derivative or substantially similar to a name being used by another license holder, except that a person who is operating one business as an individual and a separate business as an agent for a corporate surety may operate both businesses under names that are similar or derivative.

**6.8 Change of Ownership.**

a. A copy of the proposed contract for sale of a license holder's business shall be provided to the board prior to any change of ownership.

b. At the time the proposed contract for sale is provided, a license holder who is selling a business shall provide to the board an address for service or a sworn statement designating an agent and address for service.

## SECTION 7
## LICENSE HOLDER RECORDS

**7.1 In General.**

a. A license holder shall maintain a record of each bond on which the license holder appears as surety and shall maintain a separate set of records for each county in which the surety is licensed.

b. In addition to the information specified in the Code, the records shall include a copy of any contract executed between the license holder and the principal or the principal's agent as well as any receipt issued to the principal or the principal's agent for cash or property received from the principal or the principal's agent.

**7.2 Receipt for collateral.**

A license holder shall have a receipt signed by the surety and the principal or principal's agent, stating the following;

a. The name of the person for whom the bond is posted;

b. The county and case number(s) the collateral covers;

c. Whether the collateral is being held for appearance and/or payment of fee;

d. When the collateral will be returned;

e. A list (description) of the collateral; and

f. How request may be made for return of the collateral.

**7.3 Agent for service.**

Within 10 days of a change in the designation of a corporate license holder's agent for service of process, the license holder shall notify the Board secretary of the change in writing and provide the new agent's name and address.

## SECTION 8

## PAYMENT OF FINAL JUDGMENTS OF FORFEITURE

**8.1 In general.**

If a final judgment of forfeiture that results from the license holder's execution of a bail bond remains unpaid thirty-one (31) days after the date of the final judgment, the cash deposit or proceeds from foreclosure of a deed of trust shall be paid in satisfaction of that judgment, pursuant to 1704.204 of the Occupations Code.

**8.2 Cash deposited as security.**

A license holder's cash deposit, if any, shall be paid in satisfaction of a bond forfeiture judgment upon presentation to the treasurer of a certified copy of a final judgment. Payments shall be to the clerk of the court in which the judgment was rendered.

**8.3 Real property executed as security.**

a. Upon presentation to the board of a certified copy of final judgment, the deed of trust to real property executed as security shall be immediately ordered to be posted for foreclosure in accordance with the statutes governing foreclosures of deeds of trust and the property shall be sold at foreclosure.

b. Upon posting for foreclosure, the security deposit of the license holder is considered depleted by the appraised value of the property.

c. Proceeds from the foreclosure sale shall first be applied to any expenses of sale and to court costs, and the remainder then applied to the principal and interest owing on the judgment.

d. If the proceeds are insufficient to satisfy the judgment, then additional properties of the license holder held in trust by the board may be foreclosed in accordance with the trust provisions and if the proceeds from the foreclosure sale are insufficient to satisfy the judgment, then the board may direct that execution issue on the judgment against any non-exempt property that the license holder may have.

d. Proceeds remaining after satisfaction of the judgment shall be paid over to the Treasurer for the deposit to the account of the license holder as security for outstanding bonds.

## SECTION 9
## EMPLOYEES OF LICENSE HOLDERS

**9.1 Prior Convictions.**

No license holder shall employ any person who within the preceding ten (10) years has committed a misdemeanor involving moral turpitude or any felony, for which he or she has been finally convicted.

**9.2 Criminal History Check.**

Within thirty (30) days of the date of employment, all employees of a license holder shall submit to a criminal history check to be conducted by the sheriff. It is the responsibility of the license holder to insure that the criminal history check is done with in the first thirty (30) days of employment.

**9.3 Employee Cards.**

a. The sheriff shall issue an employee card to each employee of a license holder who has a satisfactory return on the criminal history check.

b. The employee card shall be returned to the sheriff within 30 days of the termination of the employee's employment. It shall be the responsibility of the license holder to insure that this procedure is followed.

c. When an employee leaves the employ of a license holder and fails or refuses to return the employee card, the license holder shall make every attempt to retrieve the employee's card. If this is unsuccessful the license holder shall, within fourteen (14) days of the separation from employment, send written notification to the attention of the sheriff or sheriff's designee advising of the loss of the card and the efforts taken to retrieve the employee's card. Said notification shall be by certified mail in the form of a sworn affidavit.

d. A new employee card is required when an agent leaves the employ of one license holder to work for another license holder.

e. A $20.00 service fee shall be assessed against the license holder for the first three (3) cards. Each additional card will be $5.00 due at the time the photo of the employee is taken.

Adopted this the 12th day of MAY, 2011.

Chair

Vice-Chair

Secretary