



RICARDO SAMANIEGO
El Paso County Judge

Dear Applicant,

Thank you for your interest in applying to serve as a member of the El Paso County Risk Pool Board. This packet provides the necessary information for you to familiarize yourself with the responsibilities of this board and the necessary documents to begin the application process.

We appreciate your willingness to be involved in guiding the future of this board and its function of ensuring the health and vitality of our community.

As a member of this board, you will be expected to participate in the meetings and other tasks as deemed necessary to fulfill your post. You should participate actively in meetings and seeking as much information needed to help the board come to its decisions. Please be aware of the various duties, responsibilities and the time commitment that will be required of you.

After submitting this application, it will be reviewed and if it meets the qualifications needed to fill the vacancy, your information will be submitted for approval by the El Paso Commissioners Court.

If you have any further questions, please feel free contact the County Judge's office at (915) 546-2098. Again, thank you for your leadership and commitment.

Sincerely,

Ricardo A. Samaniego
El Paso County Judge



El Paso County

RISK POOL BOARD

Board Overview

The Board acknowledges these purposes for its creation and supervision of the operation of the Risk Pool:

- 1.1 Benefits to Employees. To provide uniformity in benefits including group medical, dental term life and accidental death benefits and long-term disability coverage to employees of El Paso County.
- 1.2 Quality of Benefits. To enable El Paso County to attract and retain competent and able employees by providing them with benefits at least equal to those commonly provided in private industry.
- 1.3 Promotion of Employment. To foster, promote, and encourage employment by and service to El Paso County as a career profession for persons of high standards of competence and ability.
- 1.4 Protection of Investment. To recognize and protect El Paso County's investment in each permanent employee by promoting and preserving economic security and good health among those employees.
- 1.5 Standards of Employer-Employee Relationships. To foster and develop high standards of employer-employee relationships between El Paso County and its employees.
- 1.6 Benefits to Elected Officials. To recognize the service to El Paso County by elected officials by extending to them the same benefits as are provided for El Paso County employees.
- 1.7 Retirement. To recognize the long and faithful service and dedication of employees of El Paso County and to encourage them to remain in service until eligible for retirement by providing health benefits to those employees.
- 1.8 Appeals. To treat with dignity each employee who may have an appeal before the Board due to a complaint on benefits, claims processing, participating providers, etc., and to assure adherence to guidelines.

Duties

The Board shall be responsible for supervising the operation of the Risk Pool which includes, but is not limited to, the following:

- A. To determine the need for, and establish, all general policies to be implemented in the operation of the Risk Pool. The Board shall concern itself primarily with matters of principle and policy, seeking advice from whatever sources it deems advisable. It will delegate the administrative responsibilities to the contracted third-party administrator, who shall administer the group health benefit program as described in the basis for quotation and as defined in the Plan Document.
- B. To hear and take final action on appeals that come before the Risk Pool Board due to complaints on benefits allowed or denied, claims processing, customer service, participating providers, or any other aspect of the operation of the plan after the complainant has followed the proper procedure outlined in the Plan Document.
- C. To analyze and approve an annual budget for the Risk pool and submit in a timely manner to the Commissioners Court of El Paso County during their scheduled budget process. The submittal will be in

accordance with law and include any and all necessary budget recommendations pertaining to the contribution levels for the employees and their dependents and costs involved in operating the Risk Pool.

- D. To receive reports from and oversee the County Auditor's investment of the Risk Pool's money as outlines in Article XIV of the Bylaws, in accordance with Chapter 172 of the Texas Local Government Code.
- E. To employ independent outside auditors to make annual audit of the Risk pool's money and investments as outlined in Article XV of the Bylaws, in accordance with Chapter 172 of the Texas Local Government Code. This audit may be conducted in the scope of the annual audit by independent auditors of the County Auditor at the discretion of the Board.
- F. To promulgate rules and regulation for the operation of the Risk Pool.
- G. To consider recommendations from the third-party administrator, legal counsel, consultant and staff concerning matters needing action deemed appropriate under the policies and procedures set forth in the Bylaws and in accordance with Chapter 172 of the Texas Local Government Code.
- H. To review proposed Bylaws, rules, and regulation, or amendments thereto as recommended by appropriate parties and to adopt, amend or reject said recommendations.
- I. To review, approved and monitor the administration by third party administrator of the Risk Pool to assure high quality of the program.

Qualifications

Trustees who act as fiduciaries for the Risk Pool must have at least 16 hours of combined professional instruction either by attending a seminar or by other modes of instruction with four hours of instruction in each of the following areas:

- A. Law governing the establishment and operation of risk pools by political subdivisions;
- B. Principles of self-insurance and risk pools, including actuarial and underwriting principles and investment principles;
- C. Principles relating to reading and understanding financial statements; and
- D. The general fiduciary of trustees.

Seats

The Board shall consist of those trustees appointed by Commissioners Court of El Paso County.

Term

The duration period for each of the Trustees on the Risk Pool shall be two years with a maximum of two terms, and the terms are to be staggered.

Meeting Times

The regular meetings are held at 1:30 p.m. on the 3rd Wednesday of every month.

EL PASO COUNTY RISK POOL BOARD BYLAWS

PREAMBLE

The Board of Trustees ("Board") of the Risk Pool for the El Paso County Health Benefits Program ("Risk Pool"), established by the Commissioners Court of El Paso County pursuant to Chapter 172 of the Texas Local Government Code, and in accordance with its duty to supervise the operations of the Risk Pool, hereby adopts the following Bylaws:

ARTICLE I

PURPOSE

The Board acknowledges these purposes for its creation and supervision of the operation of the Risk Pool:

- 1.1 Benefits to Employees. To provide uniformity in benefits including group medical, dental term life and accidental death benefits accident, health, dental, and long-term disability coverage to employees of El Paso County.
- 1.2 Quality of Benefits. To enable El Paso County to attract and retain competent and able employees by providing them with benefits at least equal to those commonly provided in private industry.
- 1.3 Promotion of Employment. To foster, promote, and encourage employment by and service to El Paso County as a career profession for persons of high standards of competence and ability.
- 1.4 Protection of Investment. To recognize and protect El Paso County's investment in each permanent employee by promoting and preserving economic security and good health among those employees.
- 1.5 Standards of Employer-Employee Relationships. To foster and develop high standards of employer-employee relationships between El Paso County and its employees.
- 1.6 Benefits to Elected Officials. To recognize the service to El Paso County by elected officials by extending to them the same benefits as are provided for El Paso County employees.
- 1.7 Retirement. To recognize the long and faithful service and dedication of employees of El Paso County and to encourage them to remain in service until eligible for retirement by providing health benefits to those employees.
- 1.8 Appeals. To treat with dignity each employee who may have an appeal before the Board due to a complaint on benefits, claims processing, participating providers, etc., and to assure adherence to guidelines.

ARTICLE II

DEFINITIONS

- 2.1 Beneficiary. "Beneficiary" means a person who receives benefits from the El Paso County Health Benefits Fund and is a full-time employee, elected or appointed official, retiree, or eligible dependent of El Paso County.
- 2.2 Conflict of Interest. "Conflict of Interest" shall conform to the definitions and descriptions of Chapter 171 of the Texas Local Government Code.
- 2.3 Principles. "Principles" shall be defined as those general areas in which basic laws govern the operation of the Risk Pool.
- 2.4 Policies. "Policies" shall mean those basic determinations formulated by the Board for the purpose of carrying out the objectives of the Risk Pool.
- 2.5 Procedures. Procedures shall be defined as the mechanics through which successful performances and adherence to the policies as established by the Board shall be accomplished in addition to such other procedures as are necessary for the routine operation of the Risk Pool.

ARTICLE III

BENEFITS CONTRACT

- 3.1 Scope of Coverage. El Paso County, through the Risk Pool, may provide group medical, dental, term life and accidental death benefits, and long-term disability benefits for El Paso County beneficiaries.
- 3.2 Types of Coverage. The types of coverage that may be provided include group medical, dental, term life and accidental death and dismemberment, and long-term disability.
- 3.3 Dependent Coverage. El Paso County, through the Risk Pool, also may include under the coverage dependents of the officials, employees, and retirees.

3.4 Trustee and Staff Coverage. The Board may provide coverage for the trustees and the Risk Pool's staff, including persons with whom the pool has contracted to perform staff functions, on approval of the members of the pool.

ARTICLE IV RISK POOL

4.1 Trustees. El Paso County Commissioners Court shall select trustees to supervise the operation of the Risk Pool.

4.2 Contributions. Contributions paid by El Paso County's officials, employees, and retirees for coverage shall be deposited to the credit of the Risk Pool's fund.

4.3 Purchase of Insurance. The Risk Pool by contract may purchase insurance coverage for persons who are covered by the Risk Pool from an insurance company authorized to do business in this state.

4.4 Representation of Insurance. Neither the Risk Pool nor its agents may represent to persons who apply for coverage or who are covered by the Risk Pool that the coverage being provided is insurance unless the coverage is by contract purchased from an insurance company authorized to do business in this state.

ARTICLE V SUPERVISION AND ADMINISTRATION OF THE POOL

5.1 Administration. The Risk Pool may be administered by a staff employed by the Risk Pool, an entity created by El Paso County, or a third-party administrator. The Board shall hire and supervise the staff, employees of the entity, or third-party administrator.

5.2 Third Party Administrator. Before entering into a contract with an entity to be a third-party administrator of the pool, the Board shall require that entity submit information necessary for the Board to evaluate the background, experience, and financial qualifications and solvency of that entity. The information submitted by a prospective administrator other than an insurance company must disclose:

- A. Any ownership interest that the prospective administrator has in an insurance company, group hospital service corporation, health maintenance organization, or other provider of health care indemnity; and
- B. Any ownership interest that an insurance company, group hospital service corporation, health maintenance organization, or other provider of health care indemnity has in the prospective administrator; and
- C. A listing of current stockholders if the entity is not privately held; and
- D. Three years of audited financial statements; and
- E. Three references from current clients of similar size and one reference to a former client; and
- F. A copy of its Certificate of Authority to act as a Third-Party Administrator in the State of Texas;
- G. and Any commission or other benefit that the prospective administrator or any of its employees, agents or assignees will receive for purchasing services or coverage for the pool.

5.3 Legal Counsel. An attorney employed by a third-party administrator, provider of excess loss coverage, or reinsurer may not be simultaneously employed by the Risk Pool.

5.4 Licensing and Registering. The Risk Pool in contracting for administrative services may only contract for services of an entity licensed or registered under the law. This subsection does not apply to a nonprofit corporation that is acting solely on behalf of the risk pool or other pools or administrative agencies established under The Interlocal Cooperation Act.

ARTICLE VI DUTIES OF THE BOARD OF TRUSTEES

The Board shall be responsible for supervising the operation of the Risk Pool which includes, but is not limited to, the following:

A. To determine the need for, and establish, all general policies to be implemented in the operation of the Risk Pool. The Board shall concern itself primarily with matters of principle and policy, seeking advice from whatever sources it deems advisable. It will delegate the administrative responsibilities to the contracted third-party administrator, who shall administer the group health benefit program as described in the basis for quotation and as defined in the Plan Document.

B. To hear and take final action on appeals that come before the Risk Pool Board due to complaints on benefits allowed or denied, claims processing, customer service, participating providers, or any other aspect of the operation of the plan after the complainant has followed the proper procedure outlined in the Plan Document.

- C. To analyze and approve an annual budget for the Risk Pool and submit same in a timely manner to the Commissioners Court of El Paso County during their scheduled budget process. The submittal will be in accordance with law, and include any and all necessary budget recommendations pertaining to the contribution levels for the employees and their dependents and costs involved in operating the Risk Pool.
- D. To receive reports from and oversee the County Auditor's investment of the Risk Pool's money as outlined in Article XIV of the Bylaws, in accordance with Chapter 172 of the Texas Local Government Code.
- E. To employ independent outside auditors to make an annual audit of the Risk Pool's money and investments as outlined in Article XV of the Bylaws, in accordance with Chapter 172 of the Texas Local Government Code. This audit may be conducted in the scope of the annual audit by independent auditors of the County Auditor at the discretion of the Board.
- F. To promulgate rules and regulations for the operation of the Risk Pool.
- G. To consider recommendations from the third-party administrator, legal counsel, consultant, and staff concerning matters needing action deemed appropriate under the policies and procedures set forth in the Bylaws and in accordance with Chapter 172 of the Texas Local Government Code.
- H. To review proposed Bylaws, rules and regulations, or amendments thereto as recommended by appropriate parties and to adopt, amend or reject said recommendations.
- I. To review, approve and monitor the administration by third party administrator of the Risk Pool to assure high quality of the program.

ARTICLE VII

MEMBERSHIP OF THE BOARD OF TRUSTEES

7.1 Membership. The Board shall consist of those trustees appointed by Commissioners Court of El Paso County. The duration period for each term of office shall be two years, not including completion of term due to a vacancy. Terms are to be staggered.

7.2 Attendance.

In order to faithfully execute the duties of the Board, trustees shall be regular in attendance to officially called Board meetings.

ARTICLE VIII

DISCLOSURE OF CERTAIN INTERESTS OF BOARD OF TRUSTEES

- 8.1 Substantial Interest in a Business Entity. A Trustee has a substantial interest in a business entity if:
- (1) the person owns 10 percent or more of the voting stock or shares of the business entity or owns either 10 percent or more or \$15,000 or more of the fair market value of the business entity; or
 - (2) funds received by the person from the business entity exceed 10 percent of the person's gross income for the previous year.

A person has a substantial interest in real property if the interest is an equitable or legal ownership with a fair market value of \$2,500 or more.

8.2 General Policy. Each Trustee shall abide by the following policy:

- A. If a Trustee has a substantial interest in a business entity or in real property, the Trustee shall disclose, before a vote or decision on any matter involving the business entity or the real property, by stating the nature and extent of the interest and shall abstain from further participation in the matter if:
 - 1. In the case of a substantial interest in a business entity the action on the matter will have a special economic effect on the business entity that is distinguishable from the effect on the public; or
 - 2. In the case of a substantial interest in real property, it is reasonably foreseeable that an action on the matter will have a special economic effect on the value of the property, distinguishable from its effect on the public.
- B. This policy should not be construed as preventing the Trustee from answering pertinent questions from other trustees.

The requirements of Article VIII shall be reviewed for information and guidance of all Trustees; each new member shall be advised of these requirements.

ARTICLE IX

TRUSTEE TRAINING

9.1 **Mandatory Training.** Trustees who act as fiduciaries for the Risk Pool must have at least 16 hours of combined professional instruction either by attending a seminar or by other modes of instruction with four hours of instruction in each of the following areas:

- A. Law governing the establishment and operation of risk pools by political subdivisions;
- B. Principles of self-insurance and risk pools, including actuarial and underwriting principles and investment principles;
- C. Principles relating to reading and understanding financial statements; and
- D. The general fiduciary duties of trustees.

9.2 **Time Limit.** Not later than the 180th day after the date of selection as trustee, or after the effective date of Chapter 172 of the Texas Local Government Code, whichever is the later date, a trustee must complete the required training.

9.3 **Continuing Education.** Trustees will be encouraged to attend additional training programs.

ARTICLE X OFFICERS

10.1 **Election.** The trustees shall elect from among themselves a Chairperson, Vice-Chairperson and Secretary. Terms will be for two years. The Board may designate a member of their support staff as Secretary.

10.2 **Duties of the Chairperson.** The Chairperson shall:

- A. Preside at all Board meetings.
- B. Appoint from among the trustees of the Board to any special committees deemed necessary.
- C. Be responsible for all communication from the Board.

10.3 **Duties of the Vice-Chairperson.** The Vice-Chairperson shall:

- A. Perform the duties of conducting the meeting in the event the Chairperson is absent from the meeting. The Chairperson shall maintain all previously stated responsibilities upon the conclusion of the meeting.
- B. Perform the duties of the Chairperson in the event of the Chairperson's resignation, death, or other disability, pending selection of a successor at a regular meeting of the Board.

10.4 **Duties of the Secretary.** The Secretary shall:

- A. Keep a permanent record of all proceedings of each meeting of the Board. Such records, after approval by the Board, shall be signed by the Chairperson or the trustee presiding and attested to by the Secretary, and filed with the County Clerk's Office.
- B. Perform the duties of the Chairperson in the absence, resignation, death, or other disability of both the Chairperson and Vice-Chairperson pending selection of a successor at a regular meeting of the Board if necessary.
- C. Ensure the preparation of the agendas, post notices of the meetings in accordance with the Open Meetings Act and notify all trustees of the Board of all regular and special meetings of the Board.

10.5 **Removal and Resignation.**

A trustee may be removed from office pursuant to provisions of the Texas Constitution and of the Texas Local Government Code. A trustee may resign at any time by giving written notice to the County Judge and the Board Chairperson or Secretary. Resignation shall be effective when accepted by the Commissioners Court and in accordance with the law.

10.6 **Vacancies.**

A vacancy on the Board because of death, resignation, removal, or any other cause shall be filled by the Commissioners Court.

ARTICLE XI MEETINGS OF THE BOARD OF TRUSTEES

All regular, annual, special, and emergency meetings of the Board shall be held in accordance with the Open Meetings Act. The manner in which these meetings are held is as follows:

11.1 **Regular Meetings.**

- A. Regular meetings of the Board shall be held monthly on the third Wednesday of each month or as otherwise determined by the Board.
- B. The agenda for regular meetings shall include any items appropriate for conducting the affairs of the Risk Pool and shall be in accordance with the Open Meetings Act.

11.2 **Special Meetings.**

Special meetings of the Board may be called by any member of the board and when so called, the activities shall be confined to the purpose or purposes for which it was called. Notice of the special meeting shall be governed by the provisions under the Open Meetings Act.

11.3 Emergency Meetings.

Emergency meetings of the Board may be called by any member of the board after determining that an emergency or urgent public necessity warrants the meeting. Emergency meetings shall be called only for bona fide emergencies which cannot reasonably be postponed until a special or regular meeting. Activities shall be confined to the purpose for which it was called and notice shall be governed by the provisions under the Open Meetings Act.

11.4 Executive Sessions.

- A. As provided for in provisions set forth in the Open Meetings Act, the Board may enter executive or closed session after the following requirements have been met:
 1. A quorum of the Board has first been convened in open meeting for which notice has been given.
 2. The Chairperson has publicly announced in open meeting that an executive session will be held.
 3. The Chairperson has identified the section or sections of the Open Meetings Act or other applicable statutes that authorize the holding of such executive or closed sessions.
 4. Certified Minutes or a tape recording shall be made for all executive sessions which shall be kept confidential pursuant to the Open Meetings Act.
- B. Executive sessions are authorized by the Open Meetings Act to include the following purposes:
 1. For a private consultation with the Board's attorney with respect to pending or contemplated litigation, settlement offers, and matters where the attorney's duty to the Board, pursuant to the Code of Professional Responsibility of the State Bar of Texas, clearly conflicts with the provisions of the Open Meetings Act.
 2. To discuss the purchase, exchange, lease, or value of real property, negotiated contracts for prospective gifts, or donations to the Risk Pool, when such discussion would have a detrimental effect on the Board's negotiating position with a person, firm or corporation.
 3. In cases involving the appointment, employment, evaluation, reassignment, duties, discipline or dismissal of a trustee or employee of the Board or to hear complaints or charges against a trustee, an employee of the Board, unless such persons request a public hearing.
 4. As a personnel matter relating to the health benefit component of an individual employee's compensation, to discuss the health benefit plan as it relates to plan coverage of an individual beneficiary's medical condition or claim.

11.5 Voting Rights of Trustees.

Each trustee shall be entitled to one vote on all matters before the Board. There shall be no voting by proxy.

11.6 Quorum.

The presence of the majority of the trustees of the Board (at least 3) shall constitute a quorum for the transaction of business.

11.7 Notice to Trustees.

Trustees of the Board shall be given notice of regular and special meetings at least 72 hours prior to the scheduled time of the meeting and at least two hours notice prior to the time of an emergency meeting.

11.8 Rules of Order.

Roberts' Rules of Order shall govern the proceedings of the meetings of the Board in all matters not inconsistent with the Bylaws of the Board and the laws of the State of Texas.

ARTICLE XII

PUBLIC STATEMENTS AND PRONOUNCEMENTS

Policy and statements of official positions of the Board will be made only upon a majority vote of the Board and shall be issued through the Chairperson or his/her nominee.

ARTICLE XIII

EXCESS LOSS COVERAGE AND REINSURANCE

The Risk Pool shall reinsure its potential liability or purchase stop-loss coverage for any amount of potential liability that is in excess of 125 percent of projected paid losses and may reinsure its potential liability or purchase stop-loss coverage for any amount of potential liability that is 125 percent or less of projected paid losses. The Risk Pool must reinsure the liability or purchase stop-loss coverage from an insurance company admitted doing business in this state that has a certificate of authority from the State Board of Insurance.

ARTICLE XIV INVESTMENTS

The Board shall receive reports from and oversee the County Auditor's investment of the Risk Pool's money in accordance with the Public Funds Investment Act of 1987 to the extent that law can be made applicable. In addition to investments authorized under the Public Funds Investment Act of 1987, the Board may invest the Risk Pool's money in any investment authorized by the Texas Trust Code.

ARTICLE XV AUDITS

15.1 Annual Audit. The Board shall have the fiscal accounts and records of the Risk Pool audited annually by an independent auditor. This audit may be conducted in the scope of the annual audit by independent auditors of the County Auditor at the discretion of the Board. The fiscal year of the Risk Pool shall begin on October 1 and end on September 30.

15.2 Selection. The person who performs the audit must be a certified public accountant or public accountant licensed by the Texas State Board of Public Accountancy.

15.3 Scope. The independent audit shall cover the Risk Pool's fiscal year.

15.4 Filing. The Board shall file annually with the Texas Department of Insurance a copy of the audit report.

ARTICLE XVI INSOLVENCY

16.1 Declaration. The Board shall declare the Risk Pool insolvent if the Board determines that the Risk Pool is unable to pay valid claims within 60 days after the date the claims are verified.

16.2 Disposition. If the Risk Pool is declared insolvent by the Board, the Risk Pool shall cease operation on the day of the declaration, and the Board shall provide for the disposition of the Risk Pool's assets, debts, obligation, losses, and other liabilities.

ARTICLE XVII PAYMENT OF CONTRIBUTIONS AND PREMIUMS

El Paso County may pay all or part of the contributions for coverage under Chapter 172 of the Texas Local Government Code from local funds, including federal grant or contract pass-through funds, that are not dedicated by law to some other purpose.

A. El Paso County also may pay all or part of the contributions for coverage for officers, employees, retirees, and dependents.

B. On written approval of an officer or employee, El Paso County may deduct from the officer's or employee's compensation an amount necessary to pay that person's and his dependent's contributions. A retiree may authorize in writing the person who pays his retirement benefits to deduct from those benefits an amount sufficient to pay the retiree's and his dependent's contributions.

C. State funds, except federal grants or contract funds passed through the state to its political subdivisions, may not be used to purchase coverage or to pay contributions under Chapter 172 of the Texas Local Government Code.

ARTICLE XVIII APPLICATION OF CERTAIN LAWS

The Risk Pool is not insurance or an insurer under the Insurance Code and other laws of this state, and the State Board of Insurance does not have jurisdiction over the Risk Pool.

ARTICLE XIX SUBROGATION

A payor of employee benefits, whether El Paso County, the Risk Pool or carrier providing reinsurance to one of those entities, shall be subrogated to the employee's right of recovery for personal injuries caused by the tortious conduct of a third party.

ARTICLE XX

CONFLICT OF BYLAWS

If any provision of these Bylaws is now or hereinafter in conflict with any law of the State of Texas relating to the Board of Trustees and the managing of the Health Benefits Program, such law, as long as it is in effect, shall take precedence over these Bylaws.

ARTICLE XXI

AMENDMENTS AND ALTERATIONS

Amendments and alterations to the Bylaws shall require a majority vote of the Board at any regular or special meeting, provided that the proposals for changes have been furnished in writing to each trustee of the Board at least seven days prior to the date set for action thereon. The Board shall review the Bylaws at least every two years.

ARTICLE XXII

ADOPTION

These Bylaws, as written, and/or amended, shall become effective immediately upon their acceptance and adoption, and supersede all previous Bylaws heretofore adopted by the Board of Trustees of El Paso County. Accepted and adopted by the Board of Trustees of the Risk Pool for the El Paso County Health Benefits Program, El Paso County, Texas.



El Paso County

Application for Risk Pool Board

Name: _____ Voting Precinct: _____

List the Board(s), Commission(s), and/or Committee(s) you are particularly interested in:

Home Address: _____
STREET CITY STATE ZIP

Phone number: _____ Cell Phone number: _____

E-mail address: _____

PURSUANT TO TEXAS GOVERNMENT CODE, SEC. 522.021. I ELECT THAT MY HOME ADDRESS & TELEPHONE NUMBER (CHECK ONE): MAY BE RELEASED / SHALL NOT BE RELEASED TO THE PUBLIC UPON REQUEST UNDER THE TEXAS OPEN RECORDS ACT. FAILURE TO MAKE A DESIGNATION RESULTS IN INFORMATION BEING AVAILABLE FOR PUBLIC ACCESS.

Length of Residency in El Paso County: _____ (Years/Months)

Place of Employment: _____

Business Address: _____
STREET CITY STATE ZIP

Telephone: () _____ Fax Number: () _____

Professional Background:

Educational Background:

Three (3) personal or professional references not related to you:

NAME _____ PHONE # _____ YEARS KNOWN _____

NAME _____ PHONE # _____ YEARS KNOWN _____

NAME _____ PHONE # _____ YEARS KNOWN _____

Previous volunteer organizations and/or community service:

Do you have property in El Paso County under your name? _____ (Yes) _____ (No)

Are your property taxes currently paid? _____ (Yes) _____ (No)

If not, please give a brief explanation:

Are you an elected officer, county employee, county affiliate, or employed as a lobbyist? _____ (Yes)
_____ (No)

If so, please describe the matter.

Signature: _____ Date: _____

Application should be submitted to:

500 E. San Antonio, Suite 302A
El Paso, TX 79901
Phone: (915) 546-2215
Fax: (915) 546-2217 or via email
Email: countychiefadmin@epcounty.com



BACKGROUND INVESTIGATION AUTHORIZATION FORM
RELEASE OF CONFIDENTIAL INFORMATION

Dear Applicant:

The County of El Paso conducts background investigations on applicants in various departments. This effort is part of the selection process and requires your authorization. By signing this document you acknowledge that you are voluntarily granting permission to the County of El Paso to conduct a background check and you authorize relevant parties to release confidential information. The information will remain confidential and will not be disclosed except.

I, _____, further hereby authorize the County of El Paso Human Resources Department to obtain all confidential records and information pertaining to a complete background investigation. This may include items such as (but not limited to): personal references, work references, Police Records, Sheriff Records, Driving Record, and any open record request.

_____ Full Legal Name	_____ Maiden Name (If Applicable)
_____ Street Address	_____ City/State/Zip Code
_____ Social Security Number	_____ Driver's License Number/State
_____ Date of Birth	_____ Email

List the cities and states in which you have lived in the past 10 years.

- | | |
|----------|----------|
| 1. _____ | 4. _____ |
| 2. _____ | 5. _____ |
| 3. _____ | 6. _____ |

Signature of Applicant