

HIDALGO COUNTY BAIL BOND BOARD

EMPLOYMENT BY BAIL BOND COMPANY

An individual who seeks to be employed by a licensed bondsman or an agent for a corporate surety must abide by Chapter 1704 of the Occupations Code, the HCBBB Local Rules and the HCBBB By Laws

An individual who seeks to be employed by a licensed bondsman or an agent for a corporate surety must have a background check (including State or Federal Criminal) along with fingerprints conducted through the Texas Department of Public Safety's Identogo by Morpho Trust USA program.

Information on how to complete the background check may be found by going online to www.identogo.com or calling the following number for more information 1-888-467-2080.

An individual who seeks to be employed by a licensed bondsman or agent for a corporate surety and who is currently employed with the County of Hidalgo, must first submit the written statement provided to the County Department Head and/or Elected Official, in compliance with the County's Outside Employment Policy. The individual shall also submit written approval from the County Department Head and/or Elected Official indicating that no conflict exists with the County's interest, and that there is no adverse effect to the County Employee's availability and usefulness to the County during the County Employee's regular work hours. Upon review, the Hidalgo County Bail Bond Board may deny approval if the documents or facts provided are insufficient to demonstrate that no conflict exists with the County's interest and no appearance of special access exists.

Before an individual is considered by the HCBBB they must:

- Submit the attached Employee Acknowledgement Form certifying that they have read and fully understand Chapter 1704 of the Occupations Code, HCBBB Local Rules and HCBBB By Laws, as well as the Employment By Bail Bond Company requirement and will comply with said regulations;
- Submit a set of fingerprints taken by a law enforcement officer;
- Submit a background check to show they are not disqualified under Texas Occupations Code Section 1704.302;
- If, applicable, submit the written statement provided to the County Department Head and/or Elected Official, in compliance with the County's Outside Employment Policy (if employed by Hidalgo County).
- If applicable, submit written approval from the County Department Head and/or Elected Official indicating that no conflict exists with the County's interest, and that there is no adverse effect to the County Employee's availability and usefulness to the County during the County Employee's regular work hours.

EMPLOYEE ACKNOWLEDGMENT FORM

This Acknowledgement is for the purpose of Applicant named below to acknowledge that he/she has read and fully understands each of the Hidalgo County Bail Bond Board Local Rules, By Laws and Chapter 1704 of the Occupations Code. Applicant further acknowledges that he/she is aware of the requirement to inform the Hidalgo County Bail Bond Board of his/her current or future employment with Hidalgo County, per 17C of the Hidalgo County Bail Bond Board Local Rules.

“By my signature below, I hereby acknowledge that I have read and fully understand the Hidalgo County Bail Bond Board Local Rules, By Laws and Chapter 1704 of the Occupations Code. I further acknowledge that:

I _____ am / am NOT (circle one) currently employed by the County of Hidalgo.

If applicant is currently employed by County of Hidalgo complete employment information below:

County Department Name: _____

Elected/Appointed Official
or Department Head: _____

Position/Title: _____

Special Access (i.e. Odyssey; Jail Records; etc.): _____

I hereby agree to inform the Hidalgo County Bail Bond Board should I obtain employment with the County of Hidalgo during my employment by a licensed bondsman or an agent for a corporate surety.”

Signature of Owner/Agent/Employee

Print Name

Bonding Company: _____

SIGNED AND SWORN BEFORE ME, the undersigned authority, on this the ____ day of _____, 20____.

Notary Public in and for Hidalgo County, Texas