



TARRANT COUNTY

SELF-INSURING CERTAIN OFFICERS AND EMPLOYEES POLICY

I. POLICY STATEMENT

The Tarrant County Commissioners Court, being the policy development and budgetary control unit of county government, has determined that self-insuring the individual bonds of certain officers and employees is cost effective, efficient and provides coverage at least as protective to the public and local officeholders as traditional bonds. Further, it permits officials who must be bonded to begin to discharge the duties of the office promptly when a vacancy occurs requiring action by a First Assistant or Chief Deputy or when an appointment is made or elected service begins, without the delay inherent in seeking a commercial bond.

II. DEFINITIONS

Self-insurance is a risk management approach in which a calculated amount of funds are set aside to compensate for potential future losses.

Bonds are executed by individuals who are charged with the responsibility of protecting and maintaining government property and records, or performing certain governmental functions defined by statute.

III. POLICY GUIDELINES

A. Pursuant to Texas Local Government Code §§ 88.008 (county officials generally), 82.001(b) (county clerk), and Texas Government Code §§ 25.00231(c) (judge and associate judge of a statutory probate court), 44.002(c) (criminal district attorney), 51.302(g) (district clerk), Texas Estates Code § 455.002 (public probate administrator) and other statutes relevant to officials and employees who may be self-insured by the County, Tarrant County will self-insure against losses that would have otherwise been covered by the bond of the officers and employees listed in Exhibit A for the amounts itemized and in compliance with the noted statutes.

1. Tarrant County will self-insure from the time the person takes office or begins employment until the end of their service as an officer or employee. Self-insurance under this policy is automatic except where the Commissioners Court has determined it should not occur with regard to an officer or employee. The Commissioners Court may require a bond instead of self-insuring an officer or employee under this policy at any time during the service of the officer or employee, in compliance with applicable statutes.

2. The reserve deputies referred to in Exhibit A will be self-insured against losses immediately.
- B. Notwithstanding any other language or limitation in this policy, if a Chief Deputy or First Assistant is called upon to act after an office is vacated, and if the office is one that the County is authorized by law to self-insure, the Chief Deputy or First Assistant is deemed self-insured immediately and automatically against losses in the manner and amounts indicated by this policy and incorporated law. Whether or not the official holding the office was self-insured by this policy at the time the vacancy arose, the Chief Deputy or First Assistant conducting the affairs of the office during a vacancy in office pursuant to Texas Government Code § 601.002 is self-insured by the County from the time of the initial vacancy until the time the successor to the office qualifies for the office. This self-insurance coverage is automatic, and the County Administrator may give a certificate of self-insurance to said Chief Deputy or First Assistant immediately upon such a vacancy. This coverage is not dependent on the vacating officer, or the Chief Deputy or First Assistant, having been previously bonded. The Commissioners Court may make an exception to this coverage in its sole discretion. This coverage is not limited to 90 days, but continues until a successor has qualified and has taken office or until the Commissioners Court discontinues the coverage, whichever occurs first.
- C. Notwithstanding any other language or limitation in this policy, if a person is appointed by lawful authority to fill a vacancy in office, and if the office is one that the County is authorized by law to self-insure, the appointee is deemed self-insured immediately and automatically against losses in the manner and amounts indicated by this policy and incorporated law. Whether or not the official previously holding the office was self-insured by this policy at the time the vacancy arose, and without requiring proof that the appointee had previously been bonded, the appointee is self-insured by the County from the time of the appointment and for 90 days thereafter. The Commissioners Court may, in its sole discretion, shorten or extend the time during which the self-insurance is effective. It is the intent of the Commissioners Court that the appointee will obtain and present for approval to the proper authority an official bond in time for approval to be complete during the 90 day period, but that the appointee begin to discharge the duties of office without delay. This self-insurance coverage is automatic, and the County Administrator may give a certificate of self-insurance to said Appointee immediately upon such an appointment. This coverage is not dependent on the vacating officer, or the Chief Deputy or First Assistant, having been previously bonded.
- D. Notwithstanding any other language or limitation in this policy, if a person is appointed by lawful authority to act as a special, visiting, or pro tem official for any office for which any law requires an official bond of the appointee and permits the Commissioners Court to self-insure, whether or not that office is otherwise listed in this policy and whether or not the regular

officeholder is self-insured by the County, upon appointment by proper authority, that person is automatically self-insured upon such appointment. The Commissioners Court may make an exception to this coverage in its sole discretion. This coverage is not limited to 90 days, but continues throughout the assignment as a special, visiting, or pro tem official, or until the Commissioners Court discontinues the coverage, whichever occurs first.

- E. Due to the nature of the duties of the officials, this policy does not apply to the bonds required for the regularly elected District Clerk, County Clerk, or Tax Assessor-Collector. However, this policy does provide and permit self-insurance when a Chief Deputy or First Assistant is conducting the affairs of these offices during a vacancy in office or otherwise as provided by this policy, and it does provide and permit self-insurance for the first 90 days of service when a person has been appointed into a vacancy in these offices or has been elected in a special election and a bond has not yet been acquired, as set out herein.
- F. A commercially issued or other bond acceptable to the approving authority designated by statute must be acquired for any officers required to be bonded who are not self-insured by this policy and for any person required to be bonded when the Commissioners Court declines to self-insure the person.
- G. The Commissioners Court may revoke or deny self-insuring for losses as to any officer or employee who is required to be bonded. The Commissioners Court may require any person who is self-insured, whether self-insured automatically by this policy or by act of the Commissioners Court specific to that person or office, to obtain a bond acceptable to Tarrant County or other proper authority at any time. In such an event, a commercially issued or other bond acceptable to Tarrant County or other proper authority must be acquired.
- H. An officer or employee who is self-insured by Tarrant County, either automatically pursuant to this policy or by affirmative act of the Commissioners Court, will be provided a Certificate of Self Insurance in Lieu of Bond. The failure of a Certificate of Self Insurance to be issued, or the occurrence of any error in any such Certificate, does not limit or invalidate the self-insurance provided by this policy.
- I. Statutory amounts, positions and references are considered automatic changes or additions to this policy unless specifically addressed by the Commissioners Court.
- J. Nothing in this policy shall be construed to limit the County's option to purchase insurance instead of requiring an official bond or providing self-insurance under this policy for any officer or employee when purchased insurance is authorized by law as an option to an official bond or as an

option to self-insurance. When either option is authorized by law, the decision to purchase insurance or to provide self-insurance in lieu of an official bond is an option to be exercised by action of the Commissioners Court, in accordance with applicable law.

IV. ADMINISTRATIVE GUIDELINES

- A. The Budget and Risk Management Department will develop and maintain the Certificate of Self Insurance in Lieu of Bond. The Certificate may be updated and revised by the Department, as necessary, without Commissioners Court action.
- B. The County Judge, the County Administrator or the County Judge's or County Administrator's designee may sign the Certificate of Self Insurance in Lieu of Bond on behalf of Tarrant County.

210 Self-Insuring Certain Officers and Employees

Adopted: Court Order 118721 (October 14, 2014)

Amended: Court Order 129966 (April 16, 2019)

Amended: Court Order ##### (MM, 2023)

Exhibit A		
POSITIONS SELF-INSURED, AMOUNT AND STATUTE REFERENCE		
Position(s)	Amount	Texas Statute
Constitutional County Judge	\$10,000	Government Code §26.001
County Commissioners (Precincts 1, 2, 3, and 4)	\$3,000 each	Local Government Code §81.002
County Commissioners - as Ex-Officio Road Commissioners (Precincts 1, 2, 3, and 4)	\$3,000 each	Transportation Code §252.004
County Court at Law Judges (County Courts at Law 1, 2, and 3)	\$10,000 each	Government Code §26.001 and §25.0006
County Criminal Court Judges (County Criminal Courts 1, 2, 3, 4, 5, 6, 7, 8, 9, and 10)	\$10,000 each	Government Code §26.001 and §25.0006
County Auditor	\$5,000	Local Government Code §84.007
Sheriff	\$30,000	Local Government Code §85.001
Reserve Sheriff's Deputies	\$2,000	Local Government Code §85.004
Constables (Precincts 1, 2, 3, 4, 5, 6, 7, and 8)	\$1,500 each	Local Government Code §86.002
Reserve Constable's Deputies	\$2,000	Local Government Code §86.012

Exhibit A (continued) POSITIONS SELF-INSURED, AMOUNT AND STATUTE REFERENCE		
Justices of the Peace (Precincts 1, 2, 3, 4, 5, 6, 7, and 8)	\$5,000 each	Government Code §27.001
County Fire Marshal	\$2,500	Local Government Code §352.012
County Purchasing Agent	\$5,000	Local Government Code §262.011
Elections Administrator	\$20,000	Election Code §31.040
Criminal District Attorney	\$5,000	Government Code §44.002 and §43.002
Statutory Probate Judge	\$ 500,000	Government Code §25.00231
Associate Statutory Probate Judge	\$ 500,000	Government Code §25.00231
Public Probate Administrator	\$ 100,000	Estates Code §455.002
Person acting as a visiting, special, assigned, or pro tem of any office in this Exhibit A, upon appointment by proper authority	Amount shown in this Exhibit for the office, or otherwise required by law and which is permitted by law to be self-insured by the County	See statute(s) relevant to particular office
Person acting as a visiting, special, assigned, or pro tem of any office NOT in this Exhibit A, upon appointment by proper authority	Minimum amount required by law and which is permitted by law to be self-insured by the County	See statute(s) relevant to particular office
Person newly appointed to any office in this Exhibit A, after appointment by proper authority, for the first 90 days after appointment	Amount shown in this Exhibit or otherwise required by law and which is permitted by law to be self-insured by the County	Amount shown in this Policy or as required by law Texas Local Gov't Code § 88.008
Person newly appointed to any office NOT in this Exhibit A, after appointment by proper authority, for the first 90 days after appointment	Minimum amount required by law and which is permitted by law to be self-insured by the County	Minimum amount required by law Texas Local Gov't Code § 88.008
First Assistant or Chief Deputy District Clerk, called upon to act due to a vacancy in office	Minimum amount required by law and which is permitted by law to be self-insured by the County	Texas Government Code § 51.302(g)
First Assistant or Chief Deputy County Clerk, called upon to act due to a vacancy in office	Minimum amount required by law and which is permitted by law to be self-insured by the County	\$500,000 pursuant to Local Government Code §§ 88.008 and 82.001(b)
First Assistant or Chief Deputy Tax Assessor-Collector, called upon to act due to a vacancy in office	Minimum amount required by law and which is permitted by law to be self-insured by the County	\$100,000 as to county tax bond per Tax Code § 6.28(a) and (c); and, \$100,000 as to state tax bond per Tax Code § 6.28(a), (b), and (c)

Exhibit B

POSITIONS AUTOMATICALLY SELF-INSURED IF CALLED UPON TO ACT DUE TO A VACANCY OF OFFICE

Position(s)	Office Vacated
First Assistant or Chief Deputy County Auditor	County Auditor
First Assistant or Chief Deputy Sheriff	Sheriff
First Assistant or Chief Deputy Constables (Precincts 1, 2, 3, 4, 5, 6, 7, and 8)	Constable (by precinct)
First Assistant or Chief Deputy County Fire Marshal	County Fire Marshal
First Assistant or Chief Deputy County Purchasing Agent	County Purchasing Agent
First Assistant or Chief Deputy Elections Administrator	Elections Administrator
First Assistant or Chief Deputy Assistant Criminal District Attorney	Criminal District Attorney
First Assistant or Chief Deputy District Clerk	District Clerk
First Assistant or Chief Deputy County Clerk	County Clerk
First Assistant or Chief Deputy Tax Assessor-Collector	Tax Assessor-Collector