

BRAZOS COUNTY BAIL BOND BOARD

BRAZOS COUNTY COURTHOUSE

BRYAN, TEXAS

RULES AND REGULATIONS

Pursuant to the provisions of the Texas Occupations Code, Chapter 1704, the following rules and regulations are established to govern the setting and taking of bail bonds in Brazos County, Texas. These rules and regulations take effect on the tenth calendar day after posting following the date approved by the Board. All prior rules and regulations previously promulgated by the Board are superceded. If any portion of these rules and regulations are found to be inconsistent or in conflict with any Texas statute, the statute shall be controlling.

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I. ORGANIZATION OF THE BOARD

A. BOARD NAME –

This board shall be known as "The Brazos County Bail Bond Board."

B. BOARD MEETINGS

1. Meetings of the Board are open to the public and shall comply with the Texas Open Meetings Act.
2. Regular meetings shall be held on the first Friday of each month, or the second Friday thereafter if the first Friday be an official holiday.
3. Meetings may also be held on call of the Chairman or any two members of the Board, in writing and posting of notice at least 72 hours in advance.
4. An Emergency meeting may be held at any time upon agreement of any three members of the Board, with notice having been posted for at least 2 hours in advance.
5. Persons other than Board members may submit agenda items, in writing, for the Board's consideration at least five days prior to the scheduled meeting. Requests not received by the deadline will be placed on the following month's agenda.

C. MEETING TIME

Meetings shall be held at 9:30 a.m. on the designated date unless the call thereof shall specify otherwise or unless notice be posted three full days in advance.

D. MEETING LOCATION

Meetings shall be held at the Grand Jury room of the Brazos County Courthouse unless the call thereof shall specify otherwise.

E. BOARD OFFICE & POSTING OF NOTICES

All notices shall be posted on the bulletin board in the Brazos County Clerk's Office. The office of the board shall be the Brazos County Sheriff's Office unless notice be posted to the contrary pursuant to resolution of the board.

F. ELECTION & DUTIES OF BOARD OFFICERS

1. At the organizational meeting and annually thereafter at the regular January meeting the board shall choose one of its members by secret ballot

to serve as chairman until the next such annual election, unless he be sooner disqualified.

2. In like manner the board shall choose a vice-chairman who shall act in the temporary absence of the chairman. In the event the chairman be disqualified for any reason before the end of his term the vice-chairman shall automatically become the chairman. In such event, or if the vice-chairman becomes disqualified, at the next regular meeting a new vice-chairman shall be chosen.
3. In like manner the board shall choose a secretary who shall act in the temporary absence of the chairman and the vice-chairman. The secretary shall be responsible for supervising the receipt of applications; the preparation of agendas; the preparation and certification of records and transcripts of proceedings; the maintenance of records and minutes of meetings; the publication or posting of notices; and the general office affairs not otherwise specifically assigned by these rules and regulations.
4. Election shall proceed by secret ballot in writing without nominations. Each ballot shall reflect the office and the name of the candidate. Each officer shall be elected on the basis of a plurality of votes for that office. In the event a tie occurs between two or more candidates for the same office, successive balloting shall be conducted until one candidate receives a plurality.
5. The Sheriff of Brazos County shall be the bailiff of this Board.
6. The County Attorney of Brazos County shall be general counsel for this Board.

G. ROBERTS RULE OF ORDER

All proceedings not governed by specific statutory provision or rule of this board shall be conducted in accordance with Roberts Rules of Order and the presiding officer shall be ex-officio Parliamentarian.

II. LICENSING REGULATIONS

A. APPLICATION FORMS

Applications for a "Bondsman's License" shall be on the form adopted by this board and set forth as Appendix A to these rules and regulations.

B. APPLICATION OATH

Where an enclosure or an appendix is required in connection with an application, same shall be firmly affixed to the application and included within the oath as if set forth in the body of the application.

C. APPLICATION PROCEDURES

1. Where an Individual Applicant proposes to do business under an assumed name, a Certified Copy shall be submitted showing an Assumed Name Certificate properly completed and filed of record with the County Clerk of Brazos County. In accordance with Texas Attorney General letter opinion No. 98-068, A Corporate Applicant or Corporate Licensee shall not operate under an assumed name in the bail bonding business in Brazos County unless they provide to the Board, express authorization to do so within the Insurance Code or from the Department of Insurance.
2. Each application shall be submitted in the name of the individual, individual corporation or firm seeking the license.
3. No agent of a licensee will be permitted to sign as surety any bail bond unless the agent is listed as such in the application for a license submitted by the licensee. If new agents are permitted by the surety to execute bail bonds after the filing of the original application, the licensee will submit to the board in writing a list of the new agents.
4. Each licensee who permits his designated agents to sign as surety on bail bonds must have a power of attorney on file with the Sheriff's Office before these agents will be permitted to sign as sureties on any bail bonds. No power of attorney may be revoked except by a written revocation filed with the Sheriff of Brazos County, Texas.
5. The Bail Bond Board Coordinator, Bail Bond Board Secretary, or other Board designee shall conduct a computerized criminal history search through Texas Department of Public Safety on each licensee and agent, at the licensee's expense, before issuing a license/identification certificate. Applicants who are ineligible under Chapter 1704.153, Occupations Code will not be permitted to sign any bail bond as surety.
6. All licensees and agents are required to have on file in the Sheriff's Office a signature card before they will be permitted to sign any bail bond as surety.
7. Upon a request by the Bail Bond Coordinator, Bail Bond Board Secretary, or other Board designee, a licensee shall provide a complete list of agents who act for the licensee pursuant to a power of attorney filed with the Brazos County Clerk. The licensee shall notify in writing the Bail Bond Coordinator, Bail Bond Board Secretary, or other Board designee when the agent is no longer employed by the licensee.

D. SUBMISSION OF APPLICATION

1. Applications shall be submitted to the Secretary of the Board with an original and fifteen copies. Copies of applications shall only be required to have the last four digits of sensitive numbers listed. I.e; Social Security numbers, Driver License numbers, bank account numbers, etc.
2. Each application for a license must be accompanied by a filing fee of \$500.00. This \$500.00 filing fee is not refundable. Each applicant is hereby placed on notice that once the application is submitted, the \$500.00 filing fee will not be refunded. (Tex. Occ. Code 1704.154 & 1704.162)

E. APPLICATION INVESTIGATION

1. The Secretary shall cause such investigation to be made as has been established by resolution of the board or as is required by law.
2. Upon completion of such investigation the Secretary shall furnish a complete copy of all reports together with a copy of the application to each member of the board not less than five days prior to the meeting at which the application is to be considered.
3. Applications shall be considered at each regular meeting of the board.

F. NOTICE TO & QUESTIONING OF APPLICANT

Each applicant shall be notified by the Secretary to appear in person, or in the case of a firm or corporation by designated representative, before the board on the date his application is to be considered for such interrogation under oath as the board or any of its members shall deem proper.

G. APPLICATIONS CONSIDERED IN OPEN MEETING

Discussion of applicants and applications shall be in open session.

H. VOTING ON APPLICATION

The board shall vote on each application separately, in open session, by voice vote, or, at the discretion of the presiding officer, by roll call vote or hand count.

I. LICENSE ISSUANCE

Licenses and official identification cards shall be issued on the fifteenth of the month. A temporary permit shall issue to cover operations from time of approval until the next fifteenth day of a month shall arrive.

J. LICENSE RENEWAL

1. Renewal applications will be received not more than sixty days nor less than thirty days prior to the expiration date of a license. Renewal applications shall be on forms provided by the board. In the event that the board fails for any reason to act upon a renewal application prior to expiration date, a temporary permit shall be issued pending final action.

K. PROPERTY BONDSMEN

1. Trust deeds executed under Sec. 6(d)2 of the Act shall be recorded by the Sheriff in the deed records of Brazos County.
2. Upon the demand of a licensee who discontinues the posting of bail (either voluntarily or otherwise) and who qualifies under the Act for a return of his security, the Sheriff shall execute a release in proper form to be recorded in the deed records.
3. Property to be conveyed in trust to the board to secure payment any obligations incurred by the applicant shall be free and clear from encumbrances.
4. If real property, conveyed in trust to the board to secure payment any obligations, has a lien or other encumbrance placed on it and the encumbrance is filed in the deed records of the county where the real property is located, the board shall suspend the license. Prior to such suspension a hearing shall be held pursuant to Texas Occupations Code 1704.254 to determine whether this section has been violated.
5. If suspended under this section, the license shall remain suspended until (1) the lien or other encumbrance is removed from the deed records of the county where the real property is located, (2) the licensee provides sufficient evidence that the lien or encumbrance has been resolved, which is approved by the board or (3) the licensee provides to the board other security to meet the requirements at the proper ratio required by the Texas Occupations Code, Chapter 1704.
6. The licensee is required to notify the Secretary of the Brazos County Bail Bond Board within 24 hours of receiving notice that a lien or other encumbrance has been filed in the deed of records of the county the real property is located. If the licensee does not notify the board timely, the board may suspend or revoke the license of the licensee.

L. SURETY COMPANY BONDSMEN

1. Contemporaneously with said deposit, a letter to the Bail Bond Board requiring that any withdrawal or replacement of assets be confirmed

through the Bail Bond Board within (30) thirty days prior notification of the same.

2. Each surety company may appoint as many agents to represent them as they desire: provided, however, each agent place on file with the Brazos County Sheriff's Department, the power of attorney and each agent must pay \$500.00 for their application fee as well as a certificate of deposit in the amount of \$10,000.00, made payable to the Treasurer of Brazos County, Texas.
3. The office which maintains the total amount of a license holder's current liability on bail bonds under the Texas Occupations Code will provide a list of active bail bonds to a surety once a month, if requested. The liability list contains information from the county's criminal justice system. These records are not an official record; they may be inaccurate and/or incomplete. The official record of each bail bond is maintained by the court or clerk of the court where the case is filed.

M. STATUTORY CRIMINAL VIOLATIONS

1. No licensee may pay any commission or divide any commission or fee with any person, company, firm or corporation that is not permitted to execute bonds, or in any manner pass anything of value to any person for referrals of bond business. This includes agents and employees of a licensee.
2. No person, firm or corporation that is not licensed to make bail bonds may use a phone number, address or advertising of any kind to solicit or refer business to a licensee or to any other non-licensee. Further, no licensee may use a phone number or address or office of a non-licensee to conduct any bail bond business.

N. APPLICATION WITHDRAWAL

An applicant may withdraw an application from consideration by the board by submitting, in writing, a request to withdraw the application prior to the board's vote to approve or disapprove that application.

O. ADDRESS & PHONE NUMBER CHANGES

If any address or telephone number listed on the most recent application for license should change for any reason, the applicant or licensee shall provide written notice of such changes within 5 business days to the secretary of the board.

P. SECURITY REQUIREMENTS

1. INDIVIDUAL SURETY: Not later than the 90th day after the date the applicant receives notice that the application has been conditionally approved, an individual applicant must deposit with the Brazos County Treasurer **ONE OF THE FOLLOWING** in the amount required by the Texas Occupations Code Chapter 1704:
 - a. A cashier's check or cash.
 - b. A certificate of deposit which is:
 - (I) In the name of the Brazos County Treasurer **and** in the name of the individual applicant; and;
 - (II) Endorsed by the individual applicant; and;
 - (III) Accompanied by a properly completed assignment of the certificate of deposit in the form approved by the board.
 - c. A deed of trust to nonexempt real property which meets the requirements of the Texas Occupations Code § 1704.155 **and** which has been filed of record in the county clerk's office of the Texas county where the property is located.

2. CORPORATE SURETY: Not later than the 90th day after the date the applicant receives notice that the application has been conditionally approved, a corporate applicant must deposit with the Brazos County Treasurer **ONE OF THE FOLLOWING** in the amount required by the Texas Occupations Code Chapter 1704:
 - a. A cashier's check or cash;
 - b. A certificate of deposit which is:
 - (I) In the name of the Brazos County Treasurer **and** in the name of the corporate applicant; and;
 - (II) **Endorsed by a corporate officer listed in the most recent annual company statement filed with the Texas Department of Insurance and who is authorized to endorse the certificate of deposit,** and;
 - (III) Accompanied by a properly completed assignment of the certificate of deposit in the form approved by the board **and** signed by a corporate officer listed in the most recent annual company statement filed with the Texas Department of Insurance, and who is authorized to assign the certificate of deposit, and;
 - (IV) Accompanied by the most recent annual statement filed with the Texas Department of Insurance which shows the corporate officers.

III. TAKING OF BAIL

A. BAIL BOND FORMS

Bail in Brazos County shall be posted only on the applicable forms attached hereto as "Appendix B" to these rules and regulations.

B. BONDING REGULATIONS

1. A list shall be kept by the Secretary of the Bail Bond Board of all licensed bondsmen in good standing arranged by licensee name, license number, DBA if applicable, mailing address, and phone number.
2. Below, each licensee's information shall be listed all employees who comply with the following requirements:
 - a. Possess a facsimile signature stamp;
 - b. have a power of attorney on file in the County Clerk's Office;
 - c. have a file-stamped copy of the power of attorney in the Sheriff's Office;
 - d. have a finger print card on file with the Sheriff's Office, and;
 - e. have an employee picture Identification Card issued by the Secretary or designee of the Bail Bond Board.
3. All licensed bondsmen, attorneys and agents for corporations licensed under these provisions will obtain an identification certificate from the Bail Bond Board. This identification certificate **MUST** be presented each time a bond is made.
4. The above mentioned identification certificate will be issued to licensed bondsmen or to designated agents for corporations licensed under these provisions, upon issue of a license. Attorneys must submit a statement of worth to the bail bond committee prior to their being issued this identification certificate.
5. Persons posting bail under license issued pursuant to this act shall legibly show the number of their license and the county of its issuance on each bail bond.
6. Any person who has signed as a surety on a bail bond **IN BRAZOS COUNTY** and is in default thereon shall thereafter be disqualified to sign as a surety so long as he defaults on said bond. It shall be the duty of the clerk of the court wherein such surety is in default on a bail bond, to notify in writing the sheriff, chief of police, or other police officer, of such default. A surety shall be deemed in default from the time execution may be issued on a final judgment in a bond forfeiture proceeding under the Texas Rules of Civil Procedure, unless the final judgment is superseded by the posting of a supersede as bond.

C. OATH FOR LICENSE EXEMPTION BONDING

Persons posting bail under legal exemption from the license requirements of this act shall execute, under oath, the applicable form "Appendix C" to these rules and regulations.

D. APPROVAL OF BONDS

1. As to bail for prisoners in the Brazos County Jail or for persons who are to be delivered to the Sheriff of Brazos County, bail shall not be effective until approved by the Sheriff of Brazos County or one of his deputies.
2. As to bail for persons under process from a municipal corporation lying wholly or partly in Brazos County, bail shall not be effective until approved by the official designated by such municipality.

E. CASH BAIL

Cash Bail (other than municipal court bail) shall be posted with the Sheriff, who will receipt and account thereof.

IV. EXEMPTIONS

A. PROOF OF EXEMPTION OATH

Where any unlicensed person attempts to post bail under an exemption authorized by the law the Sheriff shall obtain written proof under oath of the exemption.

B. ATTORNEY BONDING

Attorneys posting bail shall certify that the attorney client relationship arose under conditions not in violation of the canons of ethics or the published rules and regulations of the State Bar of Texas.

C. LEGAL COMPLIANCE CERTIFICATION

A person posting bail under an exemption shall certify that he is not in default of any of the provisions of Sec. 9(b) of Sec. 15 of the Act creating this Board.

D. CO-SURETY COMPENSATION

No person who receives compensation for posting bail may be exempt as a co-surety.

E. QUALIFICATION FOR LICENSE EXEMPTION

1. No person other than an attorney exempted under Sec. 3(b) of the Act, may be exempted from the licensing provisions where he has posted bail as many as three times anywhere in the State of Texas (including the Federal Courts) during the twelve month period immediately preceding the date on which he undertakes to post bail.

2. Any person claiming exclusion under (1) (above) shall certify under oath his eligibility for such exclusion.

V. INVESTIGATION

A. DUTIES OF BOARD SECRETARY

The Secretary of the Brazos County Bail Bond Board shall serve as clerk for all proceedings involving alleged violations of Article the Texas Occupations Code, Chapter 1704, or any rules or regulations made pursuant thereto. The duties of the secretary shall be as follows:

1. Receive all initial complaints involving violations of the Texas Occupations Code, Chapter 1704, or rules or regulations made thereof;
2. Forward all initial complaints to the Office of the District Attorney for an investigation thereof;
3. Mail a copy of said complaint to the party complained of by certified mail, return receipt requested or by registered mail;
4. Maintain a log for all initial complaints and any subsequent actions taken thereof.

B. DISTRICT ATTORNEY DUTIES

The Office of the District Attorney shall investigate and prosecute all alleged violations of the Texas Occupations Code, Chapter 1704, or any rules or regulations made pursuant thereto. The duties of the District Attorney shall be as follows:

1. Investigate all complaints received by the Secretary of the Brazos County Bail Bond Board;
2. File findings of fact and recommendation for further action with the Secretary of the Bail Bond Board not later than thirty (30) days after receipt of the complaint from the Secretary of the Bail Bond Board;
3. Report to the Bail Bond Board as to the investigation and any recommendations made concerning a complaint filed with the Board on the second regularly scheduled meeting of the Bail Bond Board after initial receipt of complaint from the Secretary;
4. Prosecute any matter involving an alleged violation of the Texas Occupations Code, Chapter 1704, of a rule or regulation made pursuant thereto.

C. LICENSEE DUTY TO RESPOND TO COMPLAINT

Upon receipt of the complaint mailed by the Secretary of the Board, the bondsman must make a full response and file said response with the Clerk of the Board within ten (10) days after receiving the complaint. The failure to give a full explanation within that 10 day period is, in itself, grounds for suspension or revocation of the license. The failure of the licensee to pick up the certified mail letter after having been given two notices by the United States Postal Service is also grounds for suspension or revocation of the Bail Bond license.

D. BOARD DETERMINES COMPLAINT HEARING

Upon presentation of the findings of fact and recommendation of the District Attorney the Bail Bond Board shall make a determination as to whether there is sufficient cause for the Bail Bond Board to hear said matter in a full adversarial hearing.

E. SETTING OF COMPLAINT HEARING

Upon a vote by a majority of the members of the Board, if the Board determines that a full adversarial hearing should be held, the Board shall set a hearing and direct the District Attorney to present witnesses and prosecute said matter before the Board.

F. NOTICE TO LICENSEE OF HEARING

The licensee shall be entitled to 10 days notice in order to prepare for said adversary hearing. Notice shall be sent by certified mail, return receipt requested.

G. CHAIRMAN TO PRESIDE AT HEARING

The Chairman of the Brazos County Bail Bond Board shall make all rulings of procedure and determination of law. Findings of fact shall be upon a majority of the vote of those present and voting.

H. BURDEN OF PROOF

The findings of fact shall be based upon a preponderance of the evidence.

I. VOTING AT HEARING

The District Attorney shall not participate in the deliberations of the Board. In case of a tie vote, the vote of the Chairman of the Board shall be the deciding vote.

J. HEARING OPEN TO PUBLIC

1. The Board may revoke or suspend a license in accordance with the procedure provided in this section for the violation of any provision of the Texas Occupations Code, Chapter 1704.
2. Notice of a hearing to suspend or revoke shall be given by certified mail addressed to the last known address of the licensee at least 10 days prior to a date set for the hearing.
3. The notice shall specify the charges of violation of the Texas Occupations Code, Chapter 1704, against the licensee, and no other charges shall be made at the hearing pursuant to the notice.
4. The hearing shall afford to the licensee opportunity to be heard, to present witnesses in his behalf, and to question witnesses against him.
5. A record of the hearing shall be made. It shall be made available to the licensee on his request subject to his paying reasonable costs or transcription.
6. If the licensee fails to maintain the security deposit at the proper ratio required by the Texas Occupations Code, Chapter 1704, under Subsection (g) of Section 6, the Texas Occupations Code, Chapter 1704, the board shall immediately suspend the license while the violation continues. No prior notice or hearing is necessary. Once the proper ratio is regained, the suspension shall be immediately lifted. The Board shall revoke the license with prior notice and hearing if the licensee fails to pay any final judgment connected with the licensee's bonding business within 30 days and there is not sufficient property held as security to satisfy the final judgment.

K. POSTING OF HEARING FINDINGS & BOARD ACTIONS

Upon a finding that there has been a violation of Article the Texas Occupations Code, Chapter 1704, or a rule of the Board, the Board shall also determine whether to revoke or suspend said license and the duration thereof.

L. APPEAL OF BOARD ACTIONS

An appeal may be taken from any Board's order revoking, suspending, or refusing to issue a license. The appeal must be made within 30 days after written notice of the suspension, revocation, or refusal by filing a petition in a district court in the county in which the license is issued or refused. If no appeal is taken within 30 days after written notice of suspension, revocation, or refusal, such action shall become final. An appeal shall be by trial de novo, as in proceedings appealed from justice to county courts. The decision of the Board shall have full force and effect pending the determination of the appeal. All appeals taken form actions of the Board shall be against the Board and not against the members individually.

VI. MISCELLANEOUS PROVISIONS

A. OTHER REGULATIONS

1. The Board shall publish a list of licensees listed randomly as drawn by proper name and showing the business address and telephone number of each licensee.
2. Following below each name the words "Night Number" shall be printed and the telephone number for night calls, which number may be the same as or different than the regular business number.
3. No additional listings shall be permitted to any licensee.
4. The published list may be displayed by posting or other convenient means at or near any place where prisoners are examined, processed, or confined.
5. No sheriff, peace officer, or his deputy or employee, or clerk or deputy clerk of any court will permit any identifying or emphasizing mark to be made on such published list. If the published list be so marked it shall be the responsibility of said peace officer or clerk to obtain a new unmarked list for display.
6. If, as, and when a new license is issued a new list including the new licensee shall be published.
7. No unlicensed person (even though exempt from licensing) may be placed on the list.

B. LICENSEE ADVERTISING RESTRICTIONS

No bondsman (licensed or exempt) shall place, or permit to be placed, any advertising at any place where prisoners are examined, processed, or confined, nor in a location visible from a place where prisoners are examined, processed, or confined. The dissemination of personal or professional cards or solicitation by word, act or deed shall be deemed advertising.

C. TELEPHONE DIRECTORY ADVERTISING

Telephone directory advertising for licensee shall be listed in the proper name of the licensee and may contain assumed or corporate names.

D. SHERIFF RESTRICTIONS ON BONDS

1. Where any licensee shall undertake to post bail in excess of Five Thousand Dollars in any one case as to any one principal, the Sheriff may require an additional deposit in similar form as the original deposit required by Sec. 6(d)1 so as to bring the total trust corpus to twice the amount of the largest outstanding bond of such licensee. Such additional deposit shall be returned to the licensee when all bail obligations in excess of Five Thousand Dollars have been satisfied.
2. Where any person is a bondsman by reason of making three or more bail bonds in a twelve month period but is exempt under 3(b) of the Act, the Sheriff may require that such person make a deposit in an amount equal to the largest bond outstanding in similar form as the deposit required by Sec. 6(d)1 or in the alternative a trust deed to property twice the value of the largest bond outstanding in similar form as the trust deed required in Sec. 6(d)2.
3. Where persons other than bondsmen (either licensed or exempt) undertake to post bail, the Sheriff may either require cash bond, trust deed as described in Sec. 6(d)2, or affidavit of ownership as allowed by general law.

E LICENSEE FEES

1. For the purpose of Section 12 of the Texas Occupations Code, Chapter 1704, where goods or services have been received for the posting of bail, the value of such fee shall be the amount agreed upon between the principal and the surety, or the fair market value of such goods or services, whichever is greater.
2. Where goods or services have been received by a licensee for the posting of bail in violation of any section of the Texas Penal Code, said licensee's license shall be revoked upon the filing of an affidavit detailing such violation at the office of the Board. Said affidavit may be filed by any prosecuting attorney of Brazos County. The revoked licensee may appear before the next regular meeting of the Board and disprove the allegations of the affidavit in order to be re-licensed.

F. CASH BAIL INTEREST

Where cash be posted in connection with a license and placed on time deposit, the interest there from shall be deposited in the general fund of the county.

G. BOARD CREATION REGULATIONS

1. As soon as practicable following the organizational meeting of this Board, the Board by resolution shall establish an effective date for the

implementation of the procedures outlined by the Act and these Rules and Regulations.

2. All bail bonds outstanding at that time shall continue in full force and effect.
3. Bail shall be posted in accordance with usual custom until the effective date.

H. SAVINGS CLAUSE

The rules and regulations promulgated by the Board are in addition to the Texas Occupations Code, Chapter 1704, and in case of a conflict, the statute will prevail.

I. RELEASE OF SURETY-CAUSE DISPOSED

After the effective date of these rules, the clerk of any court governed by these rules shall forward to the secretary a copy of all releases of sureties which are filed in that court; and the secretary shall, as soon as possible, forward the same to the general counsel for this Board. The Affidavit For Release of Surety shall be on the applicable form attached hereto as Appendix D.

ENTERED AND APPROVED this _____ day of _____, 2008.

Chairman
Honorable Judge Jim Locke
Brazos County Court at Law # 2

Vice-Chairman

Secretary
Honorable Kay Hamilton
Brazos County Treasurer