|  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **To:** | **Risk Management** | | | | |  | **From:** |  | | | | |  |
| **Attn:** | **Sam Trujillo** | | | | |  | **Email:** |  | | | | |  |
| **Fax #:** | **546-8126** | | | | |  |  |  |  |  |  |  |  |
| **Email:** | [**strujillo@epcounty.com**](mailto:strujillo@epcounty.com) | | | | |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  | **Effective Date of Change:** | | | |  |  | |
|  | **Add** |  | **Delete** |  | **Transfer** | |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **Departments:** | | | |  |  |  |  |  |  |  |  |  |  |
|  |  | **384th Drug Court** | | | |  |  |  | **County Clerk** | | | |  |
|  |  | **Adult Probation** | | | |  |  |  | **Data Processing** | | | |  |
|  |  | **Ascarate Golf Course** | | | |  |  |  | **District Clerk** | | | |  |
|  |  | **Ascarate Park** | | | |  |  |  | **Elections** | | | |  |
|  |  | **Border Childrens Mental Health** | | | |  |  |  | **Facilities Management** | | | |  |
|  |  | **Communications** | | | |  |  |  | **HIDTA** | | | |  |
|  |  | **Community Development/ Planning** | | | | |  |  | **HIDTA Fugitive** | | | |  |
|  |  | **Constable Pct 1** | | | |  |  |  | **HIDTA SO-ISC** | | | |  |
|  |  | **Constable Pct 2** | | | |  |  |  | **Juvenile Probation** | | | |  |
|  |  | **Constable Pct 3** | | | |  |  |  | **Medical Examiner** | | | |  |
|  |  | **Constable Pct 4** | | | |  |  |  | **Metro Criminal Enterprise** | | | |  |
|  |  | **Constable Pct 5** | | | |  |  |  | **Purchasing** | | | |  |
|  |  | **Constable Pct 6** | | | |  |  |  | **Road & Bridge** | | | |  |
|  |  | **Constable Pct 7** | | | |  |  |  | **Sheriff** | | | |  |
|  |  | **County Attorney** | | | |  |  |  | **Sports Park** | | | |  |
|  |  | **Tax Assessor Collector** | | | |  |  |  | **Transit Authority** | | | |  |
|  |  | **District Attorney** | | | |  |  |  | **346th Veterans Court** | | | |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **Year** |  | | | | | | | |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **Make** |  | | | | | | | |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **Model** |  | | | | | | | |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **VIN#** |  | | | | | | | |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  | | | |  |  |

***Please Note: Any additional or return premium will be prorated at the time the Final Audit is processed. The final audit will be processed 3o days AFTER the expiration date of the current policy term above.***