

TEXAS EMERGENCY SERVICES RETIREMENT SYSTEM  
FORM 610 – DESIGNATED PARTICIPATING DEPARTMENT HEAD

1. Participating Department, Chief, and the Governing Entity	
DEPARTMENT:	
CHIEF:	
CHIEF'S EMAIL ADDRESS:	
NAME OF GOVERNING ENTITY:	

2. Person Designated by the Governing Entity above as the Designated Participating Department Head			
NAME OF DESIGNEE:			
TITLE:			
E-MAIL ADDRESS:			
Mailing Address:			
City/State/Zip Code:			
Street Address:		Phone Number:	
City/State/Zip Code:		Fax Number:	

3. Person with authority to sign contracts on behalf of the Governing Entity			
NAME:			
TITLE:			
E-MAIL ADDRESS:			
Mailing Address:			
City/State/Zip Code:			
Street Address:		Phone Number:	
City/State/Zip Code:		Fax Number:	

4. Effective Date of Designation	
EFFECTIVE DATE OF DESIGNATION:	

5. Acknowledgements and Signatures			
The Governing Entity has designated the Designee named above, as of the effective date of designation, the statutory roles and responsibilities of the Participating Department Head for the purposes of TESRS membership, subject to the approval of the TESRS Executive Director.			
Chief:	<input checked="" type="checkbox"/>		Date:
Designee:	<input checked="" type="checkbox"/>		Date:
Governing Entity:	<input checked="" type="checkbox"/>		Date:

6. APPROVAL OF TESRS EXECUTIVE DIRECTOR			
Signature:	<input checked="" type="checkbox"/>	Name:	Date:

**FAX COMPLETED, SIGNED FORM TO TESRS AT 512-936-3480**

## Texas Emergency Services Retirement System

### TESRS Participating Department Head – Retirement System Roles and Responsibilities

The 86<sup>th</sup> Texas Legislature passed legislation that streamlined the local administrative tasks related to management of individual membership in the Texas Emergency Services Retirement System (TESRS). For purposes related to TESRS, the Legislature designated the Chief, designated leader, or other executive head of a TESRS Participating Department as the “Participating Department Head” (TxGovCode §865.0115).

TESRS considers the Department Chief as the TESRS Participating Department Head (PDH) unless the governing body designates another person as the Designated Participating Department Head (see Item 2 below). While the Chief/PDH has the responsibility and is accountable by statute for ensuring retirement system tasks are performed timely and accurately, the Chief/PDH may assign TESRS-related administrative tasks to another person but will remain as the designated responsible party and will be the signatory for TESRS membership forms and reports

The enrollment of new department members into the retirement system, management of the TESRS active membership roster, and other related administrative tasks were defined by the Legislature as the designated responsibilities of the PDH.

#### **1. TESRS Participating Department Head Roles and Responsibilities**

The Chief/PDH is responsible for:

- Managing the Department’s TESRS active membership roster through the enrollment of all eligible department members into the retirement system and terminating from the retirement system of department members who are no longer active members of the department;
- Enrolling new members in the retirement system in accordance with the Texas Government Code;
- Maintenance of current and accurate membership records;
- Correction of errors in enrollment or in reported qualified service for members of the retirement system;
- Supporting the TESRS Local Board to verify the accuracy of semi-annual billing for retirement system contributions; and
- Supporting the TESRS Local Board to report annual qualified service for members of the retirement system.

## 2. Designation of Participating Department Head (Other than the Chief)

The Texas Legislature provided for the designation by the governing body of a participating department of someone other than the Chief of the Department as the PDH.

The designation of someone other than the Chief as the PDH is subject to the approval of the TESRS Executive Director.

- Designation of a Participating Department Head other than the Chief:
  - removes the retirement system-related duties and responsibilities from the Chief;
  - the Designated Participating Department Head is responsible for the retirement system-related duties and responsibilities as delineated by the Legislature.
- Form 610 – Designated Participating Department Head
  - Form 610 provides TESRS with necessary information regarding the Designated Participating Department Head and the effective date of designation.
  - The Chief, Designee, and the authorized signatory of the governing body of the department sign the form in acknowledgement of the designation;
  - Submit the completed Form 610 to the TESRS Executive Director:
    - **Fax the completed form to TESRS at 512-936-3480**
  - Upon approval and signature by the Executive Director, TESRS will send via email a copy of the fully executed Form 610 to the Chief, Designee, and the signatory of the governing body.