



# **Staff Handbook**

2025 - 2026 School Year

Texas Public Safety Association

*7544 FM 1960 Rd E PMB 118  
Humble, TX 77346*

On behalf of the Board of Directors, welcome to the 2025-2026 school year with the Texas Public Safety Association (TPSA). Whether you are a new or returning member of our team, we are thrilled to have you with us. Your dedication, expertise, and passion are the driving forces behind our ability to serve students and communities across Texas.

This Staff Handbook is your essential guide to the policies, procedures, and expectations that govern our organization. It has been compiled to serve as a central, reliable resource that ensures clarity, fairness, and consistency for every member of our staff. As a volunteer-run organization entrusted with significant responsibility, it is paramount that we operate with the highest standards of professionalism and integrity.

## Why This Handbook Exists

The purpose of this handbook is to:

- **Provide Clarity:** By centralizing our core policies, we eliminate ambiguity and provide clear direction on everything from financial procedures to ethical conduct.
- **Ensure Accountability:** These guidelines establish a framework for accountability, helping us manage our resources responsibly and maintain the trust of our members, partners, and the public.
- **Protect Our Mission:** Our policies are designed to safeguard the integrity of our organization and its programs, particularly the fairness and confidentiality of our competitive events.
- **Empower Our Staff:** By understanding the operational standards of TPSA, you are better equipped to carry out your duties confidently and effectively.

We ask that you read this handbook carefully and familiarize yourself with its contents. It is a condition of your volunteer service to understand and adhere to the policies outlined within. Please consider it a primary resource to be consulted throughout the year. Should you have any questions, do not hesitate to reach out to your manager or a member of the Executive Council for clarification.

Thank you again for your commitment to the Texas Public Safety Association. We look forward to a productive and impactful year working alongside you.

# Code of Conduct

TPSA believes that each member should demonstrate high standards of ethics and sportsmanship. These qualities promote the development of good character and employability skills necessary for success in the Law and Public Safety field. The TPSA Code of Conduct is a guiding document created to maintain a safe, professional learning environment for all participating members.

The highest potential for success is achieved when everyone is committed to pursuing all activities per our five core principles; trustworthiness, respect, responsibility, caring, and citizenship.

**Trustworthiness:** I must be worthy of trust in all that I do by exhibiting:

- *Integrity* - I must demonstrate ethics and sportsmanship.
- *Honesty* - I must live and compete honorably.
- *Reliability* - I must fulfill my commitments.
- *Loyalty* - I must be loyal to my school and team.

**Respect:** I must treat all people with respect and require the same of others by exhibiting the following;

- *Class* - I must be a good sport in victory and defeat.
- *Respectful Conduct* - I must maintain respectful conduct with everyone.

**Responsibility:** I must demonstrate responsibility by focusing on the following;

- *Importance of Education* - I must commit to maintaining grade eligibility.
- *Role-Modeling* - I must consistently exhibit good character and conduct myself as a positive role model.
- *Self-Control* - I must exercise self-control.
- *Healthy Lifestyle* - I will refrain from illegal substance use.
- *The integrity of the Competition* - I will protect the integrity of this organization by adhering to the rules.

**Caring:** I must demonstrate a caring attitude by exhibiting;

- *Concern for Others* - I must demonstrate concern for others.
- *Team* - I must help promote the well-being of my teammates.

**Citizenship:** I must promote citizenship in this organization by;

- *Playing by the Rules* - I must maintain a thorough knowledge of and abide by all organization rules.
- *Spirit of Rules* - I must honor the spirit and the letter of rules.

## Enforcement

All members must have read and understand the expectations set forth by this Code of Conduct. All members must understand that they are expected to perform according to this code. All members understand that any violation of this code can result in;

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- Probation, suspension, or revocation of membership privileges.
- Loss of awards
- Loss of eligibility for competitive events
- Removal from leadership positions

The Executive Council and Board of Directors will review violations of this code of conduct. The Executive Council and the Board of Directors shall issue consequences as deemed appropriate. Decisions are final and cannot be appealed.

# Acceptable Use Policy

TPSA's intentions for publishing an Acceptable Use Policy are not to impose restrictions that are contrary to Texas Public Safety Association's established culture of openness, trust and integrity. TPSA is committed to protecting Texas Public Safety Association's staff, members and the organization from illegal or damaging actions by individuals, either knowingly or unknowingly.

Internet/Intranet/Extranet-related systems, including but not limited to computer equipment, software, operating systems, storage media, network accounts providing electronic mail, WWW browsing, and FTP, are the property of Texas Public Safety Association. These systems are to be used for business purposes in serving the interests of the organization in the course of normal operations.

Effective security is a team effort involving the participation and support of every Texas Public Safety Association staff and affiliate who deals with information and/or information systems. It is the responsibility of every computer user to know these guidelines, and to conduct their activities accordingly.

## Purpose

The purpose of this policy is to outline the acceptable use of computer equipment at Texas Public Safety Association. These rules are in place to protect the staff and Texas Public Safety Association. Inappropriate use exposes Texas Public Safety Association to risks including virus attacks, compromise of network systems and services, and legal issues.

## Scope

This policy applies to the use of information, electronic and computing devices, and network resources to conduct Texas Public Safety Association business or interact with internal networks and business systems, whether owned or leased by Texas Public Safety Association, the staff, or a third party. All staff, members, temporary, and other workers at Texas Public Safety Association and its subsidiaries are responsible for exercising good judgment regarding appropriate use of information, electronic devices, and network resources in accordance with Texas Public Safety Association policies and standards, and local laws and regulation. Exceptions to this policy are documented in section 5.2

This policy applies to staff, members, consultants, temporaries, and other workers at Texas Public Safety Association, including all personnel affiliated with third parties. This policy applies to all equipment that is owned or leased by the Texas Public Safety Association.

## General Use and Ownership

Texas Public Safety Association proprietary information stored on electronic and computing devices whether owned or leased by Texas Public Safety Association, the staff or a third party, remains the sole

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property of Texas Public Safety Association. You must ensure through legal or technical means that proprietary information is protected in accordance with the Data Protection Standard.

You have a responsibility to promptly report the theft, loss or unauthorized disclosure of Texas Public Safety Association proprietary information.

You may access, use or share Texas Public Safety Association proprietary information only to the extent it is authorized and necessary to fulfill your assigned job duties.

Staff are responsible for exercising good judgment regarding the reasonableness of personal use. Individual departments are responsible for creating guidelines concerning personal use of Internet/Intranet/Extranet systems. In the absence of such policies, staff should be guided by departmental policies on personal use, and if there is any uncertainty, staff should consult their supervisor or manager.

For security and network maintenance purposes, authorized individuals within the Texas Public Safety Association may monitor equipment, systems and network traffic at any time, per TPSA Audit Policy.

Texas Public Safety Association reserves the right to audit networks and systems on a periodic basis to ensure compliance with this policy.

## **Security and Proprietary Information**

All mobile and computing devices that connect to the internal network must comply with the Minimum Access Policy.

System level and user level passwords must comply with the Password Policy. Providing access to another individual, either deliberately or through failure to secure its access, is prohibited.

All computing devices must be secured with a password-protected screensaver with the automatic activation feature set to 10 minutes or less. You must lock the screen or log off when the device is unattended.

Postings by staff from a Texas Public Safety Association email address to newsgroups should contain a disclaimer stating that the opinions expressed are strictly their own and not necessarily those of Texas Public Safety Association, unless posting is in the course of business duties.

Staff must use extreme caution when opening email attachments received from unknown senders, which may contain malware.

## **Unacceptable Use**

The following activities are, in general, prohibited. staff may be exempted from these restrictions during the course of their legitimate job responsibilities (e.g., systems administration staff may have a need to disable the network access of a host if that host is disrupting production services).

Under no circumstances is any staff of the Texas Public Safety Association authorized to engage in any activity that is illegal under local, state, federal or international law while utilizing Texas Public Safety Association-owned resources.

The lists below are by no means exhaustive, but attempt to provide a framework for activities which fall into the category of unacceptable use.

## **System and Network Activities**

The following activities are strictly prohibited, with no exceptions:

1. Violations of the rights of any person or organization protected by copyright, trade secret, patent or other intellectual property, or similar laws or regulations, including, but not limited to, the installation or distribution of "pirated" or other software products that are not appropriately licensed for use by Texas Public Safety Association.
2. Unauthorized copying of copyrighted material including, but not limited to, digitization and distribution of photographs from magazines, books or other copyrighted sources, copyrighted music, and the installation of any copyrighted software for which Texas Public Safety Association or the end user does not have an active license is strictly prohibited.
3. Accessing data, a server or an account for any purpose other than conducting Texas Public Safety Association business, even if you have authorized access, is prohibited.
4. Exporting software, technical information, encryption software or technology, in violation of international or regional export control laws, is illegal. The appropriate management should be consulted prior to export of any material that is in question.
5. Introduction of malicious programs into the network or server (e.g., viruses, worms, Trojan horses, e-mail bombs, etc.).
6. Revealing your account password to others or allowing use of your account by others. This includes family and other household members when work is being done at home.
7. Using a Texas Public Safety Association computing asset to actively engage in procuring or transmitting material that is in violation of sexual harassment or hostile workplace laws in the user's local jurisdiction.
8. Making fraudulent offers of products, items, or services originating from any Texas Public Safety Association account.
9. Making statements about warranty, expressly or implied, unless it is a part of normal job duties.
10. Effecting security breaches or disruptions of network communication. Security breaches include, but are not limited to, accessing data of which the staff is not an intended recipient or logging into a server or account that the staff is not expressly authorized to access, unless these duties are within the scope of regular duties. For purposes of this section, "disruption" includes,

but is not limited to, network sniffing, pinged floods, packet spoofing, denial of service, and forged routing information for malicious purposes.

11. Port scanning or security scanning is expressly prohibited unless prior notification to TPSA is made.
12. Executing any form of network monitoring which will intercept data not intended for the staff's host, unless this activity is a part of the staff's normal job/duty.
13. Circumventing user authentication or security of any host, network or account.
14. Introducing honeypots, honeynets, or similar technology on the Texas Public Safety Association network.
15. Interfering with or denying service to any user other than the staff's host (for example, denial of service attack).
16. Using any program/script/command, or sending messages of any kind, with the intent to interfere with, or disable, a user's terminal session, via any means, locally or via the Internet/Intranet/Extranet.
17. Providing information about, or lists of, Texas Public Safety Association staff to parties outside Texas Public Safety Association.

## **Email and Communication Activities**

When using organization resources to access and use the Internet, users must realize they represent the organization. Whenever staff state an affiliation to the organization, they must also clearly indicate that "the opinions expressed are my own and not necessarily those of the organization". Questions may be addressed to the IT Department

1. Sending unsolicited email messages, including the sending of "junk mail" or other advertising material to individuals who did not specifically request such material (email spam).
2. Any form of harassment via email, telephone or paging, whether through language, frequency, or size of messages.
3. Unauthorized use, or forging, of email header information.
4. Solicitation of email for any other email address, other than that of the poster's account, with the intent to harass or to collect replies.
5. Creating or forwarding "chain letters", "Ponzi" or other "pyramid" schemes of any type.
6. Use of unsolicited email originating from within Texas Public Safety Association's networks of other Internet/Intranet/Extranet service providers on behalf of, or to advertise, any service hosted by Texas Public Safety Association or connected via Texas Public Safety Association's network.
7. Posting the same or similar non-business-related messages to large numbers of Usenet newsgroups (newsgroup spam).



## **Policy Compliance**

The TPSA Board of Directors will verify compliance to this policy through various methods, including but not limited to, business tool reports, internal and external audits, and feedback to the policy owner.

## **Exceptions**

Any exception to the policy must be approved by the TPSA Board of Directors in advance.

## **Non-Compliance**

A staff member found to have violated this policy may be subject to disciplinary action.

# Conflict of Interest Policy

The purpose of this policy is to ensure that all board members, staff, and volunteers of the Texas Public Safety Association act in the best interests of the organization and avoid any conflicts of interest.

## Conflict of Interest

A conflict of interest exists when a board member, staff member, or volunteer has a personal interest that could influence their ability to make impartial decisions on behalf of the Texas Public Safety Association. Personal interests include, but are not limited to, financial interests, employment interests, and personal relationships.

## Disclosure of Conflicts of Interest

All board members, staff members, and volunteers are required to disclose any potential or actual conflicts of interest to the board of directors. Disclosures should be made in writing and should include the following information:

- The nature of the conflict
- The potential or actual impact of the conflict on the individual's ability to make impartial decisions
- Any steps that the individual has taken to avoid or mitigate the conflict

## Resolution of Conflicts of Interest

The board of directors will review all disclosures of conflicts of interest and will take appropriate action to ensure that the conflict is resolved. Possible resolutions include:

- Requiring the individual to recuse themselves from any decision-making process that could be affected by the conflict
- Requiring the individual to divest themselves of any personal interest that could create a conflict
- Taking other steps to mitigate the impact of the conflict

## Enforcement

The board of directors has the authority to enforce this policy. Any individual who violates this policy may be subject to disciplinary action, up to and including termination of their employment or volunteer status.

# Expense Policy

## Purpose

The purpose of this policy is to protect the financial integrity of the Texas Public Safety Association (TPSA) and provide clear guidelines for incurring, reporting, and reimbursing expenses. This policy applies to all Board of Directors, Executive Council, and Volunteer Staff Members involved in authorizing, recording, or reimbursing expenditures on behalf of TPSA. This policy is intended to supplement but not replace any applicable state and federal laws governing expense management applicable to nonprofit and charitable organizations.

## General Provisions

- **Ownership of Property:** Any purchases or reimbursements of physical property belong to TPSA. All assets must remain in the organization's possession and be reported to the Board of Directors.
- **Eligible Expenses:** TPSA will not reimburse purchases made for personal or school use.
- **Approval:** TPSA reserves the right to decline any reimbursement request that lacks explicit prior approval from the Executive Council or Board of Directors.
- **Eligible Personnel:** Only officially designated TPSA Staff are eligible for expense reimbursement.
- **Prohibited Purchases:** It is strictly prohibited to use TPSA funds for reimbursing or purchasing alcohol, tobacco, or any controlled substances.

## Travel and Accommodation

- **General Travel:** All expensed travel must be pre-approved by the Executive Council or Board of Directors.
- **Lodging:** TPSA will cover the cost of lodging for official business up to \$200 per night without prior approval. Any lodging over \$200 per night must be approved by the Executive Council or Board of Directors. Hotels should be booked through the **Travel Bank app**; contact the TPSA Director of Finance to get onboarded.
- **Special Events:** The Board of Directors may publish special policies for travel to events such as the Summer Staff Conference. These policies will be published in the event information and will supersede this policy for the duration of the event.

## Transportation

- **Personal Vehicles:** TPSA will reimburse the cost of gas for any personal vehicle used for TPSA business. Mileage will not be reimbursed. Staff with a TPSA credit card should use it for fuel

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purchases. Staff without a card may submit gas expenses for reimbursement. Valid receipts are required for all fuel purchases.

- **Tolls:** TPSA will reimburse tolls incurred with proof of payment.
- **Airfare:** TPSA will not reimburse for airfare. All air travel must be pre-booked by the TPSA Director of Finance with the approval of the Board of Directors.
- **Rental Cars:** TPSA will not reimburse for rental cars. All rental cars must be pre-booked by the Board of Directors.

## Meals and Dining

- **Daily Allowance:** For approved travel, staff members are eligible for a daily meal allowance based on the state GSA rate of **\$68 per day**, broken down as follows:
  - **Breakfast:** \$16
  - **Lunch:** \$19
  - **Dinner:** \$28
- This allowance applies only to business-related travel and events.

## Conferences

- Any reimbursement request for a conference must be approved by the conference organizer before it is submitted to the Treasurer or Director of Finance for final approval.

## Reporting and Reimbursement Procedures

All expense reporting and reimbursements will be managed through **Ramp.com**. All staff will receive an invitation to set up their Ramp account.

- **Physical Credit Cards:** Staff members may request a physical TPSA credit card, subject to approval. The Executive Council and Board of Directors will automatically receive a physical card. Cards will be terminated if the cardholder fails to comply with TPSA policies.
- **Reporting Obligations:** All purchases and reimbursements made with TPSA funds must be reported to comply with IRS regulations. Failure to report transactions may result in disciplinary action.
- **Submission Process:** Staff members must report expenses in Ramp.com, attaching appropriate supporting documentation (e.g., original, itemized receipts) and a memo explaining the business purpose.
- **Submission Deadlines:** Receipts and memos should be submitted at the time of purchase, or as soon as practicable. All submissions must be made no later than **10 business days** after the expense is incurred. Any request made **31 days** after the purchase date will be denied.
- **Receipts Required:** All reimbursement requests must have a receipt. No reimbursements will be given for purchases without a receipt.
- **Discrepancies:** Staff members who believe the reimbursed amount is incorrect should immediately contact the TPSA Director of Finance.

# Treasury Policy

The purpose of this policy is to establish procedures for the management of the treasury of TPSA, a volunteer-run organization. This policy applies to all funds and assets belonging to TPSA, including but not limited to: Cash, Investments, Accounts receivable, Accounts payable

## Responsibilities

The Treasurer is responsible for the day-to-day management of the treasury. The Chief Financial Officer (CFO) is responsible for overseeing the Treasurer's responsibilities and for ensuring that the treasury is managed in accordance with this policy.

## Procedures

The Treasurer will:

- Deposit all funds into a bank account in the name of TPSA.
- Reconcile bank statements on a monthly basis.
- Pay all bills in a timely manner.
- Prepare monthly financial statements for the Board of Directors.

## Approvals

All expenditures must be approved by the following:

- Expenditures under \$100: No Approval Required
- Expenditures between \$100 and \$500: The Treasurer
- Expenditures between \$500 and \$1,000: The CFO
- Expenditures over \$1,000: The Board of Directors

## Records

The Treasurer will maintain all treasury records, including but not limited to: Bank statements, Reconciled bank statements, Checks, Invoices, Receiving reports, Financial statements

## Enforcement

This policy will be enforced by the CFO. Any violation of this policy may result in disciplinary action, up to and including termination of volunteer status.

# Tax Exemption

The Texas Public Safety Association (TPSA) is recognized as a tax-exempt organization under section 501(c)(3) of the Internal Revenue Code as a 170(b)(1)(A)(vi) charitable organization. This status provides exemption from federal income tax as well as certain other taxes. In addition, TPSA is eligible for state tax exemptions in Texas, including exemptions from sales and use tax on qualifying purchases.

## Federal Tax Exemption

As an organization exempt under 501(c)(3), TPSA is exempt from federal income tax. This exemption applies to the organization's income related to its exempt purposes. It is essential for TPSA staff to ensure that income and expenditures are managed in compliance with IRS guidelines to maintain our tax-exempt status.

Download: [IRS Determination Letter](#)

## Compliance and Record-Keeping

- **Documentation:** Maintain detailed records of all income and expenses.
- **Usage of Funds:** Ensure funds are used for educational, charitable, or other exempt purposes.
- **Reporting:** File necessary annual returns with the IRS to maintain transparency and compliance.

## State Tax Exemption

The Texas Public Safety Association (TPSA) is exempt from certain Texas taxes as per the Comptroller of Public Accounts.

Download: [State Exemption Verification Letter](#)

## State Tax Exemptions

- **Franchise Tax:** Exempt since 2021-07-21.
- **Sales and Use Tax:** Exempt since 2021-07-27.
- **Hotel Occupancy Tax:** Not exempt.

## Claiming Exemption

To claim exemption from Sales and Use Tax, complete and sign a Texas Sales and Use Tax Exemption Certificate and provide it to the vendor. You can complete and sign a prefilled TPSA - Texas Sales and

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Use Tax Exemption Certificate with Adobe Sign below. You will be offered the option to download the completed form after you sign and it will also email you a copy.

Create: [Exemption Certificate](#)

## Sales made by TPSA

While the Texas Public Safety Association (TPSA) is exempt from paying sales tax on purchases due to its 501(c)(3) status, this exemption does not apply to sales made by the organization.

## Sales Tax Collection

- **Current Practice:** TPSA currently provides services exclusively to other tax-exempt organizations, thus not requiring the collection of sales tax.
- **Potential Change in Practice:** If TPSA were to sell goods or services to non-exempt entities, it would be required to collect sales tax. This would necessitate obtaining a sales tax permit from the state.

## Permit Requirements

- **Sales Tax Permit:** Not currently held by TPSA, as it does not engage in sales that require the collection of sales tax.
- **Limitations:** Without a sales tax permit, TPSA should not engage in transactions that necessitate the collection of sales tax.

## Exemptions and Exceptions

- **Tax-Free Fundraisers:** Sales of taxable items during qualified tax-free fundraisers do not require a sales tax permit.
- **Non-Taxable Sales:** If TPSA only sells non-taxable items, a sales tax permit is not needed.
- **Third-Party Fundraisers:** In cases where TPSA collaborates with a for-profit entity for fundraising, the responsibility of collecting and remitting sales tax lies with the for-profit entity, not TPSA.

# Stipend Policy

The Texas Public Safety Association (TPSA) acknowledges the valuable time and effort put in by our volunteers. As a token of appreciation and motivation, TPSA has instituted a stipend policy. The stipend aims to support the dedication of Executive Council Members, Regional Board Members, and Staff Members (hereinafter referred to as "Eligible Volunteers"), who contribute significantly to our mission.

## Eligibility

All Eligible Volunteers are entitled to receive a stipend per fiscal year. An Eligible Volunteer is in good standing if they are actively fulfilling their role's duties and have not been subject to any disciplinary action or removal proceedings by the Board of Directors or Executive Council.

To qualify for the stipend, each Eligible Volunteer must complete a specific list of duties related to their role. Completion of the duties indicates that the volunteer has fulfilled their responsibilities for that fiscal year.

Eligible volunteers must sign an agreement at the beginning of the fiscal year or position listing their qualifying duties.

The stipend amount for each eligible position shall be determined annually by the Board of Directors during the budget approval process. The approved amount for the upcoming fiscal year will be documented in the minutes of the Board of Directors meeting and communicated to all Eligible Volunteers in their annual agreement.

## Disbursement

The stipend will be disbursed upon completion and evaluation of the list of duties by the Board of Directors.

Each Eligible Volunteer is entitled to receive one stipend per fiscal year. The stipend will not be prorated or divided.

Stipend payments are dispersed through Ramp.com, our expense platform

Stipends will be processed for disbursement no later than 45 days following the end of the fiscal year to allow adequate time for the Board's evaluation..

## Loss of Eligibility

If the checklist/worksheet is not completed by the end of the fiscal year, the Eligible Volunteer loses their eligibility for the stipend for that year.

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An Eligible Volunteer who resigns from their position before the end of the fiscal year forfeits their eligibility for the stipend for that year.

An Eligible Volunteer who is removed from their position by the Board of Directors or Executive Council for cause (e.g., misconduct, neglect of duty) immediately forfeits their eligibility for the stipend.

In the event of an extended leave of absence, stipend eligibility will be reviewed by the Board of Directors on a case-by-case basis.

## **Evaluation**

The Board of Directors is responsible for evaluating the checklist/worksheets. The evaluation shall be based solely on whether the duties outlined in the volunteer's signed annual agreement have been satisfactorily completed. The Board's decision regarding satisfactory completion is final. Managers will evaluate and provide recommendations to the Board of Directors on the completion of assigned duties.

## **Record Keeping**

The Director of Finance will maintain accurate and up-to-date records of all stipend disbursements.

## **Legal Compliance**

The stipend is a token of appreciation and does not constitute a salary or wage. Receipt of a stipend does not create an employment relationship between TPSA and the volunteer. Volunteers are not eligible for any employee benefits, such as health insurance, retirement plans, or unemployment compensation.

The disbursement of all stipends is contingent upon the financial health and available resources of TPSA. In the event of significant financial hardship, the Board of Directors reserves the right to reduce or suspend stipend payments for a given fiscal year. Any such decision will be formally documented and communicated to all Eligible Volunteers as soon as possible.

The Director of Finance will abide by all necessary state and federal laws.

# Staff Stipend Agreement

This agreement is between you, the Staff Member, and the Texas Public Safety Association (TPSA). It covers the details of your volunteer stipend for this fiscal year, as described in the official TPSA Stipend Policy.

## Your Agreement and Understanding

By signing this document, you are confirming that you understand and agree to the following:

- I have received and read the TPSA Stipend Policy.
- I agree to all the terms in the Stipend Policy, including the rules for eligibility and payment.
- My manager has provided me with a separate list of specific tasks I need to complete to qualify for the stipend.
- I understand that the stipend is a token of appreciation, not a salary or wage, and it does not make me an employee of TPSA.
- I understand that the disbursement of all stipends is contingent upon the financial health and available resources of TPSA.

## Stipend Amount

I understand that after I successfully complete all my assigned tasks for the fiscal year, and my work has been approved by my manager and the Board of Directors, I will be eligible to receive a one-time stipend of \$ 200 .

As stated in the policy, payment will be made within 45 days after the fiscal year ends.

Please sign below to confirm your understanding and agreement.

**Recipient's Signature:**

**Date:**

Print Name:

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# Competitive Event Scenario Confidentiality Policy

This policy outlines the confidentiality requirement for all volunteer staff members involved in the creation of Competitive Event Scenarios or management of competitions. To enforce this confidentiality, all such individuals must sign a Non-Disclosure Agreement (NDA). This policy applies to all volunteer staff members who are involved in the creation, planning, organizing, or execution of Competitive Event Scenarios.

## Policy Statement

To ensure the utmost confidentiality of the Competitive Event Scenarios, all volunteer staff members as defined must:

1. Read, understand, and sign the Non-Disclosure Agreement (NDA) before any involvement in the creation of the Competitive Event Scenarios.
2. Comply with all terms and conditions specified in the NDA.
3. Understand that breach of the NDA may result in removal from the volunteer position and potential legal action.

## Non-Disclosure Agreement

The NDA, which needs to be signed by all involved volunteer staff members, includes but is not limited to the following terms:

II. Definition of Confidential Information. For the purpose of this Agreement, "Confidential Information" shall denote any and all information or material, regardless of its form or format, which is owned, held, used, or possessed by the Releaser. Specifically, Confidential Information will include, but not be limited to, Competitive Event Scenarios and their corresponding reference material, intended for, related to, or derived from any and all future conferences, without regard to the date or period of such conferences, and this definition shall continue in effect in perpetuity.

## Compliance

Non-compliance with this policy may result in disciplinary action, up to and including removal from the volunteer position.

## Policy Review

This policy will be reviewed on an annual basis to ensure its continued relevance and efficacy. Any necessary amendments will be made in accordance with the review findings.

# NON-DISCLOSURE AGREEMENT (NDA)

**The Parties.** This Unilateral Non-Disclosure Agreement, hereinafter referred to as the “**Agreement**,” effective as of \_\_\_\_\_, hereinafter referred to as the “**Effective Date**,” is by and between:

**Releasor:** Business entity known as **Texas Public Safety Association ("Releasor")**

**Recipient:** Individual(s) known as \_\_\_\_\_ (**"Recipient"**)

## Confidential Information

In this Agreement, the term "Confidential Information" denotes any and all information or material, in any form or format, designated as confidential by the Texas Public Safety Association ("Releasor"). The determination of what constitutes Confidential Information and any exceptions or authorized disclosures shall rest exclusively with the Releasor's Board of Directors.

## Non-Disclosure

The Recipient agrees that it shall have the obligation to:

- Hold all Confidential Information in strict confidence.
- Not use Confidential Information for personal gain or in any manner detrimental to TPSA.
- Take all necessary steps to protect Confidential Information from unauthorized disclosure.
- Not disclose or make available Confidential Information to any person, firm, corporation, association, or other entity for any reason or purpose whatsoever unless explicitly authorized in writing by the TPSA Board of Directors.

This Section shall survive and continue after any expiration or termination of this Agreement and shall bind Recipient, its employees, agents, representatives, successors, heirs, and assigns.

## Use or Disclosure of Confidential Information

Recipient shall only use the Confidential Information as directed by the Releasor, and not for its own purposes or the purposes of any other party. Disclosure within the Recipient's organization is permitted only on a "need to know" basis. Recipient shall advise each permitted person that the information is confidential and proprietary to the Releasor and may not be disclosed or used for personal purposes. This Section shall survive and continue after expiration or termination of this Agreement and bind Recipient, its employees, agents, representatives, successors, heirs, and assigns.

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## Exceptions to Confidential Information

The Recipient shall not be restricted from disclosing or using Confidential Information that:

- Was freely available in the public domain at the time it was communicated to the Recipient by the Releasor.  
Subsequently came to the public domain through no fault of the Recipient.
- Is in the Recipient's possession free of any obligation of confidence at the time it was communicated to the Recipient by the Releasor.
- Is independently developed by the Recipient or its representatives without reference to any information communicated by the Releasor.
- Is provided by Recipient in response to a valid order by a court or other governmental body, as otherwise required by law.
- Is approved for release by written authorization of an officer or representative of the Releasor.

## Notice of Disclosure

If Recipient is required to disclose Confidential Information, Recipient agrees to:

- Promptly notify the Releasor.
- Consult with the Releasor about resisting or narrowing the request or requirement.
- Assist the Releasor in seeking a protective order or remedy, without violating applicable laws.

Recipient will not be liable for disclosures made in compliance with a valid tribunal order, unless the disclosure results from an earlier unauthorized disclosure by Recipient.

## Term

This Agreement, with respect to Confidential Information, remains effective in perpetuity.

## Return of Confidential Information

Upon Releasor's request or termination of negotiations between the Parties, Recipient will promptly return all originals, copies, equipment, files, and personal property containing or relating to Confidential Information. Recipient may not retain or distribute copies or create new documents containing Confidential Information.

**TPSA**



## Indemnification

The Parties agree to indemnify and hold harmless each other fully against any claims, demands, losses, damages, liabilities, costs, or expenses arising from breaches of this Agreement by the Recipient.

## Covenants

Parties agree that covenants, agreements, and restrictions herein are essential to protect Releasor's business goodwill, interests, and proprietary rights. Parties have independently discussed and had the opportunity to review this Agreement with legal counsel.

## Notice

Any notices must be written and personally delivered, mailed by first-class mail (postage prepaid, return receipt requested), or sent via overnight courier (charges prepaid) to:

**Releasor's Address:**

7544 FM 1960 Rd E PMB 118, Humble, TX 77346

**Recipient's Address:**

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Address changes must be communicated via certified mail with return receipt.

## Authority

This Agreement represents the complete understanding between the Parties and supersedes prior agreements. Modifications or discharges require written consent signed by both Parties.

## Assignment

Neither party may assign or transfer this Agreement without prior written consent from the other party.

## Binding Arrangement

This Agreement is binding upon and benefits the Parties and their respective successors and assigns.

## Severability

If any provision is found invalid or unenforceable by a court, the remaining provisions remain unaffected and enforceable.

**TPSA**



## Governing Law

This Agreement shall be governed by the laws of the **State of Texas**.

## Authority

Each party warrants they have full authority to execute and perform this Agreement without legal or other hindrance.

## Execution

IN WITNESS WHEREOF, the Parties have executed this Agreement on the undersigned date.

**Releasor's Signature:**

**Date:**

\_\_\_\_\_  
Print Name:

\_\_\_\_\_

\_\_\_\_\_

**Recipient's Signature:**

**Date:**

\_\_\_\_\_  
Print Name:

\_\_\_\_\_

\_\_\_\_\_

**TPSA**

