

Texas Fire Chiefs Association  
**DOCUMENT SUBMISSION FORM**

Candidate Department: Coppel Fire Department

Best Practice Standard: 5.01 Privacy and Security of Records

**Proofs of Compliance Submitted:**

1. Please see the attached City of Coppel Policies and Procedures Handbook, Policy #1206: Confidential Information (Page 2).
2. Employees of the City of Coppel Human Resources Department have undertaken specific training in this topic area, to include training from the Attorney General of Texas website. The Training can be found at the following URL's:
  - <https://www.texasattorneygeneral.gov/media/videos/play.php?image=2005openrecords&id=150>
  - <https://www.texasattorneygeneral.gov/media/videos/play.php?image=2005openmeetings&id=149>
3. Please see the attached email from the City of Coppel Human Resources Manager stating completion of necessary training (Page 3).

<b>Submitted By:</b> Gregg Loyd	<b>Date:</b> 10/1/2013
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**Evaluator's Review**

**Evaluator:**

**Date Accepted:**

**CITY OF COPPELL POLICIES AND PROCEDURES HANDBOOK  
CONFIDENTIAL INFORMATION  
POLICY NO. 1206**

Rev. 01/01/2010

Safeguarding confidential information is essential. Caution and discretion are absolutely essential in the use and disclosure of any and all confidential and proprietary information. Employees who are privy to such information may share it only with those having a legitimate business need to know. This means that employees may not disclose to or discuss confidential City, vendor, citizen, or employee information with another City employee unless the other employee has a legitimate business need to know the information. Likewise, employees may not disclose such confidential information with other vendors, citizens or other third parties unless there is a legitimate and necessary business reason for doing so. Employees with questions as to what is confidential, what is a legitimate and necessary business reason, who is an appropriate person to discuss confidential information with, or who is an appropriate person to disclose confidential information to, must talk to their supervisor, Department Director, or the Human Resources Department.

Confidential and proprietary information may not be used for personal gain or in any way that is adverse to the City's interests. Using confidential information for the purpose of making personal investments or business decisions is also prohibited.

The inappropriate use or disclosure of confidential information may result in civil and criminal penalties. If you are required to give testimony or depositions regarding the City, you must notify the Human Resources Department and the City Manager's Office immediately.

Any employee who is aware of, or suspects, that an employee is or is about to violate this policy must immediately tell their supervisor or someone else in City management. Any employee who improperly uses or discloses confidential information, or who fails to report a suspected or actual violation of this policy, will be subject to disciplinary action, up to and including termination of employment.

Justin Vaughn

Sent: Thu 1/16/2014 11:35 AM

To:  Timothy Allen

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Tim, the HR staff completed the open records training yesterday 1/15/14 at 9 am.

Sent from my iPhone