# Security Agreement for Research and Test Validation/Development Participants

California law authorizes state agencies to maintain the security of their tests and confidentiality of personal information about test takers. The Commission on POST reserves the right to hold individuals liable for costs associated with the exposure of confidential test materials. This includes but is not limited to costs associated with the retrieval of exposed test materials and costs associated with the development, validation, and administration of new test materials.

By agreeing to participate in the following project, Public Safety Dispatcher (PSD) Job Analysis Workshop, you are agreeing to the terms outlined below. As a participant in this project, you will have access to confidential test material. By signing this form, you agree to:

1. Keep all test material secure while it is in your possession. While for the purpose of the project, certain encrypted, password-protected data will be permitted to leave POST, **UNDER NO CIRCUMSTANCES IS TEST CONTENT TO LEAVE THE WORKSHOP**.
2. Return all test material, including any drafts or notes to POST staff members designated as responsible for the test material. The POST staff member responsible for this project is [Irene Wong-Chi](mailto:Irene.Wong-Chi@post.ca.gov).
3. Refrain from retaining, forwarding, or copying any test material for any purpose not explicitly authorized by POST. Copying or transmitting test information from POST computers to flash drives, CDs, or other portable electronic devices is strictly prohibited.
4. Discuss the POST Public Safety Dispatcher Entry-Level Test Battery only with POST staff and other persons officially bound by the terms of a Test Security Agreement for involvement in this project. Topics that may not be discussed with non-project participants include, but are not limited to, test content and any personal information about any individuals involved in the exam development, validation, or administration process.
5. Refrain from taking the POST Public Safety Dispatcher Entry-Level Test Battery for a minimum of 4 years after your involvement in this project concludes.
6. Protect testing database integrity by only using copies of the data provided by POST.
7. Use test materials in accordance with relevant professional standards (e.g., *Standards for Educational and Psychological Testing [*American Educational Research Association, American Psychological Association, and the National Council on Measurement in Education,1999]) and state and federal law.

I have read the above statements and agree to use test materials in accordance with the terms specified in this agreement. I accept personal responsibility for preventing exposure/maintaining confidentiality of all test-related information and materials provided by POST as part of this project.

I understand that POST will retain all property rights, including intellectual property rights to test materials and test content developed during the course of this project. I relinquish rights to any test materials/content developed or validated using my input during the course of this project. I understand that all testing/research conducted is with POST’s consent and in accordance with POST standards.

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| **Workshop SME Participant** | **Commission on POST**  **Authorization** |

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| --- | --- | --- |
| **Printed Name** |  | **Printed Name** |
| **Signature** |  | **Signature** |
| **Date** |  | **Date** |
| **Address** |  | **Commission on POST**  **860 Stillwater Road, Suite 100**  **West Sacramento, CA 95605** |
| **Phone** |  |  |
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**Email**