

	<p>JUSTICE CABINET DEPARTMENT OF JUVENILE JUSTICE POLICY AND PROCEDURES</p>	<p>REFERENCES: 4-JCF-6F-06; 4C-48 3-JDF-1F-03-08; 4C-43, 44 3-JCRF-1F-05-09; 4C-26 1-JDTP-1F-04-08; 3B-14 1-JBC-1F-03-06; 4C-40, 41 1-SJD-1F-02-07; 4C-36, 37 NCCHC Y-71</p>
<p>CHAPTER: Administration</p>		<p>AUTHORITY: KRS 15A.065</p>
<p>SUBJECT: Research Projects</p>		
<p>POLICY NUMBER: DJJ 127</p>		
<p>TOTAL PAGES: 4</p>		
<p>EFFECTIVE DATE: 5/15/2017</p>		
<p>APPROVAL: Carey D. Cockerell</p>		<p>, COMMISSIONER</p>

I. POLICY

It shall be the policy of the Department to support, engage in, and use research activities relevant to its programs services and operations. The research shall be conducted in a responsible manner, which ensures the confidentiality of youth.

II. APPLICABILITY

This policy shall apply to all Department of Juvenile Justice programs and offices.

III. DEFINITIONS

Refer to Chapter 100.

IV. PROCEDURES

A. All research requests shall be submitted to the Division Director of Program Services.

B. Research Proposal Submission Requirements

A research proposal shall contain the following:

1. Full name of the researcher, researcher’s qualifications, and sponsoring organization, if any.
2. Statement of the purpose of the research.
3. Description of the methodology.
4. Specification of the information to be obtained and sources.

If information is obtained directly from subjects a copy of any questionnaires, tests, or interviews to be used on subjects, shall be provided with proposal.

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5. If identifiable information is to be obtained, the specific procedure to be utilized in order to comply with the conditions stated herein.
6. A signed statement of agreement to abide by the conditions of participation.

C. Conditions of Participation

The researcher shall assume the responsibility for ensuring the protection of the rights and wellbeing of the individuals involved in the study. Prior to receiving the Department's approval, the researcher shall agree to abide by the following conditions of participation:

1. Information which identifies an individual may be used only for research or statistical purposes. Identifiable information shall not be revealed for any purpose other than approved research; shall not be included in reports or publications; and shall be maintained under physically secure conditions. At the termination of the project, identifying information, specifically name and identifying numbers shall be destroyed or otherwise separated from the data.
2. Information may be collected directly from the research subject only with informed and voluntary consent of the youth and parent or guardian. The researcher is responsible for retaining a signed consent form which clearly states the purpose of the project and the activities in which the subject will be involved.
3. Information designated as privileged in statutes shall not be disclosed by the researcher subject to the penalties specified.
4. All information or data obtained under the auspices of a cooperative research project shall be made available to the Department upon request. This may include, but is not limited to, all raw data stored on electronic data processing equipment. Full documentation shall be required, including a comprehensive code listing as well as all computer programs, statistical techniques, etc. which were used to collect, analyze, or store the data. Data, when requested, shall be made available upon completion of the project. The researcher shall furnish the Department with a copy of the completed research, unless prior arrangements have been made to the contrary.
5. Information collected or obtained through cooperative research shall not be transferred to a third party without the approval of the Department. Recipients of transferred data are subject to the same conditions of participation stated herein.
6. The offering of incentives to youth or employees for participation in research shall not be permitted.

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7. All research results shall be made available to the Commissioner for review and comments prior to release or dissemination outside of the Department.

D. Processing of Proposed Research

1. Review

- a. The Division Director of Programs Services or designee shall review the proposal to determine if it meets the submission requirements and conditions of participation.
- b. If the Division Director of Program Services or designee finds the proposal does not meet the submission requirements and conditions of participation, the researcher shall be informed of the denial or of additional information needed to process the request.
- c. If the proposal meets the guidelines, and involves facility or community services personnel or youth, the proposal shall be forwarded to the respective Facilities Regional Administrator (FRA) or Division Director of Community and Mental Health Services. The respective FRA or Division Director of Community and Mental Health Services shall be responsible for discussing the proposal with the supervisor of impacted programs and operations for evaluation. Any concerns regarding the research proposal shall be directed to the Division Director of Program Services or designee and communicated to research staff.

2. Approval

The Division Director of Program Services or designee shall submit the final research proposal to the Commissioner's Office for approval.

E. Publication Rights

All publications shall contain a statement which acknowledges Department of Juvenile Justice participation in the project, but disclaims approval or endorsement of the findings. In the case of films, manuals, books, articles, or other copyright material, the Department reserves a royalty-free, non-exclusive and irrevocable license to reproduce and use such materials.

F. Medical Experimentation Upon Youth

No youth under the jurisdiction of the Department shall be the subject of medical, pharmaceutical, cosmetic, or experimental behavior modification research.

G. Non-Compliance

Failure to comply with any of the policies or procedure stated herein shall constitute grounds for termination of the project and may result in denial of approval for future research proposals by the researcher and the sponsoring agency or institution.

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V. MONITORING MECHANISM

The Division Director of Program Services, or designee, shall monitor this policy.