

<p style="text-align: center;">POLICY OF</p> <p style="text-align: center;">STATE OF DELAWARE</p> <p style="text-align: center;">DEPARTMENT OF CORRECTION</p>	<p style="text-align: center;">POLICY NUMBER</p> <p style="text-align: center;">6.9</p>	<p style="text-align: center;">PAGE NUMBER</p> <p style="text-align: center;">1 of 3</p>
<p>CHAPTER: 6 PLANNING, INFORMATION TECHNOLOGY, EVALUATION AND RESEARCH</p>	<p>RELATED ACA STANDARDS: 2-CO-1F-13, 2-CO-1F-14</p> <p>SUBJECT: RESEARCH ACTIVITIES</p>	
<p>APPROVED BY THE COMMISSIONER AND EFFECTIVE THIS DATE:</p>		
<p>APPROVED FOR PUBLIC RELEASE</p>		

RMS 6/29/15

- I. **AUTHORITY:** 11 *Del. C.* §6517; 29 *Del. C.* §8903
- II. **PURPOSE:** To establish guidelines for experimental research or testing.
- III. **APPLICABILITY:** All Department employees, volunteers, persons or organizations conducting business with the Department.
- IV. **DEFINITIONS:** None
- V. **POLICY:** The Department will support and engage in research activities relevant to its programs and services. This research can contribute to effective supervision, conservation of resources, increased public safety and may assist in establishing goals, objectives and plans for the future.

In order to supplement existing resources, the Department shall permit, encourage and use research conducted by outside professionals. When appropriate, the Department will pursue financial support for research from private and public funding sources.

It is the policy of the Department of Correction to prohibit offenders from participating in medical, pharmaceutical or non-cosmetic testing for experimental or research purposes. For other medical research, refer to Department policy 11-I-06.

Offenders participation in non-medical and non-pharmaceutical research/testing should be permitted only after a review of the research design indicates the probability that no adverse effects will occur to the offenders in the program. The Commissioner will give final approval for any recommended project.

The researcher shall ensure the protection of the rights, privacy and well-being of the individuals involved in the study. These protections shall be spelled out in Institutional Review Board, or similar documents, from the College, University or organization conducting the research. Participants to research studies shall be volunteers, and shall be fully informed of the nature and extent of the research project and use of information from the study.

The Department will establish mandatory guidelines authorizing access to records and data for research purposes while maintaining confidentiality and the security of the Department.

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The following guidelines will be followed:

- A. Undergraduate and Graduate Students: Requests from undergraduate college students to conduct research studies will not be approved. Research proposals from graduate students will be reviewed three times a year during the months of February, May and October.
- B. Colleges, Universities, and Non-Profit Research Organizations: Research proposals will be reviewed three times a year during the months of February, May and October. The Department may consider requests outside of this time frame when it will be actively partnering with the research groups conducting studies to support or promote Departmental operations.
- C. Guidelines for approval:
 - 1. The research will be conducted by professional researchers, college faculty or graduate students engaged in their masters or doctorate studies.
 - 2. A project overview and research design report, including purpose, goals, objectives, timeline, methodology, and Institutional Review Board approval will be submitted to the Department's Research and Planning Unit.
 - 3. After review and approval by Research and Planning, the proposal with recommendation will be submitted to the Commissioner.
- D. Once approved by the Commissioner, Research and Planning will coordinate research activities with the researcher or group.
- E. The study will not disrupt the Department's routine or interfere with personnel carrying out their duties.
- F. Interviews of offenders or staff will be done on a voluntary basis only.
- G. Subjects used in the study will not be identified by name or in any way which would reveal their identity.
- H. The researcher or group will explain the goals and methods of the study to all potential subjects, with written explanation provided. All offenders and staff shall be informed that their participation in the research is purely voluntary.
- I. The researcher will obtain signed consent from all individuals who are to participate in the research.
- J. Any data collected during the course of the research shall be used only in the manner described to the subject prior to his entry into the study.

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- K. Information or data collected or obtained through cooperative research shall not be transferred to a third party without the approval of the Commissioner of the Department of Corrections.
- L. No employee of the Department or inmate shall receive compensation or payment of any kind for participation in the research project.
- M. Any use of the data, beyond the original overview and report is prohibited.
- N. Permission to conduct the study may be discontinued at any time for violations of these guidelines, or for violations of any Departmental policy or verbal directives given by Departmental staff involved with the study.
- O. The researcher or group will submit a draft of the study to the Department for review prior to completion and publication.
- P. Provide copies of the published report to the Department for internal dissemination.
- Q. Requests for data, to conduct surveys or research by groups not meeting the criteria in A and B above, will be referred to the Public Information Officer, and are subject to refusal based upon their scope or time and labor required by the Department to accommodate the request.
- R. For Freedom of Information Act (FOIA) requests, please see DOC policy 10.5.

