

NEW JERSEY JUVENILE JUSTICE COMMISSION
Office of the Executive Director

POLICY NUMBER: ED:01.08 (2017)

EFFECTIVE DATE: July 3, 2017

SUBJECT: *REQUESTS TO CONDUCT RESEARCH*

Attention: All JJC Staff

For Information Contact: Manager, Research & Evaluation

Phone: 609-943-4647

Pages: 5

I. POLICY

It is the policy of the JJC to support academic and other research that will benefit the JJC in its mission to provide care, training and rehabilitation to the juveniles in its custody. In accordance with this policy, the JJC shall consider requests to conduct academic and related research proposals and may approve any such request where it has been determined, after review by the JJC Research Review Board (RRB) that the resulting research will be of benefit to the JJC or the field of juvenile justice as a whole.

II. DEFINITIONS

- A. Research: For the purpose of this document, research shall be defined as a systematic investigation, including research development, testing and evaluation, including evaluation of programs, which may include, but is not limited to, interviews, surveys, focus groups, observation, review and evaluation of existing records, databases, or files, and/or comparison of documents, designed to develop or contribute to a generalizable body of knowledge, and/or development of policy or operations-relevant information.
- B. Juvenile Justice Commission Research Review Board (RRB): The review panel shall be established to ensure that all research requests referred to by this policy are reviewed, and, if approved, shall be conducted within the constraints of all organizational and operational rules, regulations and conditions set by this policy, JJC, Department of Law & Public Safety, and State and federal regulations, guidelines and requirements. The JJC RRB shall be composed of at least the following members:

Chairperson: Deputy Executive Director, Policy, Research & Planning

Vice Chairperson: Manager, Research & Evaluation

Deputy Executive Director, Programs

Deputy Executive Director, Operations

Director, Office of Education

Director, Juvenile Parole and Transitional Services

Director, Community Programs

Chief, Office of Information Technology

Facility Administrator (or designee) for organizational unit(s) involved in the proposed research

Staff Liaison for organizational unit(s) involved in the proposed research

JJC Ombudsman

JJC Ethics Liaison Officer

Any other JJC staff member deemed necessary by the JJC RRB Chairperson

III. PROCEDURES

In all cases of research requests referred to by this policy, written notice of formal approval must be received from the JJC RRB prior to initiation of any research activities involving direct participation of staff and/or juveniles, or review of JJC records, databases or files.

A. Application to Conduct Research

The JJC shall consider research proposals submitted by outside agencies (including colleges or universities) or individuals, JJC employees or JJC contracted staff.

Proposals to conduct research shall be submitted to the JJC Deputy Executive Director, Policy, Research & Planning. The application shall contain the following:

1. A synopsis of the proposed research as a cover document along with the title of the project, the name, title, and contact information for the principal researcher(s), and relevant organizational affiliation;
2. A detailed research proposal that addresses the following:
 - a. The purpose and objectives of the research;
 - b. The potential usefulness/relevance of research findings for the JJC, and the field of juvenile justice as a whole;
 - c. Any applicable funding information;
 - d. Identification of all individuals (and their roles) who will assist with the research and who, as a result, may be provided access to confidential information;
 - e. Proposed use of research findings including the nature of expected dissemination of such findings (e.g., dissertation or other publication, presentation to public entities);
 - f. A description of the research including the methodology to be employed and the data collection processes to be employed (e.g., interviews, record review, observation, analysis of existing data);
 - g. Whether human subjects will be involved in the research and the nature of their involvement, along with any relevant information regarding the target populations to be involved;
 - h. The scope of the research as it relates to the utilization of and access to JJC juveniles, personnel, records and other resources, including the number of human subjects to be involved, the number of and specific identification of the JJC sites and units to be involved;
 - i. A breakdown of applicable time frames for conducting the research at various sites/units and for overall project completion;
 - j. A specific delineation of the JJC records, databases, and files to which the researcher is requesting access; and
 - k. Identification of specific means to be taken to ensure anonymity of participants, and confidentiality of any information collected or JJC records accessed, including identification of the means taken with regard to maintaining and disposing of research records and data to safeguard confidentiality.
3. A copy of the consent forms required when human subjects are involved;
4. A copy of any research instruments to be used (e.g., interview or focus group protocols, questionnaires, tests); and
5. A copy of the applicant's proposal submitted to any college, university, or other Institutional Review Board (IRB) or relevant comparable review committee, along with IRB/review committee approvals to date.

B. Juvenile Participation in Research

No research directly involving juveniles shall be permitted without the prior written agreement of the juvenile and, if under the age of 18, the juvenile's parent or legal guardian.

After approval of the proposed research project, but prior to commencing any aspect of the project, the researcher shall provide signed consent forms (juvenile and parent or legal guardian) to the JJC RRB.

In the process of securing written informed consent, the researcher shall explain the nature of the study/participation, its justification, any potential risks, and safeguards to potential subjects and their

parents or legal guardians, as applicable. A written summary in plain language, shall be provided to each potential subject and his or her parent or legal guardian, as applicable. Juveniles and parents or legal guardians shall be informed that participation in the research is voluntary and shall in no way affect the juvenile's relationship with the JJC. In addition, the juvenile and the parent or legal guardian shall have explained to them that any answers provided by the juvenile shall be kept confidential, and that no respondent shall be identified individually during the course of the research or in any subsequent dissemination of the results of the research.

C. Prohibited Research

The JJC RRB shall ensure the prohibition of the use of juveniles for medical, pharmaceutical, or cosmetic experiments.

D. Research Design Approval Process

The JJC RRB shall review and recommend either approval or disapproval of all research requests to the JJC Executive Director, who shall have final approval authority and shall inform applicants of the final determination.

The JJC RRB review process shall be conducted in accordance with the provisions of this section and in consideration of any other factors it determines, based on the application before it, to be relevant to whether or not a research project should or should not be approved.

The chair of the JJC RRB, or designee, shall conduct an initial review to establish the merits and feasibility of the proposed research. The application shall then be forwarded for further review and discussion by the JJC RRB, as needed.

The JJC RRB shall minimally determine if approval of the research would adversely affect any of the following:

1. Maintenance of safety, security or the orderly functioning of a JJC facility/program or overall JJC operations;
2. Well-being of any juveniles participating in the research;
3. Confidentiality of juvenile records; or
4. Confidentiality and integrity of JJC records.

The JJC RRB Chair, or designee, shall make a specific finding, in every recommendation for approval, that the research proposal will provide a benefit to the JJC or the field of juvenile justice as a whole.

The JJC RRB shall also review other relevant considerations that may arise pertaining to a specific research request.

E. Conduct of Research

Approved research shall comply with relevant State and federal statutes and guidelines, as well as those of the Department of Law and Public Safety and the JJC, along with a college or university, or other entity's Institutional Review Board or relevant comparable review committee.

In addition, approved research conducted by JJC employees (and JJC contract staff) shall be undertaken in a way consistent with New Jersey Conflict of Interest Law, the New Jersey Uniform Ethic Code, and the Department of Law and Public Safety's Supplementary Code of Ethics. This shall include, but not be limited to, the condition that approved research shall not be conducted on State time, nor shall State resources be utilized in planning, implementing and conducting the research.

The JJC RRB, in collaboration with the researcher(s), shall determine what preliminary and subsequent meetings with, and reporting by, the researcher will be necessary to allow JJC to monitor progress and compliance with requirements.

F. Research Findings

Any individual or entity, including colleges and universities, approved to conduct a research project shall make the research findings or results available to the JJC RRB and the JJC's Executive Director, for review and comment prior to publication or any dissemination. In any reporting of results, researchers or subsequent users of the research findings shall not use actual names of subjects or describe any juvenile in such detail that he or she might be identified, and if requested by the JJC, shall not identify the JJC by name or in any way that allows the agency to be identified.

G. Violations of Conditions of Research

Permission to conduct the current study or any further research may be discontinued for violations of any conditions of approval, JJC regulations, policies or procedures in the course of the research. A notice to terminate research may also be given for any conduct that is found to be detrimental to the orderly running of a JJC facility/program or operation.

H. Compensation for Participation in Research Projects

No juvenile or JJC staff member shall receive compensation, payment or gifts of any kind in connection with a research study without the written permission of the JJC Executive Director. If a participating facility/program is to receive compensation, this too shall be with the prior written permission of the JJC Executive Director.

I. Maintenance and Destruction of Research Records and Data

It shall be the responsibility of the researcher(s) to identify security measures, and to ensure that adequate provisions are taken to safeguard confidentiality of research records and data, as well as the confidentiality of any individuals involved in the research study. Specifically, this includes processes regarding the secure maintenance and storage of such records and data, as well as the disposition and destruction of such records and data at the conclusion of the research study.

This provision covers both hardcopy and electronic records and data, and includes any video or audio recording of participants. The responsibility involves ensuring the confidentiality of any information collected through the research process as well as of any JJC records, databases or files accessed through the research process.

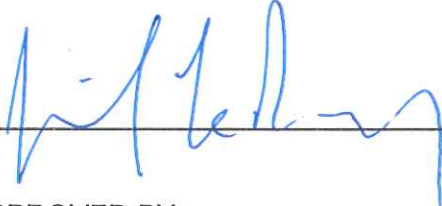
J. Access to Automated Court Records

Applications/proposals that require access to court records, such as the Judiciary's Family Automated Case Tracking System (FACTS) or Promis/Gavel require direct approval from the judiciary beyond that provided through the policy and procedures detailed here. Research with the JJC will not be approved without the approval from the judiciary. Thus, approvals of research requests through this policy and related procedures should not be understood to include approval of requests for access to such court records.

OFFICIAL SIGNATURES ON FILE IN THE JJC OFFICE OF ADMINISTRATION

APPROVED BY:

Name: Jennifer LeBaron, Ph.D. Title: Deputy Executive Director, Policy Research & Planning

Signature:  Date: 6/14/17

REVIEWED AND APPROVED BY:

Name: Kevin M. Brown Title: Executive Director

Signature:  Date: 6/15/2017