

**CHAPTER: 200**

**Public/Public Access**

**DEPARTMENT ORDER:**

**203 – Research Projects**

**OFFICE OF PRIMARY  
RESPONSIBILITY:**

**AS**

# Arizona Department of Corrections

## Department Order Manual



**Effective Date:**

**February 8, 2019**

**Amendment:**

**N/A**

**Supersedes:**

**May 4, 2009**

**Scheduled Review Date:**

**July 1, 2021**

**ACCESS**

**Contains Restricted Section(s)**

A handwritten signature in black ink, appearing to read "Charles L. Ryan", is written over a horizontal line.

Charles L. Ryan, Director

## TABLE OF CONTENTS

<b>PURPOSE .....</b>	<b>1</b>
<b>APPLICABILITY .....</b>	<b>1</b>
<b>RESPONSIBILITY .....</b>	<b>1</b>
<b>PROCEDURES .....</b>	<b>1</b>
<b>1.0 RESEARCH PROPOSALS.....</b>	<b>1</b>
<b>2.0 ACCESS TO INMATES .....</b>	<b>2</b>
<b>3.0 PARTICIPATION .....</b>	<b>2</b>
<b>4.0 DISSEMINATION OR PUBLICATION OF RESEARCH FINDINGS .....</b>	<b>3</b>
<b>5.0 SURVEYS/INFORMATION REQUESTS .....</b>	<b>3</b>
<b>FORMS LIST .....</b>	<b>3</b>
<b>AUTHORITY .....</b>	<b>4</b>

## **PURPOSE**

The purpose of this Department Order is to specify procedures allowing approval to conduct research involving Department staff, facilities and inmates, which contributes to academic disciplines concerned with correctional programs, services, management techniques and/or administrative practices.

## **APPLICABILITY**

This Department Order applies to all research projects requiring resources from the Department, whether such resources include access to facilities, staff, inmates or other assistance. Contract Beds are included when any research project requires access to staff, inmates or information from the Department. Research projects conducted by government entities shall take precedence and may be permitted more complete access to facilities, inmates and staff.

This Department Order does not apply to access to inmates for the purposes of visitation or to access inmates by the media. See Department Order #911, Inmate Visitation, for visitation issues and Department Order #207, Media Relations, for procedures related to media access.

## **RESPONSIBILITY**

The Planning, Budget and Research Administrator is responsible for coordinating research project applications and reviewing final reports on behalf of the Director.

The Division Director for Prison Operations is responsible for coordinating access to inmates when such contact has been approved by the Director.

## **PROCEDURES**

### **1.0 RESEARCH PROPOSALS**

- 1.1 Government agencies, private individuals, private companies, research groups or employees not acting in their official capacity may submit research proposals.
  - 1.1.1 The Department prohibits any human medical, pharmaceutical or cosmetic research or experimentation. Requests for this type of research shall be immediately denied.
- 1.2 Proposal Requests - The person(s) requesting approval to conduct a research project shall submit a proposal to the Planning, Budget and Research Administrator, at least 90 days prior to the anticipated start date of the project.
  - 1.2.1 The requestor shall complete the Research Proposal Request, Form 203-6, and also attach a formal proposal detailing all aspects of the project and forward it to the Planning, Budget and Research Administrator.
    - 1.2.1.1 Once received, the Planning, Budget and Research Administrator shall review and initiate the Research Proposal Review, Form 203-7.
      - 1.2.1.1.1 The form shall be submitted, through the appropriate Division/Assistant Director, to the Director for final approval.

- 1.3 Once a project is approved by the Director, the Deputy Director or Division/Assistant Director in charge of the area in which the project is to be conducted shall assign a Research Coordinator. The coordinator shall:
  - 1.3.1 Serve as the liaison between the organizational unit involved in the research project and Planning, Budget and Research while a project is being conducted, and arrange initial contacts between the researchers and the institutions/facilities involved.
  - 1.3.2 Monitor the approved project utilizing the Research Project Coordination and Monitoring, Form 203-8.

**2.0 ACCESS TO INMATES** - Researchers may correspond with inmates through the mail as outlined in Department Order #914, Inmate Mail.

- 2.1 Researchers may telephonically interview inmates, as long as such interviews are identified in the project request and approved by the Director. The Research Coordinator for the project shall coordinate telephone interviews with the Division Director for Prison Operations.
- 2.2 Researchers shall not have access to inmates for the purpose of interviewing them face-to-face. However, unusual circumstances may arise where a correctional, law enforcement or public safety need can best be served by allowing researchers to have face-to-face contact with the inmates. In these instances, the Director may approve an exception to this rule.
  - 2.2.1 Requests for special access to inmates shall be included in the original project request. Sufficient detail shall be included to allow for an informed decision. The Planning, Budget and Research Administrator shall make note of the request in the cover memorandum for the research proposal packet.
  - 2.2.2 If face-to-face interviews or other access is approved, the Research Coordinator for the project shall coordinate access to the inmate(s) with the appropriate Prison Operations staff.
  - 2.2.3 No access to secure facilities is permitted until the person(s) needing access meet appropriate security and training requirements.

**3.0 PARTICIPATION** - Participation in a research project by staff or inmates shall be permitted only on a voluntary basis.

- 3.1 The researcher shall obtain a completed Inmate Research Participant Consent, Form 203-2, or an Employee Research Participant Consent, Form 203-1, from each participant prior to the beginning of the project.
- 3.2 Researchers may request to pay an inmate for his/her participation in research projects by contacting the Planning, Budget and Research Bureau. Researchers shall not pay employees, who have participated in research projects.
- 3.3 Confidentiality - To ensure the participant's right to privacy, the researcher shall sign the Non-Disclosure Agreement for Non-Criminal Justice Agencies/Individuals, Form 203-4, and/or Non-Disclosure of Personnel Information Agreement, Form 203-5, agreeing to maintain the confidentiality of information that could identify an employee or inmate.

#### **4.0 DISSEMINATION OR PUBLICATION OF RESEARCH FINDINGS**

- 4.1 Researchers shall submit copies of any research findings and manuscripts to the Planning, Budget and Research Administrator for review prior to submitting them to a publisher or disseminating them to the public, other agencies, professional organizations or the media. The intent of the review is to prevent dissemination of information that may be factually erroneous or which may violate the right of privacy of an employee or inmate.
- 4.2 At the discretion of the Director, researchers may be required to submit periodic progress reports.
- 4.3 Once a research project is complete, the Researchers shall submit a final report to the Research Coordinator that includes all findings, recommendations and suggested future research projects.
  - 4.3.1 One copy of the final report and any manuscripts shall be submitted to the Planning, Budget and Research Administrator to be maintained in a research activity file.

#### **5.0 SURVEYS/INFORMATION REQUESTS**

- 5.1 The Deputy Director or designee shall:
  - 5.1.1 Review all surveys or information requests sent to the Department.
  - 5.1.2 Forward all approved surveys to Planning, Budget and Research for completion.
- 5.2 The Planning, Budget and Research Administrator shall:
  - 5.2.1 Review the survey questions and assign them to the appropriate subject matter experts for completion.
    - 5.2.1.1 The subject matter experts shall complete the assigned questions and return them to the Planning, Budget and Research Administrator.
  - 5.2.2 Upon receipt of the completed questions, review the material for completeness and consolidate the responses as necessary.
  - 5.2.3 Complete the entire survey packet, when appropriate.
  - 5.2.4 Prepare a response letter for the Director or designee's signature.
  - 5.2.5 Return the completed survey to the requestor.

### **FORMS LIST**

- 203-1, Employee Research Participant Consent
- 203-2, Inmate Research Participant Consent
- 203-4, Non-Disclosure Agreement for Non-Criminal Justice Agencies/Individuals
- 203-5, Non-Disclosure of Personnel Information Agreement
- 203-6, Research Proposal Request**
- 203-7, Research Proposal Review
- 203-8, Research Project Coordination and Monitoring

## **AUTHORITY**

A.R.S. §31-222, Research and Evaluation Programs