RESEARCH REVIEW AND USE

REVIEW/REVISION HISTORY:

Effective: 1/15/97
Revised: 9/10/99
Revised: 3/2/01
Revised: 8/27/02
Revised: 12/29/06
Revised: 1/23/09
Reviewed: 1/29/10
Revised: 12/1/10
Revised: 1/14/14
Revised: 3/12/19

SUMMARY OF REVISION/REVIEW:

Major changes. Read carefully!

APPROVED:

Signature on file

STEPHEN SINCLAIR, Secretary
Department of Corrections

2/6/19
Date Signed
REFERENCES:

DOC 100.100 is hereby incorporated into this policy; RCW 42.48; DOC 200.065 Grant Administration; DOC 220.010 Contracts; 45 CFR 46

POLICY:

I. The Department has established guidelines and procedures for research projects and use of Department data (e.g., Personal Health Information (PHI), Personally Identifiable Information (PII), administrative).

II. The Department has established and maintains a partnership with the Office for Human Research Protections of the Department of Health and Human Services to safeguard the rights and welfare of individuals subject to research under the Department's jurisdiction or its employees/contract staff/volunteers, or whose personal records are disclosed for research purposes.

A. The Washington State Institutional Review Board (WSIRB) is the designated institutional review board for the Department per RCW 42.48, providing regulatory review, approval, and oversight of research.

DIRECTIVE:

I. General Requirements

A. Research projects, including external projects, must align with and support the Department’s programs, services, operations, mission, and/or strategic goals, and comply with state and federal guidelines and standard scientific rigor (e.g., thorough, appropriate, methodical).

1. Permission to conduct research may be rescinded, suspended, or denied if activities are inconsistent with those approved or are in violation of state or federal law, an established contract, or Department policy. Violations may result in notification to the WSIRB and/or sponsoring institution.

B. No facility/office or unit, including the Research and Data Analytics (RDA) Unit, will permit or participate in research without appropriate approval(s).

C. Upon request, individuals conducting research will provide documentation that the research is approved and authorized.

II. General Responsibilities

A. The RDA Unit will:
1. Conduct independent research,
2. Coordinate, collaborate, and assist in external and internal research projects and data requests,
3. Provide consultation on scope, protocols, questions, methodology, data variables, timeline, and proposed deliverables (e.g., presentations, reports, debriefs, analyses, manuscripts),
4. Establish and maintain contracts per DOC 220.010 Contracts, and
   a. Data variables must be specified in data share agreements.
   b. Research activities and protocols must be specified in memorandums of understanding.
5. Review deliverables before publication or dissemination.

B. The Research Review Committee (RRC), chaired by an RDA employee, will consist of representatives from each division and:
   1. Develop strategic partnerships within divisions/programs,
   2. Identify research needs and priorities among divisions, and
   3. Assist with subject matter expertise, including review of deliverables.

III. Requests for Research/Data
A. Requests will be reviewed and approved based on Department priorities (e.g., legislation, public safety, available resources) by a designated RDA employee(s).
B. Research requests require WSIRB approval and may require additional approval from the RRC.
C. Research projects designed and conducted by external researchers and other external partnerships/funding are encouraged.
D. Grant partnerships with a research/data component should be coordinated with the RDA Unit to ensure available resources, and to determine the timeline and associated costs.
   1. Grants will be approved and implemented per DOC 200.065 Grant Administration.

IV. Research Participation
A. Research involving individuals in total/partial confinement must comply with the requirements outlined in 45 CFR 46.

B. Medical experiments, pharmaceutical testing, and cosmetic research are prohibited.

C. Individuals may volunteer to participate in approved research projects, but will not receive compensation (e.g., reward, favor, reduction of time, written/implied benefit) for participating.

D. Individuals may refuse to participate in research at any time. Negative consequences (e.g., sanctions, violations, loss of earned time) will not be imposed for refusing to participate.

DEFINITIONS:

Words/terms appearing in this policy may be defined in the glossary section of the Policy Manual.

ATTACHMENTS:

None

DOC FORMS:

None