

<p align="center"><b>GEORGIA DEPARTMENT OF JUVENILE JUSTICE</b></p>	<p align="center">Transmittal # 14-02</p>	<p align="center">Policy # 1.9</p>
<p>Applicability: {x} All DJJ Staff {x} Administration {x} Community Services {x} Secure Facilities (RYDCs and YDCs)</p>	<p>Related Standards &amp; References: ACA Standards: 4-JCF-6F-04 through 07 NCCHC Juvenile Health Care Standards, 2011: Y-I-05 DJJ 5.3</p>	
<p>Chapter 1: ADMINISTRATION</p>	<p>Effective Date: 3/15/14 Scheduled Review Date: 3/15/16</p>	
<p>Subject: RESEARCH</p>	<p>Replaces: 2/15/12 Division of Administrative Services</p>	
<p>Attachments: A – Research Request Form B – Research Agreement</p>	<p>APPROVED:</p>  <hr/> <p>Avery D. Niles, Commissioner</p>	

**I. POLICY:**

Any research conducted or approved by the Department of Juvenile Justice shall be in accordance with applicable laws, rules and regulations concerning the protection of human subjects.

**II. DEFINITIONS**

**Institutional Review Board (IRB):** An appropriately constituted group that has been formally designated by an institution/organization to review and monitor research involving human subjects.

**Research:** A systematic search for facts or scientific investigation designed to develop or contribute to knowledge.

**Research Request:** A proposal made to any Department employee to conduct Research which involves the Department.

**External Research Requestor:** The single individual who has full and final responsibility to conduct Research which involves the Department. This individual may or may not be employed by the Department.

**III. GENERAL PROCEDURES**

- A. Open records requests will be handled in accordance with DJJ Policy 5.3, Open Records Act.

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**IV. RESEARCH REVIEW COMMITTEE**

- A. The Department will maintain a Research Review Committee (RRC) to review Research Requests, make recommendations to approve or disapprove the Request, and/or recommend special conditions or stipulations of approval.
- B. The RRC will consist of at least one representative from each of the following divisions/offices as pertaining to the research topic:
  - 1. Division of Community Services
  - 2. Division of Secure Facilities
  - 3. Division of Support Services
  - 4. Division of Administrative Services
  - 5. Division of Operations & Compliance
  - 6. Office of Strategic Planning
  - 7. Office of Legal Services
  - 8. Office of Education
  - 9. Office of Health Services
  - 10. Office of Behavioral Health Services
  - 11. Office of Budget
  - 12. Office of Human Resources
  - 13. Office of Technology and Information Services
- C. The Director of the Office of Strategic Planning (OSP) or designee will serve as chair of the RRC.
- D. The RRC will meet at the discretion of the chair when there are issues or concerns to be resolved in order to reach consensus.
- E. Attendance at all such meetings is mandatory for the RRC members from the following divisions/offices:
  - 1. OSP (Committee chair)
  - 2. Office of Legal Services

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- 3. Division(s) or Office(s) related to the Research Requests being reviewed
- F. No staff involved in the Research may sit on the RRC for their particular Research Request.
- G. A log of all research requests will be maintained by the RRC chair.

**V. RESEARCH REQUEST SUBMISSION AND REVIEW**

- A. Any Department employee who receives a Research Request will forward that request to the RRC chair.
- B. The following documentation must be completed, signed by the External Research Requestor and submitted to the RRC chair before the RRC will consider the Research Request:
  - 1. DJJ Research Request (Attachment A)
  - 2. DJJ Research Agreement (Attachment B)
- C. Additionally, research requests that involve human subjects will require approval of the Institutional Review Board (IRB) associated with the requestor's organization/institution. No Research Request which involves human subjects will be considered without IRB approval.
- D. The RRC chair will acknowledge receipt of Research Request within 10 working days of receipt at the Department.
- E. The RRC will consider the following factors, at a minimum, before recommending the approval or denial of the Research Request:
  - 1. Any possible benefits to be derived from the study
  - 2. The potential burden the Research may place upon Department operations and resources
  - 3. Consent and assent procedures required for the study (i.e., the need for individually identifiable information or the production of individually identifiable information)
  - 4. Protection of the rights and welfare of any human subjects involved in the study.
- F. The RRC may invite subject matter experts to assist in the review of complex issues requiring expertise beyond or in addition to that of the Committee. The subject area expert will not take part in Committee deliberations.

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- G. The External Research Requestor may be invited to attend the Committee meeting to clarify issues concerning the proposed research activity. The External Research Requestor will not take part in Committee deliberations.
- H. The Committee will make a recommendation regarding approval, disapproval, conditions, and/or stipulations. A research decision letter will be drafted by OSP with input from the RRC and executed by the RRC chair or designee.
- I. The RRC will respond to the External Research Requestor within 60 days of receipt of the Research Request with the status of the request, including:
  - 1. Additional Information Required
  - 2. Pending Decision
  - 3. Request Approved
  - 4. Request Denied
- J. If the RRC requires additional information to satisfy any questions or concerns, the External Research Requestor will be notified, in writing, that additional information is required. The Committee's recommendation may be delayed until the External Research Requestor provides the requested information. The Committee's recommendation may be delayed pending review of the additional information. Research decisions contingent upon additional information being received will be made within 30 days of its receipt.
- K. No Research will be conducted by the External Research Requestor until the Research Request is approved.

## VI. RESEARCH ACTIVITIES

- A. External Research Requestors and others involved in the Research who, as part of the Research, will have direct contact with youth must submit to a background investigation (see DJJ policy 3.52, Background Investigations). The background investigation must be cleared before they are allowed to have direct contact with youth.
- B. The Department may monitor any on-going Research and may, at its discretion, immediately terminate or suspend any Research believed or determined to be harmful to youth, staff, or the mission and goals of the Department.
- C. Ongoing Research must be approved annually by the RRC. The External Research Requestor must submit a new DJJ Research Request (Attachment A) at least 60 days prior to the expiration date specified in the approval letter. Failure to renew the DJJ Research Request may result in cancellation of the Research.

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- D. If the Research requires active participation of youth or staff outside of their normal activities, the participants must freely volunteer to participate and may withdraw from participation at any time. No adverse consequences will be imposed for declining to participate or for withdrawal from participation in Research. No youth involved in Research will be denied services which he/she would ordinarily receive.
- E. Privacy and confidentiality will be maintained in accordance with state and federal law, Department policy, and applicable ethical standards. Names of participants or information that would compromise confidentiality or privacy will not be released or included in disseminated results.
- F. No medical, pharmaceutical, or cosmetic research will be performed on youth. Under no circumstances will medications be prescribed for the purpose of experimentation or research.

**VII. LOCAL OPERATING PROCEDURES REQUIRED: NO**