



RESEARCHER PROCEDURE MANUAL:
USING THE PROFESSIONAL RESEARCH POOL FOR
CRIMINAL JUSTICE SCIENCE

(www.prpforcjscience.com)

Illinois Law Enforcement Training and Standards Board Executive Institute (ILETSBEI)

Department of Psychology at Western Illinois University (WIU)

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NATIONAL RESEARCH GUIDELINES AND WESTERN ILLINOIS UNIVERSITY POLICY ON ETHICS IN RESEARCH USING HUMAN PARTICIPANTS

Checklist for Documentation Requesting Use of the PRP

_____ Proof of Ethical Oversight

- Institutional Review Board (IRB) Proposal submitted to your institution
- IRB Administrator Letter or Other Communication Indicating Approval
- **Field Studies Only** – Letter of Support from the Study Site

_____ PRP Request for Use Form

- One Page Abstract of Study (See Appendix C for Details)
- Primary Researcher(s) Curriculum Vita or Resume
- Acknowledgement of Guidelines and Procedures (Appendix B)

Researcher Acknowledgement of Guidelines and Procedures

All researchers using the Professional Research Pool for Criminal Justice Science (the PRP) to recruit participants must obtain and read a copy of this “Researcher Procedure Manual”. Subsequently, researchers must complete and submit the “PRP Request for Use” application process, which acknowledges that this manual has been reviewed and commits researchers to following all organizational and federal guidelines and regulations concerning the use of human subjects in research including (See Appendix D on Terms of Use and Service):

1. Obtaining participants’ informed consent as approved by the researcher’s Institutional Review Board (IRB, or other ethical oversight) prior to recruiting through the PRP.
2. Debriefing participants on the purpose and expected results.
3. Submitting a final report summarizing (500 word abstract) research findings to the PRP administrators for publication on the PRP website (www.prpforcjscience.com).

Protecting Participant Rights

Participation in research is voluntary for all professional research participants enrolled in the PRP and they have the right to withdraw from a study at any time with no coercion to continue. Any published documents resulting from data collected from the PRP must protect the confidentiality of those participants. Unless an exemption has been approved by an IRB, researchers must secure informed consent from participants before collecting data. The informed consent document should provide potential participants with:

1. A description of the study including the nature of participation (e.g., online survey, field or laboratory research that may require travel).
2. The general purpose of the study and its duration.
3. Possible risks and benefits as well as assurances related to confidentiality and the right to withdraw from a study at any time without penalty.
4. Contact information (i.e., name(s), address, email, and phone number) should be included on the consent for participants who may have questions or concerns regarding the research. It must include:
 - a. Name(s) of primary researcher(s)
 - b. The IRB administrator for the researcher’s home institution
 - c. ResearchPool@iletsbei.com

Human Protection Training

Researchers must adhere to the ethical guidelines for research with human participants provided by the American Psychological Association (<http://www.apa.org>) and The Belmont Report (<http://ohsr.od.nih.gov/guidelines/4elmont.html>). All researchers (faculty, graduate students, and undergraduate students) are expected to have some form of Human Subjects Protection Training before recruiting from The PRP. The National Institute of Health Office of Extramural Research offers training in the use of human participants in research and can be found at <http://phrp.nihtraining.com/users/login.php>

Institutional Review Board (IRB)

Researchers must obtain approval for their research *from their home institution* or governmental oversight organization charged with oversight for research with human participants and adherence to the Belmont Report regulations (<http://ohsr.od.nih.gov/guidelines/belmont.html>). The IRB at the researcher's institution is responsible for protecting the rights and welfare of human subjects participating in research projects to include volunteers in The PRP. The IRB acts according to policies set forth by the United States Department of Health and Human Services Public Health Service Act as amended (Title 45 CFR PT 46). Compliance with these federal regulations not only safeguards human subjects and the institution sponsoring the research project, but also protects the researcher and enables The PRP to serve as a conduit between researchers and a valued resource – professionals in the criminal justice field. **Researchers without proof of IRB approval, or other ethical oversight from their home institutions will not be allowed to recruit participants from The PRP.**

Research projects involving the use of human participants conducted by organizational researchers, university faculty, staff, or students must be reviewed by an IRB for compliance with the Office of Human Research Protections (OHRP) guidelines. This includes research conducted online, in laboratories, or field-based research, as well as research completed by graduate and undergraduate students for dissertations, theses, and independent research projects.

Requests for recruiting from The PRP are reviewed by the PRP Administrators. Once a complete request is submitted a PRP Administrator or designated person will:

- Contact the IRB administrator listed to confirm that:
 - The project requesting the PRP resources has been approved and the expiration date of the study approval will be recorded.
 - Researchers involved in data collection through the PRP have training in the use of human participants.
- Review and monitor studies as necessary to confirm that:
 - Projects past approval expiration dates are removed from the PRP site unless renewal requests are made.
 - Concerns brought to the PRP Administrators from participants about a study are addressed in a timely fashion.

It is up to individual researchers to notify PRP Administrators of substantive changes made in projects that affect the conditions of participant treatment and to notify their own IRB for review of said changes. Please review related information regarding service charges and fees for modifications in a project that constitute a novel research project in the sub-section below (**How much does it cost?**).

Academic Integrity

Academic integrity means honesty and responsibility in scholarship. All individuals conducting research using the PRP are expected to maintain the highest level of academic and professional integrity. Although the researchers are likely from a variety of behavioral science fields (e.g., criminal justice, psychology, sociology)

each area is governed by similar ethical principles in the conduct of research with humans. For a review please see the following links:

Academy of Criminal Justice Sciences (http://www.acjs.org/page/Code_Of_Ethics)

American Psychological Association (<http://www.apa.org/ethics/code/>)

American Sociology Association (<http://www.asanet.org/membership/code-ethics>)

The PRP is co-sponsored by the Illinois Law Enforcement Training and Standards Board Executive Institute (ILETSBEI) and Western Illinois University (WIU) and as such is supported by foundational principles related to scholarly activities. It is expected that those utilizing the services of The PRP will do so in good faith, with the utmost care in meeting the principles of their individual professions, institutions, and organizations, which are likely to be congruent with the following standard:

“The basic principle in the conduct of scholarly activity rests on objective inquiry and the pursuit of truth. Integrity in the conduct of scholarly activity is essential and must be maintained. Although instances of misconduct are rare, it is acknowledged that they do occur. Once they do occur, they present a serious threat to continued public confidence in the integrity of the scholarship and the stewardship of funds which support the scholarly activity. This Policy provides the basis for uniform procedures for dealing with instances of alleged or apparent misconduct, as the term is defined herein, and the responsibilities for such actions. This Policy is written and approved in accordance with Public Health Service regulation 42 CFR Part 50, Subpart A. This policy applies to all individuals at Western Illinois University paid by, under the control of, or affiliated with the institution, including faculty, administrators, scientists, trainees, technicians and other staff members, students, fellows, guest researchers, or collaborators at Western Illinois University. This policy neither limits nor supersedes the University's review procedures and disciplinary actions authorized under the Academic Dishonesty Policy for Undergraduate Students and Academic Dishonesty Policy for Graduate Students.”

For the entire academic integrity policy at WIU, please visit: <http://www.wiu.edu/policies/miscond.php>

GUIDELINES, POLICIES, AND PROCEDURES

The Basis of the PRP for CJ Science

The WIU Psychology Department believes that it is important for people to have a greater understanding of behavioral research and its methods. Psychological science, for example, is based upon careful observation of behavior and systematic collection of data relevant to issues in a variety of fields including criminal justice. One valuable method for increasing understanding is through direct participation by professionals in the criminal justice field in research. Such participation provides professionals with direct knowledge of the basic processes by which psychology and other behavioral sciences operate. Additionally, information provided by the researchers conducting studies through The PRP can facilitate comprehension of research that finds its way to the field in supporting evidence-based practices and policies.

The ILETSBEI is the technical assistance, research, and executive development branch of the state agency mandated to promote and maintain a high level of professional standards for law enforcement, corrections officers, and others working in the criminal justice system. The ILETSBEI guides the law enforcement community to achieve high standards to enhance the mission of providing professional and just services to communities throughout Illinois and beyond.

ILETSBEI and WIU have partnered to provide needed infra-structure (The PRP) to support standards of professionalism in the field and research development and implementation of evidence-based policies and practices (See Appendix D for Terms of Use and Service). The following sections describe the rules, procedures, and responsibilities of researchers using The PRP. Questions about the following guidelines and procedures should be sent to The PRP Research Administrator at ResearchPool@iletsbei.com.

Who are the participants in PRP?

Participants are drawn from approximately 34,000 professionals working in the criminal justice field. They are predominately drawn from the Mid-West region of the United States and represent a variety of criminal justice organizations (e.g., law enforcement, corrections) from rural, urban, and suburban regions. Pre-screen demographics are available to researchers recruiting through The PRP (See Appendix A). The Professional Research Pool (PRP) for Criminal Justice Science invites participants from all criminal justice disciplines to participate in the PRP including law enforcement officers, corrections professionals, and other criminal justice areas.

Posting Studies through The PRP

Who is an eligible researcher? The PRP for Criminal Justice Science invites researchers from all behavioral science disciplines to participate in the PRP. In order to be eligible to access The PRP researchers must:

- Be a member of a professional organization that is nationally recognized (e.g., American Psychology and Law (Division 41 of APA), Academy of Criminal Justice Sciences, etc.)
- Belong to a supporting institution with the ability to offer ethical review and oversight for the proposed study (e.g., College, University, Police Organization, Research Institute, etc.)

All research projects and researcher credentials will be vetted prior to approval. If you have questions please contact us at researchpool@iletsbei.com

What projects are appropriate? In keeping with the concepts of scholars collaborating with practitioners, The PRP will accept projects that focus on a number of areas of research requiring professionals working in the criminal justice system.

Such projects may include, but are not limited to:

- Law Enforcement
- Corrections
- Criminal Justice System Processes
- Behavioral Sciences

What information is required for researchers when posting a study to The PRP? Once a study has been approved for posting, researchers should, at a minimum, include the following information about the study:

- Study Name (may differ from the IRB proposal) & Brief Description
- More Detailed Description
 - What will participants do in the study?
 - How long is it expected to take?
 - Any expected adverse consequences?
- Researcher(s) Name(s) and Contact Information

- IRB Approval Code / IRB Approval Expiration Date (Provided by The PRP Administrators – at that point the study will be active and visible to participants)

Faculty sponsors of student research should be sure that their name and contact information appears along with the student's as part of the study description. Recruitment is limited to the necessary sample size indicated on the approved IRB protocol and requested in the researcher's application materials. Incentives for participation (e.g., monetary compensation, gift cards, etc.) should only be included as part of a study description after they have been reviewed and approved as part of the IRB proposal. Once this information is posted, the researcher should send an email to ResearchPool@iletsbei.com to request study approval. As soon as the research administrator has verified the application materials the study will be made available.

When should I submit my request to conduct research and when will I hear if I am approved?

Research projects can be submitted on an ongoing basis. There is no set deadline for when a project should be submitted; however, it does take approximately 5 to 10 working days to review and approve a study for posting. You can submit your study proposal through the online submission process (https://www.prpforcjscience.com/?page_id=1347). The PRP team will review all of the submitted documents including the abstract of the study for posting, IRB approval letter with IRB administration contact information from the researcher's institution/organization, the primary researcher's Resume/CV including the institutional affiliation, and contact information. You will receive email affirmation of successful submission of the required documents. Once IRB approval of the researcher's home institution has been verified a researcher will be directed to a payment link for access to The Pool. Pending any unforeseeable concerns/issues with the application, a response within five (5) to ten (10) business days of submission can be expected. Upon approval, researchers will receive confirmation, payment submission information, and a unique login and password for posting the study to The PRP system. A final review of the posted information will be made and the study will be activated by The PRP Administrator. If a project is not approved, an email with details on the decision and any recommendations for revisions will be sent. The most likely reason for denying access is an inability to confirm IRB approval from a researcher's home institution or organization. No studies will be allowed to recruit from The PRP without ethical oversight from their home institution.

Why should I use the PRP? The PRP is a unique opportunity to bring together researchers and practitioners in one place. Funded through a grant from the American Psychology-Law Society, the PRP is specifically designed to create a research pool populated with criminal justice professionals. Researchers can more readily access the population of interest – law enforcement officers, corrections officers, etc. with one streamlined approval process. Moreover, all PRP participants complete the pre-screening process, which is useful for researchers in targeting specific professionals registered with the pool and willing to participate in research dedicated to the criminal justice system. No other pool exists like this in the United States and there are plans to grow The PRP to include researchers and participants on a national level to expand the scientific study of the criminal justice field.

How does it work? The PRP uses the SONA Systems cloud-based subject pool software, which is generally used in universities all over the world in academic settings such as psychology departments. The PRP chose SONA System for its expertise in the field of research pools, technology, and security. After approval, research project sign-up is conducted completely online and provides researchers with information regarding potential participants also registered with the pool. More information about SONA can be found at: <https://www.sona-systems.com>. Once a study is approved, a researcher will also have access to more detailed information about the system operations.

How much does it cost? The PRP is maintained through WIU and ILETSBEI, charges to researchers are intended to support the maintenance, software, and personnel required at cost. Researchers are charged in accordance with their organization and ability to pay. The PRP has two fee structures: Researcher Level 1 and

Researcher Level 2 to acknowledge the needs of researchers who may not have financial support (i.e., grant support) for their research. The two different packages address the needs of:

1. Professional Researchers Level 1 – Projects without grant funding, graduate student thesis and doctoral projects, and American Psychology-Law Society members and student associates.
2. Professional Researchers Level 2 – Projects with grant funding, professional organization affiliates, and professional research organizations.

Table 1. Requirements and fees for professional researchers at Level 1 and 2.

Level Requirements	Professional Researchers Level 1	Professional Researchers Level 2
Professional Membership	*AP-LS Member / Student Associate <ul style="list-style-type: none"> • Faculty Projects • Thesis/Doctoral Projects 	Other Professional Organization Membership Required
Research Affiliation	Professional Organization Affiliate <ul style="list-style-type: none"> • College/University • Professional Research Organization 	Professional Organization Affiliate <ul style="list-style-type: none"> • College/University • Professional Research Organization
Funding Resources	None	Grant Funded Research
	\$250.00 USD per Study	\$500.00 USD per Study

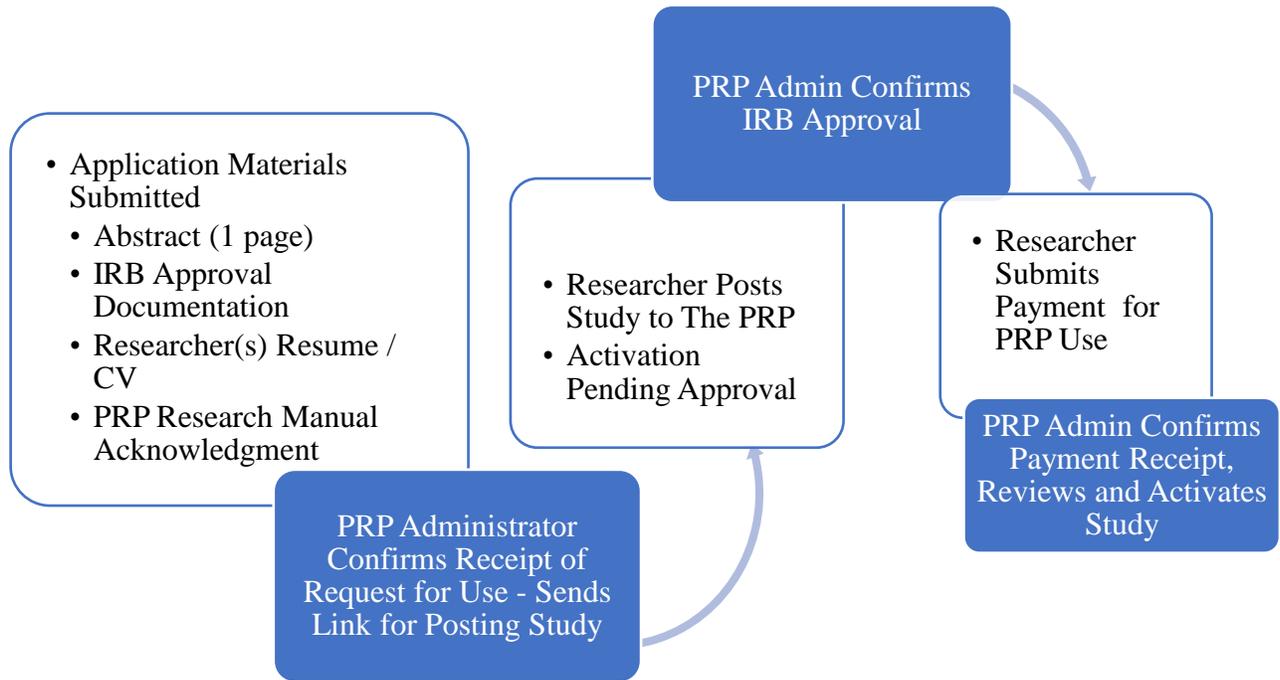
NOTE: Between Jan 1 – Dec 31, 2018 AP-LS members and student affiliates may post one study for free as long as it meets policy requirements. Requests from AP-LS members to post additional studies during the designated time frame will incur Level 1 fees (\$250.00 USD/study).

Once a study has met their recruitment goals it will be de-activated. Should a researcher make modifications in a study with the intention of continued data collection, researchers must submit proof of additional monitoring and review from their institution’s IRB. **Once approved, modifications may be made and additional participants recruited for a \$50.00 USD renewal fee.** Entirely new projects, as defined by different hypothesis and measures, will be treated as a new study and be subject to the per study fee as determined by Table 1.

How do I submit a study for approval? Application requests are submitted electronically. Submit a one (1) page abstract, an IRB Approval Letter with institutional contact information, the resume/curriculum vita of the researcher(s), and acknowledgment of reading and review of this manual (i.e., Researcher Procedural Manual). The abstract should be written for a general, but educated audience (i.e., avoids, or clearly defines, field-specific jargon) and include:

- A clear hypothesis and theoretical basis for the research.
- The methodology employed for hypothesis testing.
- Clear indication of the number of subjects requested and an estimate of time investment for each participant.
- If applicable, indicate whether the research has connections to the Six Pillars of 21st Century Policing (see PRP home page for more information).

Figure 1. Using the PRP



APPENDIX A

PRE-SCREEN ITEMS

Demographics

1. **Confidential ID: Please provide your initial and date of birth (e.g., KAM11141966)**

2. **Gender:**

- Male
- Female
- Transgender

3. **Age:** _____ years old

4. **What is your profession in the criminal justice system?**

- a. Corrections
- b. Dispatch
- c. Law Enforcement
- d. Parole
- e. Probation
- f. Other

5. **Are you a sworn law enforcement officer?**

- Yes
- No

6. **If a sworn law enforcement officer, how many total years of experience do you have (in either your current agency of other agencies) _____ years**

7. **If not a sworn law enforcement officer, what is your total number of years' experience as a Criminal Justice Professional? _____ years**

8. **Current Rank/Position:**

- a. Patrol Officer
- b. Detective
- c. Sergeant
- d. Lieutenant
- e. Captain
- f. Major
- g. Deputy Chief or Chief
- h. Other (Specify: _____)
- i. Does Not Apply to My Position

9. **Highest level of education achieved:**

- a. High School Diploma
- b. Some College – No Degree
- c. Associate's Degree or Certificate
- d. Bachelor's Degree

- e. Master's Degree
- f. Professional Degree (e.g., Law Degree, MBA, MPA)
- g. Doctorate Degree

10. **How would you describe your race/ethnicity?**

- a. American Indian or Alaskan Native
- b. Asian or Pacific Islander
- c. Black or African American
- d. Caucasian or White (Non-Hispanic)
- e. Hispanic or Latino
- f. Mixed Heritage: _____
- g. Other: _____
- h. Please Provide: free response

11. **What is the region where you work as a criminal justice professional?**

- a. Northeast
- b. Southeast
- c. Midwest
- d. Southwest
- e. West

12. **I am working in the state of:**

Free Response

Experience with Criminal Justice Research

1. **Not including this survey, have you participated in police research through training or a research-based institution (e.g., college or university)?**
 - a. Yes
 - b. No

2. **If you haven't participated in Criminal Justice research before, what is the primary reason (select only one)?**
 - a. No one has ever approached me before.
 - b. Research doesn't seem relevant to my work.
 - c. I thought it would take too much time.
 - d. I am worried about the privacy of my responses.
 - e. It's not part of my job description.
 - f. My organization doesn't encourage it.
 - g. Not applicable – I have participated in research before.

3. **Indicate the extent to which the following statement represents your view on research participation on the scale from 1 (strongly disagree) to 5 (strongly agree).**

I would be more likely to participate in research if:

- a. I had a better understanding of how participating helped the profession.
- b. I had a better understanding of how participating benefits me.
- c. There was a centralized, secure web-site devoted to police research only that kept you informed of research projects in my region.
- d. My organization encouraged participation either through revisions in the job description, training or promotion expectations.
- e. I was paid for my participation that was outside of my regular work hours.
- f. Research participation was part of my professional development similar to gun recertification or other on-going training for the job.

Criminal Justice Professional Perceptions of Research

Please respond to each statement below based upon your perceptions as a law enforcement officer (administrator). There is no "right" or "wrong" response, simply be sure to respond anywhere on the scale you choose:

1 (strongly disagree) - - 2 (disagree) - - 3 (uncertain/no opinion) - - 4 (agree) - - 5 (strongly agree)

Officer Knowledge of Empirically-Based Practices

1. It is very important that Criminal Justice practices are based on high-quality research.
2. Generally, I read research-based articles to keep me informed of evidenced-based Criminal Justice practices.
3. I don't generally read research articles on practices.
4. For information on evidence-based practices, I regularly read relevant scholarly publications (e.g., those from the National Institute of Justice or Police Executive Research Forum reports).
5. To improve my evidence-based knowledge I use agency or national criminal justice web-sites.
6. For continuing education in my criminal justice profession I regularly take relevant courses online.
7. I generally avoid online continuing education courses for my work.

8. For staying up on the latest practices, I generally like to attend conferences.
9. For staying up on the latest practices, I generally like to attend training seminars or workshops.
10. I think that being a participant in research improves my ability to use research findings in my work.
11. When reading about evidenced-based practices, I usually know what to do with the information to improve my work performance.
12. Reading about evidence-based practices isn't all that helpful as I am uncertain about how to incorporate the information into practice.
13. I keep up with research on practices to improve my level of professionalism in the field.
14. I feel satisfied with my knowledge of evidence-based practices.
15. I think that being a participant in research improves my understanding of research.
16. I am generally uninterested in participating in research.
17. Research is critical for me to do my job the best I can.
18. Researchers too often discount the experience Criminal Justice Professionals bring to practices.
19. I would participate in research more if it seemed more relevant to my work.
20. I have participated in Criminal Justice research.
21. I would participate in research more if I knew that a project was connected to my agency and/or state training board.
22. I would participate in research more if I knew that a project was connected to an academic department at a university.
23. I don't believe in using research because it can't really tell you what to do for a specific situation.
24. Even though it may not predict reactions in a specific instance, research is important when considering how most people will react under stressful situations.
25. The generalizability of research is likely to help me employ the best practices even when my situation in the field differs from the training.
26. I would be more likely to participate in research if my agency executives encouraged us to.
27. If my colleagues were regularly participating in research projects I would be more likely to participate as well.
28. Generally, I don't really trust researchers or the information they provide.
29. Research is complicated by too many statistical analyses that are not relevant to my work as a professional.
30. Even though I may not understand all of the statistics with research I believe researchers have important, valuable insights into daily practices.
31. Being a participant in research is likely to help me understand how research is valuable to practice.
32. Research findings would be more applicable to Criminal Justice practices if more professionals were willing to participate in research.
33. I would volunteer to participate in a secure, online human-subjects pool devoted only to Criminal Justice personnel.
34. Collaboration with researchers is necessary for an agency to improve its effectiveness within the Criminal Justice System.
35. When a new idea is presented from top administrators, it is usually a fad, and things will eventually return to normal.
36. I am willing to try new tactics or strategies, even if they are different from what I am currently doing

APPENDIX B
RESEARCHER ACKNOWLEDGMENT OF THE PRP
GUIDELINES AND PROCEDURES

I have read and understand the Researcher Procedure Manual: Using the Professional Research Pool (The PRP) for Criminal Justice Science. I (We) agree to obtain the necessary approval from our Institutional Review Board for all research conducted within The PRP. I (We) also agree to obtain participants' signatures (or consent acknowledgement) as approved by the IRB prior to participation, to debrief participants on the purpose of the research, and to provide a summary of the study results to The PRP (www.prpforcjscience.com) once data collection and analysis is completed.

Acknowledgement is indicated upon submission of materials for review.

APPENDIX C

PRP ADMINISTRATOR PROCEDURES AND CHECK LIST FOR APPLICATIONS

- Review Application for Completion. A one (1) page abstract, an IRB Approval Letter with institutional contact information, the resume/curriculum vita of the researcher(s), and acknowledgment of reading and review of this manual (i.e., Researcher Procedural Manual).
 - Is the following information included in the abstract:
 - Title of study.
 - A clear hypothesis and theoretical basis for the research.
 - Description of the methodology employed for hypothesis testing.
 - Clear indication of the number of subjects requested and an estimate of time investment for each participant.
 - If applicable, indicate whether the research has connections to the Six Pillars of 21st Century Policing (see PRP home page for more information).
- Contact the IRB administrator listed to confirm that:
 - The project requesting the PRP resources has been approved and the expiration date of the study approval will be recorded.
 - Researchers involved in data collection through the PRP have training in the use of human participants.
- Review and monitor studies as necessary to confirm that:
 - Projects past approval expiration dates are removed from the PRP site unless renewal requests are made.
 - Renewal requests have additional approval from an IRB and do not reflect a new study (see payment section in PRP Researcher Use manual).

APPENDIX D
THE PRP TERMS OF USE AND SERVICE

ILETSBEI and WIU are the supporting institutions for the Professional Research Pool for Criminal Justice Science (www.prpforcjscience.com). The PRP is designed to facilitate partnerships between researchers and practitioners that are mutually beneficial to criminal justice science and evidence-based policy and practice. Researchers are allowed access to PRP participants with the understanding that they will adhere to the highest ethical standards involving research with human participants. Participants register through The PRP with the understanding that they are professionals working within the criminal justice system and that their voluntary participation in research posted to The PRP is confidential, anonymous (i.e., de-identified), and reported at the group level. It is expected that researchers and participants will not use The PRP for illegal, harmful, fraudulent, infringing, or objectionable activities, or encourage others to do so. Indication that users – researcher or participant – are not in keeping with this policy will be barred from further access.