

Essex County Sheriff's Department

Application and background waiver to be completed by the primary researcher, staff, or persons in contact with inmates or conducting research at ECSD

THE PURPOSE OF THIS APPLICATION IS TO ESTABLISH AND CONDUCT RESEARCH PROJECTS INVOLVING INMATES OR INDIVIDUALS EMPLOYED BY THE DEPARTMENT.

Please Type or Print

Date of Application: _____

Title of the Study: _____

Principal Researcher: _____

Name:

Last _____ First _____ MI _____ Maiden Name (if applicable) _____

Gender: ☐ M ☐ F

Current Address: _____

Home Phone: _____ Work: _____ Cell: _____

College / University / Foundation / Agency Information

Name: _____

Address: _____

Phone Number: _____

Secondary Researcher and All Staff Associated with this Project

1. Name: _____

Address: _____

Phone: _____

Email: _____

2. Name: _____

Address: _____

Phone: _____

Email: _____

3. Name: _____

Address: _____

Phone: _____

Email: _____

4. Name: _____

Address: _____

Phone: _____

Email: _____

5.

List an endorsement by a recognized research organization certifying that the research is for valid scientific, educational or other public purpose:

- Attach your professional credentials and materials relevant to the application form.
- Describe any specialized training, skills, apprenticeship, etc. that relate to the research you will be conducting.
- Describe the purpose and rationale for the study, including study goals and hypotheses.
- Discuss the potential for benefits to the individual, society, class of individuals (e.g. offenders, corrections professionals). List potential risks associated with participation in the study.
- Describe the research design, including procedures for data collection and procedures that will be followed to protect the privacy of the participants. Describe any measures or instruments that will be used and explain how data will be analyzed.
- Summarize participant information, including the number of subjects to be recruited for the study and inclusion/exclusion criteria.
- Describe the process of obtaining informed consent from subjects (attach a copy of the consent to this application).
- Provide details of any compensation to be paid to the participants.
- List materials needed to conduct the research project.
- What is the anticipated duration of the research project?

The primary researcher shall provide a clear and comprehensive explanation of the study to all potential participants.

Include with this application copies of any proposed literature to be given to participants, including, but not limited to:

- **Informed Consent**, which includes informing participants that their participation in the research is purely voluntary and will not affect the terms or length of their confinement and they can quit the study at any time without consequences. Please note that each participant must sign an Informed Consent, and each *must be witnessed*. A hard copy of the consent form must be given to the participant.
 - **Explanation of Study** in plain, easily understood language
 - **Written questionnaires or lists of questions to be asked, any scripted directions to interviewers or protocols**
- Research must be conducted in compliance with state and federal policies and guidelines for the use and dissemination of research findings, in accordance with accepted professional scientific ethics.
 - When a study requires access to criminal offender record information (CORI), the researcher shall apply for access to the Criminal History Systems Board records. A letter of approval must be received before being allowed to begin the research. Only researchers working with or for the ECSD on a specific research project and / or grant may be allowed access to CORI information of any type.
 - The primary researcher and staff designated in the application must indicate their consent to conduct research.
 - The participant name or other information that might lead to identification of a particular subject may not be used in any report or research results.
 - Compensation will be at the discretion of the Sheriff or designee.