

# *Research Terms of Reference*

## **RESEARCH/INTERVIEWS/FILMING**

### **POLICY OBJECTIVE**



1. To encourage scientific social (operational, medical and behavioural) research/interviews/filming in corrections in a manner that respects the rights of inmates, wards and staff and uphold ethical guidelines governing the discipline.

### **PARAMETERS**

2. Research is the systematic, controlled, empirical investigation into a subject in order to provide information. Research includes testing hypotheses, surveys, and searching for and analyzing secondary data.

**UPON APPLICATION TO THE DEPARTMENT OF CORRECTIONAL SERVICE TO UNDERTAKE RESEARCH/INTERVIEWS/FILMING THE FOLLOWING ARE REQUIRED AND MUST BE SUBMITTED THREE WEEKS IN ADVANCE:**

### **PREREQUISITES FOR RESEARCH/INTERVIEWS/FILMING**

-  Request letter must be addressed to the Commissioner of Corrections.
  
-  A certified letter must be sent from the institution to which you are attached (especially for students)

✚ Copies of your Research Proposal/Project Proposal

✚ Copies of your Research Instruments eg. Questionnaire/Interview schedule

✚ Copies of Consent Form: A written informed consent shall be signed by all participants. This should clearly explain the research, giving reason and stating the source. The potential risks and tasks to be performed should be stated. State that participation is voluntary and will not impact on their length of sentence and finally they can withdraw at any point without consequences. (consent form).

✚ Detailed schedule

✚ The number, name(s), position(s) of all persons to accompany you inside the institution must be submitted.

✚ Contact: mailing and email address and telephone number(s)

✚ Completed Visitor Application Form for each person [visitor form]

✚ Specific to **INTERVIEWS/FILMING**

▶ All questions to be asked of all participants must be submitted to the Commissioner at least thirty (30) days before the date of the actual interview.

▶ The purpose and intent of the interview/documentary must be clearly and comprehensively set out in your request, this should also state the persons, agencies, organizations etc. to which the interview/documentary will be distributed or supplied.

▶ Photographs of inmates, wards and staff faces as well as voice recordings are restricted.

✚ (Specific to **MEDICAL RESEARCH**)

▶ The Commissioner shall review all proposals which involve medical programs. Such proposal shall also be reviewed and approved by Medical Coordinator/Chief Medical Officer/Psychiatrist and the

Permanent Secretary of the Ministry of National Security and other relevant bodies if necessary.

▶ Programmes must agree with the Ministry Of Health research guidelines. ([www.moh.gov.jm](http://www.moh.gov.jm))

▶ An inmate may volunteer to participate in a medical research study only if he:

- has been diagnosed with the condition being studied
- clearly understand the objective of the study
- understand and accept the methods to be used.
- is aware of the anticipated benefits and risks
- has signed a consent form which describes the objectives of the study and stipulates conditions.

**3. Each research proposal/questions shall be reviewed by the appropriate Research Committee: Commissioner of Corrections; Deputy Commissioner of Custodial Services; Psychiatrist/Chief Medical Officer; Director of Rehabilitation; Legal Advisor; Representative of the Ministry of National Security; other relevant personnel. If it were a high density research this process require 20 working days.**


**PROPOSALS/QUESTIONS WILL BE SCREENED CONSIDERING THE FOLLOWING FACTORS:**


✚ Their compatibility with the research priorities and objectives of the Department.

✚ The observation of research ethics including possible risks and harm to subjects.

✚ required probe will neither interrupt inmate's treatment plan nor conflict with institutions' regulations/operations

✚ The quality of the proposal: methodology, research instrument and schedule in comparison to others

 The benefits this research will have to the department

 The ability for Reports to be submitted to the Department

## **AGREEMENT WITH RESEARCHERS/INTERVIEWERS/FILM MAKERS**

**4. Once a proposal has been approved, a written agreement between the Department and the researchers shall be drawn up. This proposal shall comply with governing legislations and shall include and be acknowledged by Researchers to:**

- **A. Respect the legislative and policy provisions for the protection of the confidentiality of information and the privacy of staff, offenders and ex-offenders. This shall include adherence to the appropriate legislation.**
- **B. Abide by all rules and regulations of the correctional service applicable to volunteers, visitors or staff.**
- **C. A recognition that permission to conduct research may be withdrawn at anytime for violations of the rules and regulations or unapproved deviations from the original proposal, or may be temporarily suspended for operational reasons.**
- **D. an acknowledgement that, other than the report submitted for publication, no further release of data collected shall be made without the permission of the Department and/or the Ministry of National Security.**
- **E. a stipulation that all reports shall make appropriate acknowledgement and include a statement of the disclaimer that opinions and conclusions do not necessarily represent those of the Department and/or the Ministry of National Security.**
- **F. The Department of correctional services reserves the right to request a report of findings especially where there are relevant to reviews of correctional programmes.**

**5. It is imperative that confirmation be received from the Department of Correctional Services before your research is confirmed with your institutions/organizations.**

**6. Upon receiving permission, Superintendents shall inform Researchers of the applicable rules and regulations of the correctional institutions. Which includes: No staff member/inmate shall be offered privileges in exchange for their participation**

**UPON RECEIVING PERMISSION, AN AGREEMENT BETWEEN YOU AND THE**

**DEPARTMENT MUST BE**

**SIGNED.**

**\*\* The Department's Research Officer will also monitor research activities to ensure compliance with the policy *and will aid where necessary*. The Research Officer will remain connected to ensure the dissemination and application of research findings as appropriate.**

**DEPARTMENT OF CORRECTIONAL SERVICES**

**AGREEMENT BETWEEN THE DEPARTMENT AND EXTERNAL RESEARCHER(S)**

I \_\_\_\_\_ of \_\_\_\_\_ agree to:

1. Respect all legislative and policy provisions for the protection of the confidentiality of information and the privacy of staff, inmates and wards.
2. To abide by all applicable rules and regulations of the Department of Correctional service (D.C.S.), including those disguised to ensure my safety.
3. To recognize and accept that permission to conduct research may be withdrawn at anytime for violation of the said rules and regulations or approved deviation from the original proposal or may be suspended for operational reasons.
4. That report will **only** be used for said purpose and no further release of data collected shall be made without the permission of the Commissioner o Corrections.
5. That all reports shall include a statement and disclaimer that opinion and conclusion do not necessarily represent those of the Department.
6. That all reports resulting from research findings shall be reviewed by the Department prior to publications/releases in order to ensure considerations established for the contract have been met and the legislation has been respected.

**7. The Department of Correctional Services shall receive a copy of the Research Report.**

**I understand and accept all above clauses:**

**Researcher/Interviewer/Film Maker**

\_\_\_\_\_

**Date** \_\_\_\_\_

**Instructor of Programmes (lecturers)** \_\_\_\_\_

**Date** \_\_\_\_\_

