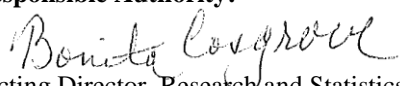
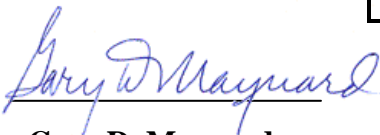


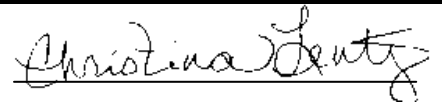
Executive Directive



Title: Departmental Research Committee	Executive Directive Number: GPS.010.0015
Related MD Statute/Regulations: Correctional Services Article, §§ 2-103, 2-112, and 4-202(b), Annotated Code of Maryland; Criminal Procedure Article, §§ 10-201 <i>et seq.</i> , Annotated Code of Maryland; State Government Article, § 10-624(e), Annotated Code of Maryland; COMAR 12.12.24.02J, 12.15.01.12, and 12.15.01.14	Supersedes: DPSCS.010.0015 <i>Departmental Research Committee</i> Dated: December 16, 2009
Related ACA Standards: 4-4108, 4109, 4110, 4111, 4112, 4113 4-ALDF-4D-18, 4ALDF-7D-18 2-CO-1F-09	Responsible Authority:  Acting Director, Research and Statistics
Related MCCS Standards: .02L	Effective Date: September 4, 2013 Number of Pages: 4



Gary D. Maynard
Secretary



Christina N. Lentz
Executive Director
Office of Grants, Policy and Statistics

.01 Purpose.

This directive establishes the Departmental Research Committee (Committee) and policy governing applications to conduct research using data or resources collected or controlled by the Department of Public Safety and Correctional Services (Department).

.02 Scope.

This directive applies to all units of the Department.

.03 Policy.

- A. In conformance with the requirements of applicable statute and regulations, the Department has discretion to disseminate data and information under its control for research purposes.
- B. The Department supports criminal justice and related research that contributes to new knowledge, especially when the application of research findings will promote more efficient and effective criminal justice operations, conservation of resources, and increased public safety.
- C. The Department supports research when the requirements for research do not compromise the security or operations of Department facilities, programs, or information systems, or the safety, security, or privacy of Department personnel or individuals under Department care or supervision.
- D. The Department does not participate in research that depends on the use of inmates or detainees in medical or cosmetic experiments, or for pharmaceutical testing.

.04 Definitions.

- A. In this directive, the following terms have the meanings indicated.

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B. Terms Defined.

- (1) “Applicant” means an individual, government agency, or private organization requesting data or information from the Department for research purposes.
- (2) “Application” means a request for data or information for research purposes submitted by an applicant to the Department.
- (3) “Research” means the systematic collection of data and information, whether from a record or from a human subject, for the purpose of investigation or analysis to answer general or specific questions or to test hypotheses.
 - (a) “Research” may include surveys and questionnaires that require:
 - (i) Administration to inmates, detainees, supervisees, other clients, or Department personnel; or
 - (ii) Significant data collection or resource expenditure by a unit or the Department.
 - (b) “Research” does not include:
 - (i) Requests for public information under the Public Information Act (State Government Article, §§ 10-611 *et seq.*), except when the request is made under the State Government Article, § 10-624(e) Annotated Code of Maryland;
 - (ii) Requests for information or data made by representatives of the media that are handled by the Communications Office; and
 - (iii) Surveys or questionnaires intended to elicit information independent of a research hypothesis or analysis; or that measure or evaluate satisfaction with outcomes of a training module, seminar, or conference.
- (4) “Unit: means a division, institution, or other organizational entity established by statute or created by the Secretary of Public Safety and Correctional Services (Secretary) within the Department.
- (5) “Unit head” means the highest authority of a unit.

.05 Responsibility.

- A. There is a Departmental Research Committee.
- B. The Secretary is responsible for designating:
 - (1) The units represented on the Committee; and
 - (2) The Committee chair to act for the Secretary on matters before the Committee.
- C. The Committee chair is responsible for:

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- (1) Nominating members of the Committee, in consultation with designated unit heads, for the Secretary's approval;
- (2) Scheduling and conducting Committee meetings;
- (3) Requiring the Committee to document actions and decisions; and
- (4) Notifying the Secretary, Department personnel or units, and applicants of Committee decisions or requirements.

D. The Committee is responsible for:

- (1) Coordinating and overseeing Department activities related to research by:
 - (a) Identifying and involving units affected by applications, including advising the Director of Patuxent Institution on applications received pursuant to COMAR 12.12.24 that require the cooperation or involvement of a unit other than Patuxent Institution;
 - (b) Maintaining an inventory of active research projects, including:
 - (i) Letters of support; and
 - (ii) Projects approved by the Director of Patuxent Institution pursuant to COMAR 12.12.24.02J;
 - (c) Approving or denying a research application, subject to the oversight of the Secretary as appropriate, in consideration of the overall goals and objectives of the Department and standards established in accordance with § .05D(2)(d) of this directive; and
 - (d) Advising the Secretary or a unit head, on request, as to issues of concern or special consideration regarding a research concept or opportunity.
- (2) Documenting in a research manual procedures for processing an application, including:
 - (a) Application requirements;
 - (b) Application receipt, tracking, and monitoring;
 - (c) Notification requirements to the applicant or units, including timeframes;
 - (d) Standards or guidelines for considering, approving, and denying an application, including statutory and regulatory requirements and conditions or unit protocols;
 - (e) Cost recovery fees;
 - (f) Forms; and
 - (g) Limitations or requirements placed on the applicant in connection with the product of the research.

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E. A unit head, or a designee, is responsible for:

- (1) Processing an application according to Committee procedures, if an application is referred to a unit head for processing;
- (2) Designating a unit representative if representation for that unit is requested by the Committee; and
- (3) Notifying the Committee about:
 - (a) A unit's receipt of an application; and
 - (b) A result of §.05E(1) of this directive.

.06 Attachment(s)/Links.

There are no attachments to this directive.

.07 History.

- A. This Executive Directive replaces Department Directive DPSCS.010.0015 dated December 16, 2009 to align responsibilities based on Department re-organization and style and format updates. Changes to the directive are indicated by underlining.
- B. This directive supersedes provisions of any other prior existing Secretary's, Department or unit communication with which it may be in conflict.