

ALAMEDA COUNTY SHERIFF'S OFFICE DETENTION AND CORRECTIONS POLICY AND PROCEDURE	NUMBER: 1.17	PAGES: 1 of 2
	RELATED ORDERS: ACA 4-ALDF-4D-18, 7D-18	
	ISSUED DATE: January 1, 1998	
	REVIEW DATE: October 28, 2015	
	REVISION DATE: December 14, 2007	
CHAPTER: Administration, Organization and Management	SUBJECT: Research Activities	

- I. **PURPOSE:** To establish guidelines for conducting research projects, with or without the use of inmate volunteers, within the Detention and Corrections (D&C) Division.

- II. **POLICY:** Research projects conducted within the D&C Division shall be authorized by the D&C Division Commander after review and approval of the Sheriff. All research shall comply with state and federal guidelines for use and dissemination of research findings along with accepted professional and scientific ethics. Inmates may participate in non-medical, non-pharmaceutical, and non-cosmetic research, provided their participation is voluntary.

- III. **PROCEDURE:**
 - A. **SUBMISSION OF A RESEARCH PROJECT:**
 1. All requests for research projects should include a summary of the goals of the study and the justification for the research
 2. The research project summary shall be forwarded to the Planning and Research Section. They shall determine if the project meets state and federal guidelines. County Council shall be consulted for interpretation, if necessary
 3. The Planning and Research Section shall then forward the request to the Division Commander with their recommendation, for review

 - B. **REVIEW AND APPROVAL:** The D&C Division Commander shall:
 1. Review the research project request along with the recommendation from the Planning and Research Section
 2. Consult with researchers, if necessary, to ensure they are informed of the Alameda County Sheriff's Office Policy and Procedure concerning research projects
 3. Upon reviewing the project, make appropriate recommendations and forward them to the Sheriff

C. EXPERIMENTAL RESEARCH:

1. Inmates will not be used for medical, pharmaceutical, or cosmetic experiments
2. Inmates may participate in non-medical, non-pharmaceutical, and non-cosmetic research, provided their participation is voluntary
3. The principal researcher shall verify, in writing, that the research project will not produce negative side effects to inmate participants and that the project is not medical, pharmaceutical, or cosmetic in nature
4. The D&C Division Commander or his/her designee shall require written voluntary consent from any inmate participating in a research project

D. FOLLOW-UP REPORTS ON THE RESEARCH PROJECT: The principal researcher shall:

1. Submit a brief report in writing to the D&C Division Commander following the initial phase of the project. The report shall outline the progress of the project
2. Submit a complete report, in writing, to the D&C Division Commander summarizing the completed project
3. Respect the privacy of the inmates throughout the project and in all reports

E. TERMINATION OF THE PROJECT:

1. The D&C Division Commander shall document any violation of Agency rules or regulations and any federal or state regulations and forward a copy to the Sheriff with recommendations
2. If the Sheriff or D&C Division Commander has decided to terminate the project, a letter of termination shall be sent to the principal researcher advising of the termination date

F. PROJECT COMPLETION:

1. At the completion of the project, all documentation, initial request, initial report and completion summary, shall be maintained by the D&C Division Commander and the Planning and Research Section
2. Documentation of all terminated research projects will be maintained by the D&C Division Commander and the Planning and Research Section