


<b>Dallas County, Texas</b>	
<b>JUVENILE PROBATION DEPARTMENT</b> <i>Henry Wade Juvenile Justice Center * 2600 Lone Star Drive, Dallas, TX 75212</i> <a href="http://www.dallascounty.org">www.dallascounty.org</a>	

***Whether research is informal or formal, when information is collected from or about youth referred to the Juvenile Probation Department, this Agency is responsible for protecting the confidentiality and rights of the youth.***

(Ref: <http://ncjj.servehttp.com/irb>)

### **Research Guidelines**

- 1) All projects are reviewed by the Research Review Committee. Each project is judged on its own merit. The project must have considerable practical application to operations of the Department and must be free of perceived logistical complications (i.e. problems concerning office space, computer accessibility, etc.) Considerable modifications to the research design are occasionally requested and made requisite to project approval.
- 2) All researchers, including departmental staff, must submit
  - a. A proposal not to exceed 5 pages (in both hard copy and electronic format) which can adequately answer questions relevant to the research objective, value (i.e., social, academic, program, or scientific), informed consent, subject protection, data collection and management, and informs about overall research methodology and data analysis. The proposal shall include information about the scope of data requested as well as specific variables or data fields requested.
  - b. A copy of Internal Review Board (IRB) approval from research institution
  - c. A one-page executive summary of the research proposal
  - d. A completed questionnaire for Texas Juvenile Justice Department's Research and Analytical Testing System (RATS)
  - e. A signed copy of the Research Agreement
    - i. Attachment: Statement of Data Security
  - f. Curriculum Vitae of Principal Researcher/s
- 3) The research review process will take a minimum of 30 business days. Dallas County Juvenile Department approves four (4) research projects each year. Formal notice of the Research Review Committee's decision will be provided to the researcher upon completion of the review process. The final approval for research rests with the Dallas County Juvenile Board. The researcher is required to attend the juvenile board meeting at which the research proposal is briefed and should be prepared to answer any questions posed by the board members. Failure to attend the board meeting will disqualify the research project. Neither the proposed research nor the data collection

process may begin until signed approval has been provided and all requested research forms have been received, unless otherwise stated.

- 4) The researcher is responsible for maintaining all data in such a manner that ensures the security and confidentiality of all research participants. Only aggregate data may be taken from the case histories. This is to ensure individual juvenile records remain unidentifiable.
- 5) Coordination of any and all files and records of the project should be through the Deputy Director of Administrative and Executive Services or designee.
- 6) No report (verbal or written) of the findings of this research endeavor may be disseminated until the finished draft has been submitted and approved by Research Review Committee. The approval process will take a minimum of 30 business days, but no more than 60 business days. In the event that the report is approved, one copy of the report (if a thesis or dissertation, it should be bound) should be submitted to the Deputy Director of Administrative and Executive Services. Reprints of all articles should also be forwarded to the Deputy Director of Administrative and Executive Services.

**Contact Information:**

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