



UNIVERSITY OF CINCINNATI INFORMATION SHEET FOR RESEARCH STUDY

STUDY TITLE: <i>Community Corrections Fines and Fees Supervision Officer Survey</i>	
PRINCIPAL INVESTIGATOR NAME: <i>Ebony Ruhland, PhD</i>	PHONE NUMBER (24-hour Emergency Contact) <i>513-556-5827</i>
FACULTY ADVISOR (if PI is student): <i>N/A</i>	DEPARTMENT: <i>School of Criminal Justice - CECH</i>

INTRODUCTION

You are being asked to take part in a research study. Please read this paper carefully and ask questions about anything that you do not understand.

This research is funded by Arnold Ventures.

WHO IS DOING THIS RESEARCH STUDY?

This study is being carried out by the Community Corrections Fines and Fees (CCFF) Research Study Team. The person in charge of this research study is Dr. Ebony Ruhland of the University of Cincinnati (UC) School of Criminal Justice. Co-investigators will also give assistance with this survey. These include: Dr. Miriam Northcutt Bohmert (Indiana University), Dr. Jordan Hyatt (Drexel University), Dr. Nathan Link (Rutgers University), Dr. Shytierra Gaston (Northeastern University), Dr. Meghan O’Neil (University of Michigan), Dr. Erin Harbinson (University of Minnesota), Dr. Julia Laskorunsky (University of Minnesota), and Kelly Mitchell, J.D. (University of Minnesota). There may also be other people on the research team helping at different times during the study.

WHAT IS THE PURPOSE OF THIS RESEARCH STUDY?

The overall purpose of this research study is to examine how fees and fines operate within community corrections (probation and parole) across the United States. This project also seeks to capture and disentangle the effects of correctional fees and fines on individuals, families, and criminal justice system factors.

This study currently involves 2 parts. Part 1 is currently in process, and involves the collection and analysis of administrative data from community correction agencies in 6 states. This online survey of community supervision officers represents part 2 of our study. The purpose of this part of the study is to learn about the impact of fines and fees on the day-to-day job activities and experiences of community supervision officers. We also want to know about their perceptions of fines and fees.

WHO WILL BE IN THIS RESEARCH STUDY?

All correctional officers who supervise adults on probation, parole, or supervised release in Indiana, Massachusetts, Michigan, Virginia, Pennsylvania, and Texas will be invited to participate in this survey. *Anyone who can answer yes to the following questions and is employed in one of the 6 states listed above is eligible for inclusion:*

- 1) Are you a probation, parole, supervised release officer?
- 2) Do you directly supervise *adult* clients OR supervise officers who supervise *adults*?

Officers that do *not* supervise clients OR who do *not* supervise officers who supervise clients is not eligible to participate in this study. Neither are community correctional officers who supervise juveniles rather than adults.

WHAT IF YOU ARE AN EMPLOYEE WHERE THE RESEARCH STUDY IS DONE?

Taking part in this research study is not part of your job. Refusing to be in the study will not affect your job. You will not be offered any special work-related benefits if you take part in this study.

WHAT WILL YOU BE ASKED TO DO IN THIS RESEARCH STUDY AND HOW LONG WILL IT TAKE?

You will be asked to answer questions about your job, agency, and on-the-job experiences while supervising offenders relating to fees and fines. This includes their use in your agency and importance in your everyday job duties. You may also be asked about your thoughts and feelings towards fees and fines. The survey should take about 40 minutes to complete. If you want to participate but do not want to do it online, you may contact the PI to complete the survey over the phone.

ARE THERE ANY RISKS TO BEING IN THIS RESEARCH STUDY?

It is not expected that you will be exposed to any risk by being in this research study. However:

- It is possible you may find some questions irritating or frustrating. You can skip any questions that you do not wish to answer or stop the survey entirely at any time.
- Anytime you provide information online, you risk this information being hacked or intercepted. We are using a secure online survey system (Qualtrics) to minimize this possibility, but we cannot completely eliminate this risk. The researcher cannot promise that information sent by the internet or email will be private.
- There is a chance your data could be seen by someone who shouldn't have access to it. We're minimizing this risk by:
 - Storing all electronic data in a password-protected, encrypted folder
 - Not collecting identifying information

ARE THERE ANY BENEFITS FROM BEING IN THIS RESEARCH STUDY?

You will probably not get any special benefit from taking part in this study. But, being in this



study may help the CCFF team better understand the impact of fines and fees on community supervision officers and their perceptions. Likewise, you will not be penalized in any way if you choose not to complete the survey. There are no costs associated with participation.

WHAT WILL YOU GET BECAUSE OF BEING IN THIS RESEARCH STUDY?

You will not be paid or given anything to take part in this study.

DO YOU HAVE CHOICES ABOUT TAKING PART IN THIS RESEARCH STUDY?

If you do not want to take part in this research study you may simply not participate. This survey is completely voluntary. You are free to skip questions or exit the survey at any time, even after you begin. When reporting survey results, your answers will be combined with other participants to further protect your anonymity. If you choose not to participate, please exit the survey window now.

HOW WILL YOUR RESEARCH INFORMATION BE KEPT CONFIDENTIAL?=-

Information about you will be kept private. We will ensure confidentiality is maintained through the following methods:

- Your email and personal information will not be stored or saved. Instead, your answers will be associated with a unique number. This ensures all survey responses are not associated with any identifying information – essentially you become a number once you participate. Any potentially identifying information in answers provided by subjects will be deleted.
- The data from this research study may be published; but you will not be identified by name. All information gathered from your responses will be presented in the aggregate.
- Only members of the research team will be able to access your survey responses via a secure username and password. This is so we can analyze the data and conduct the study. Information will be stored in Qualtrics and OneDrive at the University of Cincinnati. People at your agency will NOT have access to your responses.
- Agents of the University of Cincinnati and Arnold Ventures may request to inspect study records for audit or quality assurance purposes. This is to ensure we're following laws and ethical guidelines governing research.
- Our funding agency requires us to make our dataset public indefinitely so other researchers can use it once the study is finished. This public dataset will NOT include any identifying information.

WHAT ARE YOUR LEGAL RIGHTS IN THIS RESEARCH STUDY?

Nothing in this consent form waives any legal rights you may have. This consent form also does not release the investigator(s), Arnold Ventures, the institution(s), or its agents from liability for negligence.

WHAT IF YOU HAVE QUESTIONS ABOUT THIS RESEARCH STUDY?

If you have any questions or concerns about this research study, you should contact Dr. Ebony Ruhland at 513-556-5827 or ruhlaney@ucmail.uc.edu. Dr. Ruhland is also the contact for



officers located in *Texas*.

Or, based on your location, you may contact:

- *Indiana*: Dr. Miriam Northcutt Bohmert at mirnorth@indiana.edu
- *Pennsylvania*: Dr. Jordan Hyatt at jmh498@drexel.edu or Dr. Nathan Link at Nathan.link@rutgers.edu
- *Massachusetts*: Dr. Shytierra Gaston at s.gaston@northeastern.edu
- *Michigan*: Dr. Meghan O'Neil at meghanon@umich.edu
- *Virginia*: Dr. Julia Laskorunsky at jlaskoru@umn.edu or Kelly Mitchell, J. D. at mitch093@umn.edu

The UC Institutional Review Board reviews all research projects that involve human participants to be sure the rights and welfare of participants are protected.

If you have questions about your rights as a participant, complaints and/or suggestions about the study, you may contact the UC IRB at (513) 558-5259. Or, you may call the UC Research Compliance Hotline at (800) 889-1547, or write to the IRB, 300 University Hall, ML 0567, 51 Goodman Drive, Cincinnati, OH 45221-0567, or email the IRB office at irb@ucmail.uc.edu.

DO YOU HAVE TO TAKE PART IN THIS RESEARCH STUDY?

No one has to be in this research study. This survey is completely voluntary. Refusing to take part will NOT cause any penalty or loss of benefits that you would otherwise have. You are free to skip questions or exit the survey at any time, even after you begin. You may start and then change your mind. To stop being in the study or have your answers removed after they are submitted, you should tell Dr. Ebony Ruhland at ruhlaney@ucmail.uc.edu. When reporting survey results, your answers will be combined with other participants to further protect your anonymity.

HOW WILL THIS RESEARCH STUDY AFFECT YOUR LEGAL STATUS?

Being in this study or refusing to be in this study will have NO EFFECT on any court case, probation or parole you may be involved with. You will also NOT get in trouble for refusing to participate and you will NOT get special privileges if you agree.

BY TURNING IN YOUR COMPLETED SURVEY (or BY TAKING PART IN THESE ACTIVITIES) YOU INDICATE YOUR CONSENT FOR YOUR ANSWERS TO BE USED IN THIS RESEARCH STUDY.

PLEASE KEEP THIS INFORMATION SHEET FOR YOUR REFERENCE.