

**Procedure for obtaining police reports for
Survey of Crime Victimization Cognitive interviews**

Method:

NORC will obtain written permission from the individual for each police report in order to obtain a copy from the police department. (See Form #1). This will be done after the interview and payment process has been completed.

Handling and Storage of Police Reports:

A trained NORC project staff member, based in Chicago, will work with the independent police department to determine the correct procedure to obtain the report. Once the report is obtained by NORC staff, it will be secured in an envelope and brought immediately back to NORC's office where it will be secured in a locked filing cabinet. Within two business days, NORC will convert the hardcopy form into an electronic format and destroy the hardcopy. All electronic files will be stored on NORC's secure servers. At the completion of the study, all electronic forms will be permanently deleted.

FORM #1: Permission to Obtain Police Report from Police Agency

Person Contact Information

Name: _____

Street Address: _____

City: _____ State: _____ Zip: _____

Home Phone Number: () - _____ Cell Phone Number: () - _____

Incident Information

Date of Incident: _____ Police Report Number: _____

Incident Location: _____ Name of Responding Police Agency: _____

Short Description of Incident:

NORC requests your permission to obtain a copy of the police report(s) for the incident described above. Police report(s) will be used only by staff at NORC and the U. S. Bureau of Justice Statistics for the purpose of making improvements to the National Crime Victimization Survey. The report(s) will be scanned and stored on NORC's secure server and the hard copy of the report will be destroyed. The findings from an examination of the police reports will only be released in summary form that does not identify individuals who participated in the study.

I, _____, grant permission to NORC to contact the police agency named above and obtain the police report filed regarding the incident above.

Signature of Individual Granting Permission

Date