

## **B. Collection of Information Employing Statistical Methods**

**Describe (including a numerical estimate) the potential respondent universe and any sampling or other respondent selection method to be used. Data on the number of entities (e.g., establishments, State and local government units, households, or persons) in the universe covered by the collection and in the corresponding sample are to be provided in tabular form for the universe as a whole and for each of the strata in the proposed sample. Indicate expected response rates for the collection as a whole. If the collection had been conducted previously, include the actual response rate achieved during the last collection.**

### **1. Describe the procedures for the collection of information including:**

- Statistical methodology for stratification and sample selection.
- Estimation procedure.
- Degree of accuracy needed for the purpose described in the justification.
- Unusual problems requiring specialized sampling procedures, and
- Any use of periodic (less frequent than annual) data collection cycles to reduce burden.

The respondent universe for both questionnaires is approximately 2,000 law enforcement officers. The law enforcement officers consist of state and local police and sheriff departments, military police organizations, and federal law enforcement agencies. FBI National Academy personnel maintain a roster of all graduates of the National Academy, including email addresses. This list is given to the EAU to be used to notify the graduates about the on-line Post - Graduate Questionnaire for Graduates, including a description of its aims and the purposes to how the data collected will be used. The questionnaire will also explain how the graduate's participation is completely voluntary and anonymous. The graduates are also asked to email the Post - Graduate Questionnaire for Supervisors of Graduate to their identified supervisor. EAU use a software called Key Survey, to create the on-line questionnaires and include the questionnaire links in the email, directing all respondents to the questionnaire.

After completing the questionnaire, they will be instructed to select "submit" in order to record their responses. Because all FBI National Academy graduates and their identified supervisors from the last six months to the last two years will be offered the opportunity to participate in the questionnaire, sample selection and estimation procedures were not necessary. This is a one-time data collection.

**2. Describe methods to maximize response rates and to deal with issues of non-response. The accuracy and reliability of information collected must be shown to be adequate for intended uses. For collections based on sampling, a special justification must be provided for any collection that will not yield "reliable" data that can be generalized to the universe studied.**

Several approaches will be taken to ensure a high response rate. First, the questionnaire focuses strictly on those issues of greatest interest to keep it as short as possible while still accomplishing the goals. Second, by offering the questionnaire online, we reduce the level of effort needed to complete it, as well as the steps involved in creating the database for analysis. Finally, by including all graduates and their identified supervisors, we feel confident that the resulting data will reflect the experience of a wide range of respondents, including the full variety of law enforcement agencies and personnel levels.

**3. Describe any tests of procedures or methods to be undertaken. Testing is encouraged as an effective means of refining collections of information to minimize burden and improve utility. Tests must be approved if they call for answers to identical questions from 10 or more respondents. A proposed test or set of tests may be submitted for approval separately or in combination with the main collection of information.**

The questionnaire form included as part of this package was developed following extensive interviews with FBI National Academy personnel and several recent graduates. After determining the desired content, items were developed by experienced questionnaire experts. A thorough review of the content centered on several issues, including:

- clarity of instructions
- ease with which information requested can be provided
- length of the instrument, and
- quality of the resulting data in terms of how it can be used to answer the questions of interest.

When the draft instrument was signed off on by FBI National Academy personnel, programming was undertaken. Following this step, internal tests were run to ensure functionality. After thorough checking, a sample of nine graduates of the FBI National Academy was asked to complete the online questionnaire. Each respondent was interviewed afterwards to determine whether they had any problems completing the questionnaire and to get their input on changes that might clarify its content. Only minor wording changes were suggested and implemented.

**4. Provide the name and telephone number of individuals consulted on statistical aspects of the design and the name of the agency unit, contractor(s), grantee(s), or other person(s) who will actually collect and/or analyze the information for the agency.**

The following individual was consulted regarding the statistical aspects of the project:

Keith Shirley  
Unit Chief, Evaluation and Accreditation Unit  
FBI Training Division  
703-632-3025

The person who will be involved in collecting and analyzing the questionnaire data:

Laleatha B. Goode  
Management and Program Analyst - Evaluation Program  
Evaluation and Accreditation Unit  
FBI Training Division  
703-632-3495