

Attachment A: LEA cover letter with link and paper survey

[DATE]

«Salutation» «ContactFirstName» «ContactLastName»
«Agency Name»
«ContactAddress1»
«ContactAddress2»
«ContactCity», «ContactState» «ContactZip»

Dear «Salutation» «ContactLastName»,

The U.S. Department of Justice's Bureau of Justice Statistics (BJS) is working with RTI International (RTI), a not-for-profit research organization, on a research effort regarding the role and presence of law enforcement officers in schools. While many law enforcement personnel across the nation work closely with schools to ensure that each is a safe place for learning, and free from threats of crime and violence, little is known about the scope and duties of the law enforcement personnel who actually work in the schools. The most recent, publicly available data on this important topic is nearly 10 years old.

Your law enforcement agency has been selected to participate in the Survey of Law Enforcement Personnel in Schools (SLEPS) pre-test. BJS is conducting this pre-test to refine the survey based on feedback from selected law enforcement agencies before conducting a national data collection. Ultimately, the results of the national data collection will generate statistics describing the scope, size, characteristics, and functions of law enforcement personnel who work in schools. There are two phases to the SLEPS pre-test. The first phase is an agency-level questionnaire, which we are contacting you about now, and includes a request for you to provide a roster of your officers working in schools. The roster will be used to select officers for the second phase, which is an officer-level questionnaire for which we will send out materials approximately 4 weeks after the due date of the agency-level survey.

This research effort has also garnered the support of the Police Executive Research Forum (PERF; see attached letter of support).

You may participate in the first phase of the pre-test in **one** of two ways:

1. Complete the **questionnaire online** at [website] using the following credentials:

USERNAME: [Username] PASSWORD: [Password]

2. Complete the **paper questionnaire** included in this packet and return it using the included prepaid envelope.

Your participation in both phases of the pre-test is critical to inform the upcoming national data collection and will represent many other agencies like yours. We look forward to receiving your response by [DUE DATE]. Once we complete the first phase, we will contact you regarding the second phase. You may preview the officer level questionnaire used in the second phase here: [website]. If you have any questions, please feel free to contact me or Alissa Chambers at RTI by phone at (919) 541-6340, or email at achambers@rti.org.

We thank you in advance for your participation.

Sincerely,

Elizabeth Davis
SLEPS Program Manager
US Bureau of Justice Statistics
(202) 305-2667
Elizabeth.Davis@usdoj.gov

Enclosures: PERF Letter of Support, SLEPS LEA Questionnaire, BRE

OMB #: #####-####. Expiration Date: ##/##/####

Attachment B: PERF letter of support

Dear «Salutation» «ContactLastName»,

I am writing in support of the Survey of Law Enforcement Personnel in Schools (SLEPS), funded by the U.S. Department of Justice's Bureau of Justice Statistics (BJS). The Police Executive Research Forum (PERF) is excited to work with BJS and RTI International (RTI) in this important research effort.

The pre-test that your agency was invited to participate in is an important first step in generating nationally-representative statistics related to law enforcement personnel in schools. PERF fully supports both BJS and RTI's work in this area as national estimates are long overdue. This pre-test will allow BJS to test and refine the survey in preparation for the national-level data collection.

After results from the national data collection are analyzed, findings can be used to develop federal funding strategies and other platforms to ensure that officers in schools are deployed and serve in a manner that promotes school safety, prevents violence and other problem behaviors, supports healthy behaviors among students, and ensures effective response when violence occurs.

Our team thanks you in advance for participation in this pre-test. If you have any questions about this project, please feel free to contact Dr. Sean Goodison at PERF (sgoodison@policeforum.org) or Dr. Duren Banks at RTI (durenbanks@rti.org).

Sincerely,

Chuck Wexler
Executive Director
Police Executive Research Forum

**Survey of Law Enforcement Personnel in Schools (SLEPS)
Law Enforcement Agency (LEA) Survey
2017 Pre-test**

[Display ORI with agency info]

PERSON COMPLETING THE FORM	
Name	Title
Telephone	Fax
Email	

INSTRUCTIONS

- This survey should be completed by a representative who is most knowledgeable about your agency's employment of and policies regarding law enforcement officers working in schools.
- This survey uses the following terms and definitions:
 - School Resource Officer (SRO): any officer who is primarily assigned to any public K-12 school, regardless of sworn status, arrest powers, and employment status (full-time or part-time), unless otherwise specified in the question.
 - SRO program: your agency's employment of officers who are primarily assigned to any K-12 public school, regardless of sworn status, arrest powers, and employment status (full-time or part-time), unless otherwise specified in the question.
- The Omnibus Crime Control and Safe Streets Act of 1968, as amended (34 USC 10132), authorizes this information collection. Although this survey is voluntary, we need your participation to make the results comprehensive, accurate, and timely. We greatly appreciate your assistance.

Burden Statement

Federal agencies may not conduct or sponsor an information collection, and a person is not required to respond to a collection of information, unless it displays a currently valid OMB Control Number. Public reporting burden for this collection of information is estimated to average 1 hour per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate, or any other aspects of this collection of information, including suggestions for reducing this burden, to the Director, Bureau of Justice Statistics, 810 Seventh Street NW, Washington, DC 20531.

LAW ENFORCEMENT AGENCY CHARACTERISTICS

1. Which best describes your agency? *Mark only one.*
 - Police department, municipal
 - Police department, county
 - State/highway department
 - Sheriff's Office
 - Tribal
 - Independent School District
 - Other (Please specify): _____
2. As of [DATE], how many sworn full-time officers with general arrest powers were employed by your agency? _____
3. Does your agency employ any officers that are primarily assigned to work in any public K-12 school?
 - Yes – Go to question 4
 - No – End of survey

SCHOOL RESOURCE OFFICER PROGRAM CHARACTERISTICS

4. In what year did your agency start assigning officers to public schools? _____
5. As of [DATE], what are the funding sources for your SRO program? *Mark all that apply.*
 - Federal grant
 - State/Local grant
 - Law enforcement agency
 - School district
 - Other (Please specify): _____

6. How many of the following public schools, including charter schools, are served by your SRO program?

Type of public school:	Number
a. Elementary schools (<i>lowest grade is not higher than grade 3 and the highest grade is not higher than grade 8</i>)	_____
b. Middle schools (<i>lowest grade is not lower than grade 4 and the highest grade is not higher than grade 9</i>)	_____
c. High schools (<i>lowest grade is not lower than grade 9 and the highest grade is not higher than grade 12</i>)	_____
d. Combined schools (e.g., K-8, K-12)	_____

7. Does your SRO program also serve private schools?

- Yes
 No

8. Do the majority of officers in your SRO program serve on a single permanent assignment (i.e., only serve as an SRO) or rotate to other assignments (e.g., juvenile detective, routine patrol)? *Mark only one.*

- Single permanent assignment
 Rotate to other assignments

SRO POLICIES AND ASSIGNED RESPONSIBILITIES

9. Does your agency have a departmental policy specifically for your SRO program?

- Yes
- No

10. With how many entities (school districts and/or individual schools) does your agency have an agreement (e.g., memorandum of understanding, contractual or verbal agreement, legislation)? *Enter the number of entities by type of agreement in the table below.*

	Formal agreement in place	No formal agreement in place	Not applicable (Independent School District Police Department)
School districts	_____	_____	<input type="checkbox"/>
Individual schools	_____	_____	

[If Q9 = No AND Q10 = 0 under formal agreement, go to Q13]

11. Which of the following best describes the type of agreement in place between your agency and the school/school district served by the majority of your SROs? *Mark only one.*

- Memorandum of understanding (MOU)
- Contractual agreement, such as through a grant or other basis
- Legislation
- Verbal agreement
- Other (Please specify): _____

12. Please select whether the following SRO program characteristics are specified in either the formal agreement between your agency and the school/school district served by the majority of your SROs or internal departmental policy:

SRO program characteristic:	Yes	No
a. Expectations for SROs when working with students	<input type="checkbox"/>	<input type="checkbox"/>
b. Expectations regarding citations and arrests by SROs	<input type="checkbox"/>	<input type="checkbox"/>
c. Expectations regarding collaboration between school officials and SROs	<input type="checkbox"/>	<input type="checkbox"/>
d. Goals of the SRO program	<input type="checkbox"/>	<input type="checkbox"/>
e. Number of officers in your SRO program	<input type="checkbox"/>	<input type="checkbox"/>
f. Primary functions (e.g., law enforcement, teaching, mentoring/counseling) of SROs	<input type="checkbox"/>	<input type="checkbox"/>
g. Procedures for resolving disagreements between school officials and SROs	<input type="checkbox"/>	<input type="checkbox"/>
h. Requirement of regular meetings between school officials and SROs	<input type="checkbox"/>	<input type="checkbox"/>
i. Responsibilities/duties of the school	<input type="checkbox"/>	<input type="checkbox"/>
j. Role of SROs with school discipline	<input type="checkbox"/>	<input type="checkbox"/>
k. Schedule (e.g., before the school day begins, the full school day, etc.) that officers in your SRO program will spend at school	<input type="checkbox"/>	<input type="checkbox"/>
l. Supervision or administrative control of SROs	<input type="checkbox"/>	<input type="checkbox"/>

13. Are SROs required to inform school executive staff about any of the following actions occurring on a school campus?

Action:	Yes	No
a. Stop, question, and interview of student/staff in an official law enforcement capacity	<input type="checkbox"/>	<input type="checkbox"/>
b. Question students during school hours	<input type="checkbox"/>	<input type="checkbox"/>
c. Question school employees during school hours	<input type="checkbox"/>	<input type="checkbox"/>
d. Search student	<input type="checkbox"/>	<input type="checkbox"/>
e. Search premises	<input type="checkbox"/>	<input type="checkbox"/>
f. Conduct criminal investigation	<input type="checkbox"/>	<input type="checkbox"/>
g. Arrest of student during school hours	<input type="checkbox"/>	<input type="checkbox"/>
h. Arrest of school employee during school hours	<input type="checkbox"/>	<input type="checkbox"/>
i. Use of restraint on student that does not result in arrest	<input type="checkbox"/>	<input type="checkbox"/>

SRO RECRUITMENT, TRAINING, AND SUPERVISION

14. Do schools participate in the selection process when your agency recruits and hires SROs?

- Yes
- No **————→ GO TO QUESTION 16**

15. How does the school participate? *Mark all that apply.*

- By providing feedback on SROs after placement to help determine a “good fit”
- By reviewing SRO candidates prior to selection
- Through active recruitment of officers
- Through participation in requirements/selection criteria
- Other (Please specify): _____

16. How does your agency select officers for the SRO program? *Mark all that apply.*

- As a result of input and/or recommendations by school(s)/school district
- By nomination of officers from within the department
- Through an application process external to the department (i.e. officers are hired specifically to be SROs)
- Through an application process from within the department
- Through assignment as part of regular duty schedule
- Other (Please specify): _____

17. How often do supervisors visit schools to observe SROs?

- At least once a week
- Several times a month
- Once a month
- Several times a year
- Once a year
- Never
- Other (Please specify): _____

18. Does your agency have access to data (e.g., number or type of incident) on any the following measures related to SRO activities in the schools they serve?

Activity:	Yes	No
a. Arrests made by SRO	<input type="checkbox"/>	<input type="checkbox"/>
b. Citations issued by SRO	<input type="checkbox"/>	<input type="checkbox"/>
c. Classes/programs taught by SRO	<input type="checkbox"/>	<input type="checkbox"/>
d. Mentoring activities performed by SRO	<input type="checkbox"/>	<input type="checkbox"/>
e. Mentoring of faculty/staff performed by SRO	<input type="checkbox"/>	<input type="checkbox"/>
f. Mentoring of parents/community performed by SRO	<input type="checkbox"/>	<input type="checkbox"/>
g. Property crimes reported at school	<input type="checkbox"/>	<input type="checkbox"/>
h. Reports of violence at school	<input type="checkbox"/>	<input type="checkbox"/>
i. Substance violations recorded at school (e.g. possession, use, buying/selling)	<input type="checkbox"/>	<input type="checkbox"/>
j. Suspensions recorded at school	<input type="checkbox"/>	<input type="checkbox"/>
k. Use of force incidents	<input type="checkbox"/>	<input type="checkbox"/>

SRO STAFFING

19. As of [DATE], how many of the following personnel are primarily assigned to any public K-12 schools?

Type of personnel:	Number
a. Sworn officers	_____
b. Nonsworn employees	_____
c. Total	_____

IF 19A>0, GO TO 20

IF 19A=0 AND 19B>0, GO TO NONSWORN SECTION

SWORN SROs**Please answer the following questions for the sworn officers who serve your SRO program.**

20. Provide the number of sworn SROs in your agency by race/Hispanic origin and sex.

Race/Hispanic origin:	Male	Female	Total
a. White, not of Hispanic origin			
b. Black or African American, not of Hispanic origin			
c. Hispanic or Latino			
d. American Indian or Alaska Native, not of Hispanic origin			
e. Asian, not of Hispanic origin			
f. Native Hawaiian or Other Pacific Islander, not of Hispanic origin			
g. Two or more races			
h. Race/Hispanic origin not known			
TOTAL (SUM OF A-H)			(Should match 19a)

21. Do the **sworn officers** who are primarily assigned to public K-12 schools...

Characteristic:	All	Some	None
a. have arrest powers?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b. receive specialized SRO training?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

[IF 21B = NONE, GO TO Q23]22. Do any of the following entities provide SRO-specific training to **sworn** officers in your agency?

Entity:	Yes	No
a. Our agency itself (e.g., academy or in-service)	<input type="checkbox"/>	<input type="checkbox"/>
b. School district	<input type="checkbox"/>	<input type="checkbox"/>
c. State organization	<input type="checkbox"/>	<input type="checkbox"/>
d. National organization (e.g., NASRO)	<input type="checkbox"/>	<input type="checkbox"/>
e. Other (please specify): _____	<input type="checkbox"/>	<input type="checkbox"/>

TRAINING TOPICS OFFERED TO SWORN SROs

23. Which of the following **law enforcement** training topics are offered by your agency to **sworn officers** in your SRO program? *Please consider training provided to all sworn officers or specifically for SROs.*

Law enforcement activity/topic:	Yes	No
a. De-escalation strategies and techniques	<input type="checkbox"/>	<input type="checkbox"/>
b. Gangs	<input type="checkbox"/>	<input type="checkbox"/>
c. Procedures for handling juvenile offenders	<input type="checkbox"/>	<input type="checkbox"/>
d. Responding to calls for service on the school campus	<input type="checkbox"/>	<input type="checkbox"/>
e. Responding to incidents in the classroom	<input type="checkbox"/>	<input type="checkbox"/>
f. Social media monitoring	<input type="checkbox"/>	<input type="checkbox"/>
g. Use of deadly force	<input type="checkbox"/>	<input type="checkbox"/>
h. Use of less lethal force	<input type="checkbox"/>	<input type="checkbox"/>

24. Which of the following **prevention and planning** training topics are offered by your agency to **sworn officers** in your SRO program? *Please consider training provided to all sworn officers or specifically for SROs.*

Prevention and planning topic/activity:	Yes	No
a. Administering special safety programs (e.g., drugs, legal issues, crime awareness, distracted driving)	<input type="checkbox"/>	<input type="checkbox"/>
b. Bullying deterrence	<input type="checkbox"/>	<input type="checkbox"/>
c. Crisis preparedness planning	<input type="checkbox"/>	<input type="checkbox"/>
d. Security audits/assessments of school campuses	<input type="checkbox"/>	<input type="checkbox"/>
e. Substance abuse recognition	<input type="checkbox"/>	<input type="checkbox"/>
f. Truancy intervention	<input type="checkbox"/>	<input type="checkbox"/>

25. Which of the following **social and behavioral** training topics are offered by your agency to **sworn officers** in your SRO program? *Please consider training provided to all sworn officers or specifically for SROs.*

Social and behavioral topic:	Yes	No
a. Child/adolescent psychology/development	<input type="checkbox"/>	<input type="checkbox"/>
b. Conflict resolution	<input type="checkbox"/>	<input type="checkbox"/>
c. Cultural sensitivity and/or cultural competency	<input type="checkbox"/>	<input type="checkbox"/>
d. Mental health issues	<input type="checkbox"/>	<input type="checkbox"/>
e. Mentoring staff, students, and/or families	<input type="checkbox"/>	<input type="checkbox"/>
f. Positive school discipline (e.g., PBIS)	<input type="checkbox"/>	<input type="checkbox"/>
g. Working with students with disabilities	<input type="checkbox"/>	<input type="checkbox"/>

ACTIVITIES PERFORMED BY SWORN SROs

26. Please indicate whether each law enforcement activity is required of any of your agency's **sworn SROs** while on duty. *Only mark 'yes' if the activity is included in your internal departmental policy, included in a formal agreement with schools/school districts, or expected by department executives.*

Law enforcement activity:	Yes	No
a. Crisis preparedness planning	<input type="checkbox"/>	<input type="checkbox"/>
b. Issuing criminal citations	<input type="checkbox"/>	<input type="checkbox"/>
c. Making arrests	<input type="checkbox"/>	<input type="checkbox"/>
d. Patrolling school facilities	<input type="checkbox"/>	<input type="checkbox"/>
e. Responding to calls for service on the school campus	<input type="checkbox"/>	<input type="checkbox"/>
f. Responding to incidents in the classroom	<input type="checkbox"/>	<input type="checkbox"/>
g. Security audits/assessments of school campuses	<input type="checkbox"/>	<input type="checkbox"/>
h. Social media monitoring	<input type="checkbox"/>	<input type="checkbox"/>

27. Please indicate whether each mentoring activity is required of any of your agency's **sworn SROs** while on duty. *Only mark 'yes' if the activity is included in your internal departmental policy, included in a formal agreement with schools/school districts, or expected by department executives.*

Mentoring activity:	Yes	No
a. Advising school staff, students, or families (e.g., one-on-one, in a group, etc.)	<input type="checkbox"/>	<input type="checkbox"/>
b. Coaching athletic programs	<input type="checkbox"/>	<input type="checkbox"/>
c. Field trip chaperone	<input type="checkbox"/>	<input type="checkbox"/>
d. Supervising/coordinating non-athletic extra-curricular activities	<input type="checkbox"/>	<input type="checkbox"/>
e. Truancy intervention	<input type="checkbox"/>	<input type="checkbox"/>

28. Please indicate whether each teaching activity is required of any of your agency's **sworn SROs** while on duty. *Only mark 'yes' if the activity is included in your internal departmental policy, included in a formal agreement with schools/school districts, or expected by department executives.*

Teaching activity:	Yes	No
a. Administering special safety programs (e.g drugs, legal issues, crime awareness, distracted driving)	<input type="checkbox"/>	<input type="checkbox"/>
b. Conflict resolution	<input type="checkbox"/>	<input type="checkbox"/>
c. Faculty / staff in-service presentations	<input type="checkbox"/>	<input type="checkbox"/>
d. Parent organization presentations	<input type="checkbox"/>	<input type="checkbox"/>

29. Which of the following equipment are issued to **sworn SROs** by your agency and which are allowed while on the school campus? *Mark only one per row.*

Item:	Issued by agency		Not issued by agency	
	Allowed on campus	Not allowed	Allowed on campus	Not allowed
a. Uniform	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b. Firearm	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
c. Baton/nightstick	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
d. Body-worn camera	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
e. Conducted energy device (e.g. Taser)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
f. Handheld metal detector wand	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
g. Hobble restraints	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
h. OC Spray/foam	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
i. Other (Please specify): _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

[IF Q19B = 0 GO TO 41]

NONSWORN SROs

Please answer the following questions for the nonsworn employees who serve your SRO program.

30. Provide the number of nonsworn SROs in your agency by race/Hispanic origin and sex.

Race/Hispanic origin:	Male	Female	Total
a. White, not of Hispanic origin			
b. Black or African American, not of Hispanic origin			
c. Hispanic or Latino			
d. American Indian or Alaska Native, not of Hispanic origin			
e. Asian, not of Hispanic origin			
f. Native Hawaiian or Other Pacific Islander, not of Hispanic origin			
g. Two or more races			
h. Race/Hispanic origin not known			
TOTAL (SUM OF A-H)			(Should match 19a)

31. Do the **nonsworn employees** who are primarily assigned to public K-12 schools...

Characteristic:	All	Some	None
a. wear a uniform while working in schools?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b. receive specialized SRO training?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

[IF 31B = NONE, GO TO Q34]

32. Do any of the following entities provide SRO-specific training to **nonsworn employees** in your agency?

Entity:	Yes	No
a. Our agency itself (e.g., academy or in-service)	<input type="checkbox"/>	<input type="checkbox"/>
b. School district	<input type="checkbox"/>	<input type="checkbox"/>
c. State organization	<input type="checkbox"/>	<input type="checkbox"/>
d. National organization (e.g., NASRO)	<input type="checkbox"/>	<input type="checkbox"/>
e. Other (please specify): _____	<input type="checkbox"/>	<input type="checkbox"/>

TRAINING TOPICS OFFERED TO NONSWORN SROs

33. Which of the following **law enforcement** training topics are offered by your agency to **nonsworn employees** in your SRO program? *Please consider training provided to all nonsworn employees or specifically for SROs.*

Law enforcement activity/topic:	Yes	No
a. Conducting law enforcement activities in schools	<input type="checkbox"/>	<input type="checkbox"/>
b. De-escalation strategies and techniques	<input type="checkbox"/>	<input type="checkbox"/>
c. Gangs	<input type="checkbox"/>	<input type="checkbox"/>
d. Procedures for handling juvenile offenders	<input type="checkbox"/>	<input type="checkbox"/>
e. Responding to calls for service on the school campus	<input type="checkbox"/>	<input type="checkbox"/>
f. Responding to incidents in the classroom	<input type="checkbox"/>	<input type="checkbox"/>
g. Social media monitoring	<input type="checkbox"/>	<input type="checkbox"/>
h. Use of less lethal force	<input type="checkbox"/>	<input type="checkbox"/>

34. Which of the following **prevention and planning** training topics are offered by your agency to **nonsworn employees** in your SRO program? *Please consider training provided to all nonsworn employees or specifically for SROs.*

Prevention and planning topic/activity:	Yes	No
a. Administering special safety programs (e.g., drugs, legal issues, crime awareness, distracted driving)	<input type="checkbox"/>	<input type="checkbox"/>
b. Bullying deterrence	<input type="checkbox"/>	<input type="checkbox"/>
c. Crisis preparedness planning	<input type="checkbox"/>	<input type="checkbox"/>
d. Security audits/assessments of school campuses	<input type="checkbox"/>	<input type="checkbox"/>
e. Substance abuse recognition	<input type="checkbox"/>	<input type="checkbox"/>
f. Truancy intervention	<input type="checkbox"/>	<input type="checkbox"/>

35. Which of the following **social and behavioral** training topics are offered by your agency to **nonsworn employees** in your SRO program? *Please consider training provided to all nonsworn employees or specifically for SROs.*

Social and behavioral topic:	Yes	No
a. Child/adolescent psychology/development	<input type="checkbox"/>	<input type="checkbox"/>
b. Conflict resolution	<input type="checkbox"/>	<input type="checkbox"/>
c. Cultural sensitivity and/or cultural competency	<input type="checkbox"/>	<input type="checkbox"/>
d. Mental health issues	<input type="checkbox"/>	<input type="checkbox"/>
e. Mentoring staff, students, and/or families	<input type="checkbox"/>	<input type="checkbox"/>
f. Positive school discipline (e.g., PBIS)	<input type="checkbox"/>	<input type="checkbox"/>
g. Working with students with disabilities	<input type="checkbox"/>	<input type="checkbox"/>

ACTIVITIES PERFORMED BY NONSWORN SROs

36. Please indicate whether each law enforcement activity is required of any of your agency's **nonsworn SROs** while on duty. *Only mark 'yes' if the activity is included in your internal departmental policy, included in a formal agreement with schools/school districts, or expected by department executives.*

Law enforcement activity:	Yes	No
a. Crisis preparedness planning	<input type="checkbox"/>	<input type="checkbox"/>
b. Issuing citations	<input type="checkbox"/>	<input type="checkbox"/>
c. Patrolling school facilities	<input type="checkbox"/>	<input type="checkbox"/>
d. Responding to calls for service on the school campus	<input type="checkbox"/>	<input type="checkbox"/>
e. Responding to incidents in the classroom	<input type="checkbox"/>	<input type="checkbox"/>
f. Security audits/assessments of school campuses	<input type="checkbox"/>	<input type="checkbox"/>
g. Social media monitoring	<input type="checkbox"/>	<input type="checkbox"/>

37. Please indicate whether each mentoring activity is required of any of your agency's **nonsworn SROs** while on duty. *Only mark 'yes' if the activity is included in your internal departmental policy, included in a formal agreement with schools/school districts, or expected by department executives.*

Mentoring activity:	Yes	No
a. Advising school staff, students, or families (e.g., one-on-one, in a group, etc.)	<input type="checkbox"/>	<input type="checkbox"/>
b. Coaching athletic programs	<input type="checkbox"/>	<input type="checkbox"/>
c. Field trip chaperone	<input type="checkbox"/>	<input type="checkbox"/>
d. Supervising/coordinating non-athletic extra-curricular activities	<input type="checkbox"/>	<input type="checkbox"/>
e. Truancy intervention	<input type="checkbox"/>	<input type="checkbox"/>

38. Please indicate whether each teaching activity is required of any of your agency's **nonsworn SROs** while on duty. *Only mark 'yes' if the activity is included in your internal departmental policy, included in a formal agreement with schools/school districts, or expected by department executives.*

Teaching activity:	Yes	No
a. Administering special safety programs (e.g., drugs, legal issues, crime awareness, distracted driving)	<input type="checkbox"/>	<input type="checkbox"/>
b. Conflict resolution	<input type="checkbox"/>	<input type="checkbox"/>
c. Faculty / staff in-service presentations	<input type="checkbox"/>	<input type="checkbox"/>
d. Parent organization presentations	<input type="checkbox"/>	<input type="checkbox"/>

39. Which of the following equipment are issued to **nonsworn SROs** by your agency and which are allowed while on the school campus? *Mark only one per row.*

Item:	Issued by agency		Not issued by agency	
	Allowed on campus	Not allowed	Allowed on campus	Not allowed
a. Baton/nightstick	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b. Body-worn camera	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
c. Conducted energy device (e.g. Taser)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
d. Handheld metal detector wand	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
e. Hobble restraints	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
f. OC Spray/foam	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
g. Other (Please specify): _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

40. In addition to this survey, we provided you with a form to list all of the **sworn** officers from your jurisdiction who are primarily assigned to work in K-12 public schools. We will use this list to randomly select some of these individual officers to receive a survey about activities they perform. Included on the form is guidance for anonymizing the list of officers should you prefer not to provide direct identification of the officers.

A copy of the survey that will be sent to selected SROs is available for your review at <<URL>>.

Are you willing to provide this information?

- Yes—please complete the Officer Roster Form
 No—please indicate why you are not willing to provide this information:

[If Q40 = NO, skip to END]

41. For purposes of administrating the officer survey, would your agency prefer to have a single point of contact to distribute the officer survey or have our team directly contact the officers?

- Single point of contact. Please provide contact information:

Name: _____

Title: _____

Address: _____

Phone: () - _____

Email: _____

- Contact officers directly (*Note: this can only be done when officer name and email address is included on the roster. The person who completed this survey and provided their information on page 1 will be listed on the officers' survey materials to verify that the agency authorized their participation.*)

END. Thank you very much. Those are all the questions we have for you.

Bureau of Justice Statistics

Survey of Law Enforcement Personnel in Schools

School Resource Officer Rostering Form

Please use the table on the following pages to list all of the sworn officers from your jurisdiction who are primarily assigned to work in **K-12 public schools**. Please provide the names and/or badge numbers of these officers in the table below so that we can randomly select the officers who will receive the officer-level survey. If your agency would prefer to provide information other than the name and badge number of these officers, please list an alias or other information that you can use to identify these officers in the table below. If you choose to provide an alias, please keep a copy of the list linking the alias to the individuals so that we can distribute the SRO-level survey to the sampled officers.

If we may contact the officers directly, please provide officer name and email address.

We will use this list to randomly select some of these individual officers to receive a survey about activities performed by sworn law enforcement officers assigned to schools. We will send out the officer survey materials approximately 4 weeks after the due date of the agency-level survey.

If you have more officers working in schools please use the additional pages provided with this form.

SRO Roster

	Officers Initials OR other identifying information that you can link directly to each SRO.	Record the race/Hispanic origin of each SRO using the letter corresponding to the correct category below. A. White, non-Hispanic B. Black or African American, non-Hispanic C. Hispanic or Latino D. American Indian or Alaska Native, non-Hispanic E. Asian, non-Hispanic F. Native Hawaiian or Other Pacific Islander, non-Hispanic G. Two or more races H. Race/Hispanic origin not known U. Unknown or unavailable	Indicate whether each SRO listed is male (M) or female (F).	Officer email address (for direct contact)
1.				
2.				
3.				
4.				
5.				
6.				
7.				
8.				

If you have more officers working in schools please use the additional pages provided with this form.

SRO Roster

Officers Initials OR other identifying information that you can link directly to each SRO.	Record the race/Hispanic origin of each SRO using the letter corresponding to the correct category below. A. White, non-Hispanic B. Black or African American, non-Hispanic C. Hispanic or Latino D. American Indian or Alaska Native, non-Hispanic E. Asian, non-Hispanic F. Native Hawaiian or Other Pacific Islander, non-Hispanic G. Two or more races H. Race/Hispanic origin not known U. Unknown or unavailable	Indicate whether each SRO listed is male (M) or female (F).	Officer email address (for direct contact)
9.			
10.			
11.			
12.			
13.			
14.			
15.			
16.			

If you have more officers working in schools please use the additional pages provided with this form.

SRO Roster

	Officers Initials OR other identifying information that you can link directly to each SRO.	Record the race/Hispanic origin of each SRO using the letter corresponding to the correct category below. A. White, non-Hispanic B. Black or African American, non-Hispanic C. Hispanic or Latino D. American Indian or Alaska Native, non-Hispanic E. Asian, non-Hispanic F. Native Hawaiian or Other Pacific Islander, non-Hispanic G. Two or more races H. Race/Hispanic origin not known U. Unknown or unavailable	Indicate whether each SRO listed is male (M) or female (F).	Officer email address (for direct contact)
17.				
18.				
19.				
20.				
21.				
22.				
23.				
24.				

If you have more officers working in schools please use the additional pages provided with this form.

SRO Roster

Officers Initials OR other identifying information that you can link directly to each SRO.	Record the race/Hispanic origin of each SRO using the letter corresponding to the correct category below. A. White, non-Hispanic B. Black or African American, non-Hispanic C. Hispanic or Latino D. American Indian or Alaska Native, non-Hispanic E. Asian, non-Hispanic F. Native Hawaiian or Other Pacific Islander, non-Hispanic G. Two or more races H. Race/Hispanic origin not known U. Unknown or unavailable	Indicate whether each SRO listed is male (M) or female (F).	Officer email address (for direct contact)
25.			
26.			
27.			
28.			
29.			
30.			
31.			
32.			

If you have more officers working in schools please use the additional pages provided with this form.

SRO Roster

Officers Initials OR other identifying information that you can link directly to each SRO.	Record the race/Hispanic origin of each SRO using the letter corresponding to the correct category below. A. White, non-Hispanic B. Black or African American, non-Hispanic C. Hispanic or Latino D. American Indian or Alaska Native, non-Hispanic E. Asian, non-Hispanic F. Native Hawaiian or Other Pacific Islander, non-Hispanic G. Two or more races H. Race/Hispanic origin not known U. Unknown or unavailable	Indicate whether each SRO listed is male (M) or female (F).	Officer email address (for direct contact)	
33.				
34.				
35.				

If you have more officers working in schools please use the additional pages provided with this form.

Attachment E: LEA survey informed consent

Description and Purpose of the Survey of Law Enforcement Personnel in Schools (SLEPS):

SLEPS collects data on law enforcement agencies and school resource officers across the United States. Your agency has been selected from a scientific sample of approximately 250 law enforcement agencies across the country.

Sponsor: The survey is sponsored by the U.S. Department of Justice's Bureau of Justice Statistics (BJS). RTI International, a not-for-profit research organization, is conducting the study on the behalf of BJS.

Procedures: The survey may be completed online, faxed, or mailed back in a prepaid envelope. It is estimated to take about 25 minutes to complete, on average.

Financial Considerations: There is no monetary incentive for completing the survey.

Voluntary Participation: Your participation is completely voluntary. You can refuse to answer any and all questions.

Privacy and Confidentiality: The Bureau of Justice Statistics (BJS) is authorized to conduct this data collection under 34 U.S.C § 10132. BJS will protect and maintain the confidentiality of your personally identifiable information (PII) to the fullest extent under federal law. BJS, its employees, and its contractors will only use the information you provide for statistical or research purposes pursuant to 34 U.S.C. § 10134, and will not disclose your information in identifiable form to anyone outside of the BJS project team without your consent. All PII collected under BJS's authority is protected under the confidentiality provisions of 34 U.S.C. § 10231. Any person who violates these provisions may be punished by a fine of up to \$10,000 in addition to any other penalties imposed by law. Further, per the Cybersecurity Enhancement Act of 2015 (6 U.S.C. § 151), federal information systems are protected from malicious activities through cybersecurity screening of transmitted data. For more information on how BJS and its contractors will use and protect your information, go to https://www.bjs.gov/content/pub/pdf/BJS_Data_Protection_Guidelines.pdf.

Possible Benefits and Risks: There are no direct benefits to you for participating in the survey. The potential exists for loss of privacy, though our procedures are designed to protect and secure your information.

Further Questions: If you have any questions about the research now or in the future you can contact the RTI Project Director, Duren Banks at 1-800-334-8571, extension 28026. If you have questions about your rights as a study participant, you can call RTI's Office of Research Protection and Ethics toll-free at 1-866-214-2043.

Statement of Consent: I have read the description of this research provided above and I understand it. I have been informed of the risks and benefits involved, and all my questions have been answered to my satisfaction. Furthermore, I have been assured that any future questions that I may have will also be answered. I freely and voluntarily agree to participate in SLEPS.

[Online respondent] By clicking NEXT, I am indicating my agreement to participate in SLEPS.

[Paper respondent] By completing this survey, I am indicating my agreement to participate in SLEPS.

Attachment F: LEA cover letter with link

[DATE]

«Salutation» «ContactFirstName» «ContactLastName»
«Agency Name»
«ContactAddress1»
«ContactAddress2»
«ContactCity», «ContactState» «ContactZip»

Dear «Salutation» «ContactLastName»,

The U.S. Department of Justice's Bureau of Justice Statistics (BJS) is working with RTI International (RTI), a not-for-profit research organization, on a research effort regarding the role and presence of law enforcement officers in schools. While many law enforcement personnel across the nation work closely with schools to ensure that each is a safe place for learning, and free from threats of crime and violence, little is known about the scope and duties of the law enforcement personnel who actually work in the schools. The most recent, publicly available data on this important topic is nearly 10 years old.

Your law enforcement agency has been selected to participate in the Survey of Law Enforcement Personnel in Schools (SLEPS) pre-test. BJS is conducting this pre-test to refine the survey based on feedback from selected law enforcement agencies before conducting a national data collection. Ultimately, the results of the national data collection will generate statistics describing the scope, size, characteristics, and functions of law enforcement personnel who work in schools. There are two phases to the SLEPS pre-test. The first phase is an agency-level questionnaire, which we are contacting you about now, and includes a request for you to provide a roster of your officers working in schools. The roster will be used to select officers for the second phase, which is an officer-level questionnaire for which we will send out materials approximately 4 weeks after the due date of the agency-level survey.

This research effort has also garnered the support of the Police Executive Research Forum (PERF; see attached letter of support).

Please use the following information to log onto the SLEPS website ([website]) to complete the first phase of the pre-test.

USERNAME: [Username] PASSWORD: [Password]

Your participation in both phases of the pre-test is critical to inform the upcoming national data collection and will represent many other agencies like yours. We look forward to receiving your response by [DUE DATE]. Once we complete the first phase, we will contact you regarding the second phase. You may preview the officer level questionnaire used in the second phase here: [website]. If you have any questions, please feel free to contact me or Alissa Chambers at RTI by phone at (919) 541-6340, or email at achambers@rti.org.

We thank you in advance for your participation.

Sincerely,

Elizabeth Davis
SLEPS Program Manager
US Bureau of Justice Statistics
(202) 305-2667
Elizabeth.Davis@usdoj.gov

Enclosure: PERF Letter of Support

OMB #: ####-####. Expiration Date: ##/##/####

Attachment G: LEA thank you/reminder postcard

Dear «Salutation» «ContactLastName»,

OMB No. XXXX-XXXX Exp. Date xx/xx/xxxx

A few weeks ago, we contacted you regarding the launch of the pre-test for the Survey of Law Enforcement Personnel in Schools (SLEPS). Your participation is critical to inform the upcoming national data collection and will represent many other agencies like yours. We kindly ask that you submit your questionnaire data by [DUE DATE].

If you have already submitted your questionnaire, I thank you for your participation.

If you have not submitted your questionnaire, I encourage you to do so as soon as possible. Please use the following information to log onto the SLEPS website ([WEBSITE]):

USERNAME: [Username] PASSWORD: [Password]

Thank you for your help with this important research. If you have any questions, or would like a copy of the survey sent to you, please contact Alissa Chambers at RTI by phone at (919) 541-6340, or email at achambers@rti.org.

Sincerely,
Elizabeth Davis
SLEPS Program Manager
US Bureau of Justice Statistics
(202) 305-2667
Elizabeth.Davis@usdoj.gov

Attachment H: LEA reminder letter

[DATE]

«Salutation» «ContactFirstName» «ContactLastName»
«Agency Name»
«ContactAddress1»
«ContactAddress2»
«ContactCity», «ContactState» «ContactZip»

Dear «Salutation» «ContactLastName»,

I am writing to encourage you to submit data for your agency for the Survey of Law Enforcement Personnel in Schools (SLEPS) pre-test. Our records show that as of [MAIL DATE], your agency has not submitted a questionnaire. BJS is conducting this pre-test to refine the survey based on feedback from selected law enforcement agencies before rolling out a national data collection. Your participation is important to these efforts.

You may participate in this pre-test in **one** of two ways:

1. Complete the **questionnaire online** at [website] using the following credentials:

USERNAME: [Username] PASSWORD: [Password]

2. Complete the **paper questionnaire** included in this packet and return it using the included prepaid envelope.

Your participation is critical to inform the upcoming national data collection and will represent many other agencies like yours. We look forward to receiving your response by [DUE DATE]. If you have any questions, please contact me or Alissa Chambers at RTI International by phone at (919) 541-6340, or email at achambers@rti.org.

We thank you in advance for your participation.

Sincerely,

Elizabeth Davis
SLEPS Program Manager
US Bureau of Justice Statistics
(202) 305-2667
Elizabeth.Davis@usdoj.gov

Enclosures: SLEPS LEA Questionnaire, BRE

Attachment I: LEA POC cover letter about SRO survey distribution

[DATE]

«Salutation» «ContactFirstName» «ContactLastName»
«Agency Name»
«ContactAddress1»
«ContactAddress2»
«ContactCity», «ContactState» «ContactZip»

Dear «Salutation» «ContactLastName»,

Thank you for your participation in the first phase of the U.S. Department of Justice's Bureau of Justice Statistics' Survey of Law Enforcement Personnel in Schools (SLEPS) pre-test. Using the roster you provided with the Law Enforcement Agency (LEA) Survey, we selected «NUMBER» School Resource Officers (SROs) from your agency to participate in the second phase of the SLEPS pre-test, the SRO Survey.

Included in this mailing are envelopes for each selected SRO, labeled by «LEA roster label method». Each SRO will receive (1) a letter inviting the SRO to participate in the survey and (2) the Police Executive Research Forum (PERF) letter of support.

Please distribute these envelopes as soon as possible. Each letter includes a person-specific password to complete the SRO survey so it is important to use the «LEA roster label method» to distribute these envelopes. Each letter contains your contact information should the SRO have questions about their authority to participate in the survey; they are instructed to contact Alissa Chambers at RTI International should they have any questions about the survey.

The participation of the SROs from your agency is critical to inform the upcoming national data collection and will represent many other SROs like them. We look forward to receiving their responses by «DUE DATE». If you have any questions, feel free to contact me or Alissa Chambers by phone at (919) 541-6340, or email at achambers@rti.org.

Thank you in advance for coordinating the participation of your agency's SROs.

Sincerely,

Elizabeth Davis
SLEPS Program Manager
US Bureau of Justice Statistics
(202) 305-2667
Elizabeth.Davis@usdoj.gov

Enclosure: «NUMBER» School Resource Officer (SRO) Envelopes

Attachment J: SRO cover letter

[DATE]

«Salutation» «ContactFirstName» «ContactLastName»
«Agency Name»
«ContactAddress1»
«ContactAddress2»
«ContactCity», «ContactState» «ContactZip»

Dear «Salutation» «ContactLastName»,

The U.S. Department of Justice’s Bureau of Justice Statistics (BJS) is working with RTI International (RTI), a not-for-profit research organization, on a research effort regarding the role and presence of law enforcement officers in schools. While many law enforcement personnel across the nation work closely with schools to ensure that each is a safe place for learning and free from threats of crime and violence, little is known about the scope and duties of the law enforcement personnel who actually work in the schools. The most recent, publicly available data on this important topic is nearly 10 years old.

This research effort has also garnered the support of the Police Executive Research Forum (PERF; see attached letter of support).

This research effort – the Survey of Law Enforcement Personnel in Schools (SLEPS) – begins with a pre-test. BJS is conducting this pre-test in order to refine the survey based on feedback from selected law enforcement agencies and school resource officers before rolling out a national data collection. Ultimately, the results of the national data collection will generate current statistics describing the scope, size, characteristics, and functions of law enforcement personnel that work in schools.

You have been selected to participate in this pre-test. Please use the following information to log onto the SLEPS website ([website]) to complete the questionnaire.

USERNAME: [Username] PASSWORD: [Password]

Your participation is critical to inform the upcoming national data collection and will represent many other School Resource Officers like you. We look forward to receiving your response by [DUE DATE]. If you have any questions, please feel free to contact me or Alissa Chambers at RTI by phone at (919) 541-6340, or email at achambers@rti.org.

This request has been approved by <<Agency Name>>; if you have any questions about your agency’s participation in this pre-test please contact «LEA POC» at «PHONE».

Thank you in advance for your participation.

Sincerely,

Elizabeth Davis
SLEPS Program Manager
US Bureau of Justice Statistics
(202) 305-2667
Elizabeth.Davis@usdoj.gov

Attachment J: SRO cover letter

Enclosure: PERF Letter of Support

Attachment K: Request to track time

[DATE]

«Salutation» «ContactFirstName» «ContactLastName»
«Agency Name»
«ContactAddress1»
«ContactAddress2»
«ContactCity», «ContactState» «ContactZip»

Dear «Salutation» «ContactLastName»,

I am requesting your assistance to help BJS evaluate the time involved in coordinating the participation of your agency's SROs in the SLEPS pre-test. This information will be used to inform the upcoming national data collection and will help us provide agencies with accurate estimates of the time and effort involved in this process. We kindly ask that you track your activities and time spent using the table below.

If you have any questions about this request, please feel free to contact me or Ms. Alissa Chambers at RTI by phone at (919) 541-6340 or email at achambers@rti.org. After the conclusion of the SRO data collection, we will contact you to set up a short phone call to discuss your experience.

Thank you in advance for your assistance in this matter.

Sincerely,

Elizabeth Davis
SLEPS Program Manager
US Bureau of Justice Statistics
(202) 305-2667
Elizabeth.Davis@usdoj.gov

Activity	Estimated time to complete (in hours)	Method of distribution (e.g., roll call, officer mailbox, etc.)
Distribute SRO survey materials		
Distribute reminders to SROs		
Other follow-up contacts with SROs		
Do you have any recommendations on how BJS and RTI could improve this process?		

Description and Purpose of the Survey of Law Enforcement Personnel in Schools (SLEPS):

SLEPS collects data on law enforcement agencies and school resource officers across the United States. You have been selected from a scientific sample of approximately 460 School Resource Officers from across the country.

Sponsor: The survey is sponsored by the U.S. Department of Justice's Bureau of Justice Statistics (BJS). RTI International, a not-for-profit research organization, is conducting the study on the behalf of BJS.

Procedures: The survey may be completed online, faxed, or mailed back in a prepaid envelope. It is estimated to take about 30 minutes to complete, on average.

Financial Considerations: There is no monetary incentive for completing the survey.

Voluntary Participation: Your participation is completely voluntary. You can refuse to answer any and all questions.

Privacy and Confidentiality: The Bureau of Justice Statistics (BJS) is authorized to conduct this data collection under 34 U.S.C § 10132. BJS will protect and maintain the confidentiality of your personally identifiable information (PII) to the fullest extent under federal law. BJS, its employees, and its contractors will only use the information you provide for statistical or research purposes pursuant to 34 U.S.C. § 10134, and will not disclose your information in identifiable form to anyone outside of the BJS project team without your consent. All PII collected under BJS's authority is protected under the confidentiality provisions of 34 U.S.C. § 10231. Any person who violates these provisions may be punished by a fine of up to \$10,000 in addition to any other penalties imposed by law. Further, per the Cybersecurity Enhancement Act of 2015 (6 U.S.C. § 151), federal information systems are protected from malicious activities through cybersecurity screening of transmitted data. For more information on how BJS and its contractors will use and protect your information, go to https://www.bjs.gov/content/pub/pdf/BJS_Data_Protection_Guidelines.pdf.

Possible Benefits and Risks: There are no direct benefits to you for participating in the survey. The potential exists for loss of privacy, though our procedures are designed to protect and secure your information.

Further Questions: If you have any questions about the research now or in the future you can contact the RTI Project Director, Duren Banks at 1-800-334-8571, extension 28026. If you have questions about your rights as a study participant, you can call RTI's Office of Research Protection and Ethics toll-free at 1-866-214-2043.

Statement of Consent: I have read the description of this research provided above and I understand it. I have been informed of the risks and benefits involved, and all my questions have been answered to my satisfaction. Furthermore, I have been assured that any future questions that I may have will also be answered. I freely and voluntarily agree to participate in SLEPS.

[Online respondent] By clicking NEXT, I am indicating my agreement to participate in SLEPS.

[Paper respondent] By completing this survey, I am indicating my agreement to participate in SLEPS.

Attachment M: LEA POC letter – SRO thank you/reminder postcard

[DATE]

«Salutation» «ContactFirstName» «ContactLastName»
«Agency Name»
«ContactAddress1»
«ContactAddress2»
«ContactCity», «ContactState» «ContactZip»

Dear «Salutation» «ContactLastName»,

A couple of weeks ago, we asked you to distribute envelopes containing invitations for selected SROs to participate in the second phase of the U.S. Department of Justice’s Bureau of Justice Statistics’ Survey of Law Enforcement Personnel in Schools (SLEPS) pre-test. Included in this mailing are postcards for each selected SRO, labeled by «LEA roster label method».

Please distribute these postcards as soon as possible. They serve as a thank you for the SROs that completed their survey and as a reminder for the SROs that have not yet had a chance to complete the survey. Each postcard includes a person-specific password to complete the SRO survey so it is important to use the «LEA roster label method» to distribute these postcards.

The participation of the SROs from your agency is critical to inform the upcoming national data collection and will represent many other SROs like them. Each postcard contains your contact information should the SRO have questions about their authority to participate in the survey; they are instructed to contact Alissa Chambers at RTI International should they have any questions about the survey. If you have any questions, you may also contact me or Ms. Chambers by phone at (919) 541-6340 or email at achambers@rti.org.

We look forward to receiving their responses by «DUE DATE». Thank you in advance for coordinating the participation of your agency’s SROs.

Sincerely,

Elizabeth Davis
SLEPS Program Manager
US Bureau of Justice Statistics
(202) 305-2667
Elizabeth.Davis@usdoj.gov

Enclosure: «NUMBER» School Resource Officer (SRO) Postcards

Attachment N: SRO thank you/reminder postcard

Dear «Salutation» «ContactLastName»,

OMB No. XXXX-xxxx Exp. Date xx/xx/xxxx

A few weeks ago, we contacted you regarding the launch of the pre-test for the Survey of Law Enforcement Personnel in Schools (SLEPS). Your participation is critical to inform the upcoming national data collection and will represent many other School Resource Officers like you. We kindly ask that you submit your questionnaire data by [DUE DATE].

If you have already submitted your questionnaire, I thank you for your participation.

If you have not submitted your questionnaire, I encourage you to do so as soon as possible. Please use the following information to log onto the SLEPS website ([WEBSITE]):

USERNAME: [Username] PASSWORD: [Password]

This request has been approved by <<Agency Name>>; if you have any questions about your agency's participation in this pre-test please contact «LEA POC» at «PHONE».

Thank you for your help with this important research. If you have any questions, or would like a copy of the questionnaire sent to you, please contact me or Alissa Chambers at RTI International by phone at (919) 541-6340, or email at achambers@rti.org.

Sincerely,
Elizabeth Davis
SLEPS Program Manager
US Bureau of Justice Statistics
(202) 305-2667
Elizabeth.Davis@usdoj.gov

Attachment O: LEA POC letter – SRO reminder

[DATE]

«Salutation» «ContactFirstName» «ContactLastName»
«Agency Name»
«ContactAddress1»
«ContactAddress2»
«ContactCity», «ContactState» «ContactZip»

Dear «Salutation» «ContactLastName»,

In the past month, you distributed survey invitations and survey reminders to the selected SROs for the second phase of the U.S. Department of Justice’s Bureau of Justice Statistics’ Survey of Law Enforcement Personnel in Schools (SLEPS) pre-test. We are following up once again to encourage your participation. Included in this mailing are letters for each selected SRO who has not yet completed their SRO survey, labeled by «LEA roster label method». Each of these SROs will receive (1) a letter reminding them to complete the SRO survey, (2) a paper version of the SRO survey, and (3) a business reply envelope to return their completed survey.

Please distribute these envelopes as soon as possible. Each letter includes a person-specific password to complete the SRO survey so it is important to use the «LEA roster label method» to distribute these envelopes. Each letter contains your contact information should the SRO have questions about their authority to participate in the survey; they are instructed to contact Alissa Chambers at RTI International should they have any questions about the survey.

The participation of the SROs from your agency is critical to inform the upcoming national data collection and will represent many other SROs like them. If you have any questions, you may also contact me or Ms. Chambers by phone at 919-541-6340 or email at achambers@rti.org.

We look forward to receiving their responses by «DUE DATE». Thank you in advance for coordinating the participation of your agency’s SROs.

Sincerely,

Elizabeth Davis
SLEPS Program Manager
US Bureau of Justice Statistics
(202) 305-2667
Elizabeth.Davis@usdoj.gov

Enclosure: «NUMBER» School Resource Officer (SRO) Envelopes

Attachment P: SRO reminder letter

[DATE]

«Salutation» «ContactFirstName» «ContactLastName»
«Agency Name»
«ContactAddress1»
«ContactAddress2»
«ContactCity», «ContactState» «ContactZip»

Dear «Salutation» «ContactLastName»,

Our records show that as of [MAIL DATE], you have not submitted a questionnaire for the Survey of Law Enforcement Personnel in Schools (SLEPS) pre-test. BJS is conducting this pre-test to refine the survey based on feedback from selected law enforcement agencies and school resource officers before rolling out a national data collection.

You can participate in this pre-test in **one** of two ways:

1. Complete the **questionnaire online** at [website] using the following credentials:

USERNAME: [Username] PASSWORD: [Password]

2. Complete the **paper questionnaire** included in this packet and return it using the included prepaid envelope.

Your participation is critical to inform the upcoming national data collection and will represent many other School Resource Officers like you. We look forward to receiving your response by [DUE DATE]. If you have any questions, please contact me or Alissa Chambers at RTI International by phone at (919) 541-6340, or email at achambers@rti.org.

This request has been approved by <<Agency Name>>; if you have any questions about your agency's participation in this pre-test please contact «LEA POC» at «PHONE».

We thank you in advance for your participation.

Sincerely,

Elizabeth Davis
SLEPS Program Manager
US Bureau of Justice Statistics
(202) 305-2667
Elizabeth.Davis@usdoj.gov

Enclosures: SLEPS SRO Questionnaire

**Survey of Law Enforcement Personnel in Schools (SLEPS)
School Resource Officer (SRO) Survey
2017 Pre-test**

INSTRUCTIONS

- This survey should be completed by the selected sworn law enforcement officer with general arrest powers who is primarily assigned to any public K-12 school. For the purposes of this survey, we will refer to the officer as an SRO.
- The Omnibus Crime Control and Safe Streets Act of 1968, as amended (34 USC 10132), authorizes this information collection. Although this survey is voluntary, we need your participation to make the results comprehensive, accurate, and timely. We greatly appreciate your assistance.

Burden Statement

Federal agencies may not conduct or sponsor an information collection, and a person is not required to respond to a collection of information, unless it displays a current valid OMB Control Number. Public reporting burden for this collection of information is estimated to average 30 minutes per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate, or any other aspects of this collection of information, including suggestions for reducing this burden, to the Director, Bureau of Justice Statistics, 810 Seventh Street NW, Washington, DC 20531.

SRO CHARACTERISTICS

1. Approximately how many years have you served as a sworn law enforcement officer?
Mark only one.
 - Less than 1 year
 - 1–2 years
 - 3–5 years
 - 6–10 years
 - More than 10 years

2. Approximately how many years have you worked as an SRO **in your career**? Please count the total number of years you've worked as an SRO even if you held other positions at times. *Mark only one.*
 - Less than 1 year
 - 1–2 years
 - 3–5 years
 - 6–10 years
 - More than 10 years

3. Approximately how many years have you worked as an SRO **at your current assignment**? *Mark only one.*
 - Less than 1 year
 - 1–2 years
 - 3–5 years
 - 6–10 years
 - More than 10 years

4. Is your assignment as an SRO a single permanent assignment (i.e., you only serve as an SRO) or do you rotate to other assignments (e.g., juvenile detective, routine patrol)? *Mark only one.*
 - Single permanent assignment
 - Rotate to other assignments

5. Are you currently certified by a national or state SRO association?
 - Yes – national association (i.e. NASRO)
 - Yes – state association
 - No

6. For what part of the year are you currently assigned as an SRO? *Mark only one.*
- During part of the school year
- During the full traditional school year
- Year-round
7. To how many schools are you currently assigned as an SRO? *Please do not include schools where you might be called in to help, but are not part of your official assignment.*
- One
- Two
- Three
- Four
- Five or more

SRO TRAINING

The next set of questions is about your training on law enforcement, prevention and planning, and social and behavioral topics.

8. At any point during your career, have you received any training on any of the following **law enforcement** topics?

Law enforcement activity/topic:	Yes	No
a. De-escalation strategies and techniques	<input type="checkbox"/>	<input type="checkbox"/>
b. Gangs	<input type="checkbox"/>	<input type="checkbox"/>
c. Procedures for handling juvenile offenders	<input type="checkbox"/>	<input type="checkbox"/>
d. Responding to calls for service on the school campus	<input type="checkbox"/>	<input type="checkbox"/>
e. Responding to incidents in the classroom	<input type="checkbox"/>	<input type="checkbox"/>
f. Social media monitoring	<input type="checkbox"/>	<input type="checkbox"/>
g. Use of deadly force	<input type="checkbox"/>	<input type="checkbox"/>
h. Use of less lethal force	<input type="checkbox"/>	<input type="checkbox"/>

9. At any point during your career, have you received any training on any of the following **prevention and planning** topics?

Prevention and planning topic/activity:	Yes	No
a. Administering special safety programs (e.g., drugs, legal issues, crime awareness, distracted driving)	<input type="checkbox"/>	<input type="checkbox"/>
b. Bullying deterrence	<input type="checkbox"/>	<input type="checkbox"/>
c. Crisis preparedness planning	<input type="checkbox"/>	<input type="checkbox"/>
d. Security audits/assessments of school campuses	<input type="checkbox"/>	<input type="checkbox"/>
e. Substance abuse recognition	<input type="checkbox"/>	<input type="checkbox"/>
f. Truancy intervention	<input type="checkbox"/>	<input type="checkbox"/>

10. At any point during your career, have you received any training on any of the following **social and behavioral** topics?

Social and behavioral topic:	Yes	No
a. Child/adolescent psychology/development	<input type="checkbox"/>	<input type="checkbox"/>
b. Conflict resolution	<input type="checkbox"/>	<input type="checkbox"/>
c. Cultural sensitivity and/or cultural competency	<input type="checkbox"/>	<input type="checkbox"/>
d. Mental health issues	<input type="checkbox"/>	<input type="checkbox"/>
e. Mentoring staff, students, and/or families	<input type="checkbox"/>	<input type="checkbox"/>
f. Positive school discipline (e.g., PBIS)	<input type="checkbox"/>	<input type="checkbox"/>
g. Students with disabilities	<input type="checkbox"/>	<input type="checkbox"/>

SRO ACTIVITIES

The next set of questions is about activities you performed in the past 30 days as part of your SRO duties. We are interested in law enforcement, mentoring, and teaching activities.

11. As part of your SRO duties, which of the following **law enforcement activities** did you perform on or around school grounds in the past 30 days? *Mark all that apply.*
- Conducted searches
 - Confiscated drugs
 - Confiscated weapons
 - Crisis preparedness planning
 - Issued criminal citations
 - Made arrests
 - Patrolled school facilities
 - Responded to calls for service on the school campus
 - Responded to incidents in the classroom
 - Security audits/ assessments of school campuses
 - Social media monitoring
 - Other (please specify): _____
12. As part of your SRO duties, which of the following **mentoring activities** did you perform on or around school grounds in the past 30 days? *Mark all that apply.*
- Advised school staff, students, or families (one-on-one, in a group, etc.)
 - Coached athletic programs
 - Field trip chaperone
 - Supervised/coordinated non-athletic extracurricular activities
 - Truancy intervention
13. As part of your SRO duties, which of the following **teaching activities** did you perform on or around school grounds in the past 30 days? *Mark all that apply.*
- Administering special safety programs (e.g., drugs, legal issues, crime awareness, distracted driving)
 - Conflict resolution
 - Faculty/staff in-service presentations
 - Parent organization presentations

14. Approximately what percentage of your duty time was spent on the following in-school activities over the past 30 days? *If you do not perform an activity, enter "0". The total of all activities should be 100%.*

Activity:	Percentage (out of 100)
a. Conducting law enforcement activities	_____
b. Conducting mentoring activities with students/staff/families	_____
c. Conducting teaching activities	_____
d. Administrative functions/paperwork related to the above activities	_____
e. Other. Please specify: _____	_____
TOTAL	100%

15. During the past 12 months, have you arrested any student(s) for the following offenses?

Offense:	Yes	No
a. Assault on school staff/faculty/security/SROs	<input type="checkbox"/>	<input type="checkbox"/>
b. Disorderly conduct	<input type="checkbox"/>	<input type="checkbox"/>
c. Drug distribution	<input type="checkbox"/>	<input type="checkbox"/>
d. Drug possession	<input type="checkbox"/>	<input type="checkbox"/>
e. Electronic/social media crimes (e.g., cyberbullying, sexting)	<input type="checkbox"/>	<input type="checkbox"/>
f. Failure to obey a police officer	<input type="checkbox"/>	<input type="checkbox"/>
g. Fighting	<input type="checkbox"/>	<input type="checkbox"/>
h. Theft	<input type="checkbox"/>	<input type="checkbox"/>
i. Threats against faculty	<input type="checkbox"/>	<input type="checkbox"/>
j. Threats against school facility	<input type="checkbox"/>	<input type="checkbox"/>
k. Threats against students	<input type="checkbox"/>	<input type="checkbox"/>
l. Weapon possession	<input type="checkbox"/>	<input type="checkbox"/>
m. Weapon use	<input type="checkbox"/>	<input type="checkbox"/>
n. Other (please specify): _____	<input type="checkbox"/>	<input type="checkbox"/>

16. If you are in a situation where you arrest a student, what role does the school administration play in your arrest decision? *Mark only one.*
- No impact, as arrest determination is made solely by myself or other sworn personnel
 - Memorandum of understanding or other agreement specifies situations where the school can have influence over my arrest decisions
 - School administration reviews all arrest-eligible incidents and can provide input regarding my arrest decision
 - SROs do not have arrest powers in my assigned school
 - Other (please specify): _____
17. Do you speak any language other than English?
- Yes (Please specify): _____
 - No - **GO TO QUESTION 19**
18. Is this other language useful when interacting with students in the school to which you are assigned?
- Yes
 - No

PRIMARILY ASSIGNED SCHOOL CHARACTERISTICS

The next set of questions focuses on the school to which you are primarily assigned. If you are assigned to more than one school, please answer based on the school where you spend most of your time. If your time is split evenly between 2 or more schools, please answer based on the school you worked in most recently.

19. Which type of school do you primarily serve in your current assignment as an SRO? *Mark only one.*
- Elementary school (*lowest grade is not higher than grade 3 and the highest grade is not higher than grade 8*)
 - Middle school (*lowest grade is not lower than grade 4 and the highest grade is not higher than grade 9*)
 - High school (*lowest grade is not lower than grade 9 and the highest grade is not higher than grade 12*)
 - Combined school (e.g., K-8, K-12)
20. On average, how many hours per week do you work at this school? _____
21. Are there known gangs at your primarily assigned school?
- Yes
 - No
 - Don't know
22. Not counting yourself, how many SROs share your shift at your primarily assigned school?
- _____

23. Other than SROs, what security measures are in place at your primarily assigned school?

Mark all that apply.

- Closed campus (students not allowed to leave during school hours without permission)
- Controlled access to school buildings during school hours (e.g. locked or monitored doors)
- Controlled access to school grounds (e.g. locked or monitored gates)
- Metal detectors
- Random sweeps for contraband (e.g. drugs, weapons), including dog sniffs
- School-issued student IDs
- School security guards, nonsworn
- Security camera(s) to monitor school buildings and/or grounds
- Structured anonymous threat reporting system (e.g. online submission, text messaging, telephone hotline)
- Student dress code/uniform
- Other means of restricting access (please specify): _____
- Other measures not listed (please specify): _____

24. *Restorative practices are intended to build a sense of school community and resolve conflict by repairing harm and restoring positive relationships. Positive Behavioral Interventions and Supports (PBIS) is a school-wide intervention that teaches school staff to recognize, monitor, and reward appropriate student behaviors and to provide consistent sanctions for rule violations.*

Are you involved in the process of engaging students in restorative practices and/or PBIS at your primarily assigned school?

- Yes
- No
- Don't know/not familiar with these practices

25. We would like to obtain information about the school you primarily work in by linking to data that has been collected about that school in other surveys. In order to access information about the school, we will need to know the name of the school. We will only use the name of the school to access information collected from other surveys about the characteristics of that particular school (i.e. the size and composition of the student population) and will not release your data to any agency or individual who is not directly involved with our research. The Bureau of Justice Statistics (BJS) will use this information for research purposes only. What is the name and location of the school in which you primarily work?

School Name _____

City _____ State _____

Attachment R: IRB submission confirmation
RESEARCH TRIANGLE INSTITUTE
COMMITTEE FOR THE PROTECTION OF HUMAN SUBJECTS
Request for Approval of Research Protocol

RTI Project/Proposal No. 0214546 Date 09/25/2017

To meet the requirements of Federal regulations (45 CFR 46) and RTI Policy and Procedures Memorandum 1030, details of a research project that will involve human subjects must be submitted to the RTI Committee for the Protection of Human Subjects for review and approval before participation by human subjects begin. To request approval for such research, the Project Leader must complete this form, attach the informed consent and relevant supporting materials (e.g., questionnaires or other data collection forms, advance letters, agreements to participate), and deliver the request to one of the Administrators, Diana Sparrow or Evelyn Studer. The Project Leader will be notified if it is necessary to meet with the Committee and will be informed of the results of the Committee's review.

Title: Survey of Law Enforcement Personnel in Schools (SLEPS)

Sponsor: Bureau of Justice Statistics (BJS)

Check Here If Grant

Project Duration:

From 1/04/2015^a
Month/Day/Year

To: 12/31/2018^a
Month/Day/Year

Date Approval Requested: 09/25/2017
Month/Day/Year

Date Participation of Human Subjects Scheduled to Begin: 11/01/2017^a
Month/Day/Year

Reason for Review: (Check One)

Proposal

Pretest or Pilot

Renewal

Full Study Implementation

Pre-Award

Other (specify)

Project Leader Duren Banks

Date 09/25/2017



Signature

^a Dates of overall project period of performance. Work requested under this IRB application expected to be conducted between 11/1/2017 and 6/30/2018.

I. STUDY DESCRIPTION

A. Type of Study:

(Check all that apply)

X	Survey
	Record abstraction
	Participation observation
	Laboratory experiment or measurement
	Device, drug, or procedural trial
	Biological specimen collection
	Environmental measurement or testing
	Other (specify) _____

B. Study Aims: (200-300 words)

While many law enforcement personnel across the nation work closely with schools to ensure that each is a safe place for learning, and free from threats of crime and violence, little is known about the scope and duties of the law enforcement personnel who actually work in the schools. The most recent, publicly available data on this important topic is nearly 10 years old. BJS is conducting this pre-test to refine the survey based on feedback from selected law enforcement agencies before conducting a national data collection. Ultimately, the results of the national data collection will generate statistics describing the scope, size, characteristics, and functions of law enforcement personnel that work in schools. The study includes two phases: (1) Law Enforcement Agency Survey with School Resource Officer roster request and (2) School Resource Officer Survey.

II. STUDY DESCRIPTION

A. Sample Size(s): 250 Law Enforcement Agencies (LEAs) and 463 School Resource Officers (SROs)

B. Special Populations (Check all that apply)

	None
	Minors
	Newborns
	Pregnant
	HIV infected
	Prisoners
	Alcohol, drug, or mental health program clients

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	Incompetent
X	Employees (specify) <u>SROs employed by LEAs</u>
	RTI Employees, their family member or friends (specify) _____
	Other (specify) _____

C. Sample Selection Procedure(s): (100-200 words)

The SLEPS pretest pre-test will utilize a two-stage, stratified SRS sample design. In the first stage, a sample of 250 LEAs will be selected across five strata: (1) 0 SROs, (2) unknown number of SROs, (3) 1-5 SROs, (4) 6+ SROs, and (5) Self-Representing (New York City Police Department). We expect 180 sampled LEAs (72%) to submit LEA questionnaires and 125 (50%) to return SRO rosters by the cutoff date for SRO sampling. Within rostered LEAs, a random set of SROs will be selected according to the following rules:

- Agencies with 1-5 SROs – sample all SROs
- Agencies with 6-10 SROs – sample 75% of SROs (with a minimum of 5)
- Agencies with 11-30 SROs – sample 50% of SROs (with a minimum of 8)
- Agencies with 31+ SROs – sample 10% of SROs (with a minimum of 10 and a maximum of 50)

This protocol is expected to yield a sample of n=462 SROs, and 370 (80%) of these are expected to submit an SRO questionnaire.

D. Participant Recruitment Procedures: (50-100 words)

Once we draw the LEA sample, we will send an introductory mailing to the point of contact (depending on what is available, this may be by name or position) which includes (1) a letter explaining the survey and inviting them to participate and (2) a letter of support from Police Executive Research Forum (PERF).

Once we draw the SRO sample, we will send an introductory mailing to the sampled SRO which includes (1) a letter explaining the survey and inviting them to participate and (2) a letter of support from PERF.

III. INFORMED CONSENT. Informed consent must be obtained. A copy of the informed consent must be attached to this protocol.

A. Type: Check One

X	Written not signed
	Written and signed
	Verbal not signed
	Verbal and signed
	Both verbal and written

B. Informed Consent Procedures (200-300 words)

Copy of Informed Consent Left with Participant

The informed consent will appear at the beginning of the paper questionnaire as well as the beginning of the online questionnaire. The respondent will read through the bulleted item list and by moving forward, they indicate their agreement to participate in SLEPS. See Attachment A1a (LEA) and Attachment B1a (SRO).

Copy of Consent with Consent Form Checklist Attached

See Attachments A1b and B1b for copies of Consent Form Checklists.

C. Individual Participant Burden

Law Enforcement Agency Survey Point of Contact

3 . 04 Hours

School Resource Officer

0 . 67 hours

D. Participant Compensation

Law Enforcement Agency Point of Contact

None

\$.

School Resource Officer

None

\$.

E. Number of Recontacts:

Law Enforcement Agency Point of Contact

None

5 Recontacts

School Resource Officer

None

	2	Recontacts
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F. Future Contacts:

	Future contact is planned
	No future contact is envisioned
X	Future contact might or could be considered

Pre-test participants may be included (or not) in the main study sample fielded in 2019.

IV. DATA COLLECTION PROCEDURES

A. Type: (Check all that apply)

Survey

	NA
X	Mail
	Anonymous
	Personal Interview
X	Self-administered Questionnaire
X	Telephone Interview
	Other (specify)

Biological Specimen

	NA
	Invasive
	Noninvasive

Device, Drug, or Procedure Trial

	NA
	Invasive
	Noninvasive

Record Abstraction

	NA
	File review
	At agency or facility
	Computer
	Request records from agency or facility
	Other (specify)

Laboratory Experiment or Measurement

	NA
	Psychological
	Physical invasive
	Physical noninvasive
	Focus group
	Other (specify)

B. Description of Procedures: (200-300 words)

The overall timeline for the SLEPS pre-test is five months. The Law Enforcement Agency (LEA) survey will be in the field for two and a half months. This includes time for completing the questionnaire and School Resource Officer (SRO) roster. For one month, RTI will select the SRO sample based on the completed rosters. The SRO survey will be in the field for six weeks.

On Day 0, LEAs will receive the introductory mailing, which includes a letter introducing the survey and inviting the point of contact to participate (see Attachment C) and a letter of support from the Police Executive Research Forum (PERF; see Attachment D). We will conduct a mode experiment during the pre-test whereby half of the sampled LEAs also receive a paper survey (see Attachment E), a roster request (see Attachment F), and business reply envelope (see Attachment G). On Day 14, all sampled LEAs will receive a thank you / reminder postcard (see Attachment H). On Day 28, all to-date nonresponding LEAs will receive a reminder letter (see Attachment I) with a paper survey(see Attachment E), a roster request (see Attachment F), and business reply envelope. On Day 49, we will begin telephone outreach, including interviewing. LEA data collection will end on Day 67.

After sampling SROs, on Day 98, sampled SROs will receive the introductory mailing, which includes a letter introducing the survey and inviting the SRO to participate (see Attachment J) and a letter of support from PERF (see Attachment D). If the LEA POC chooses to coordinate the SRO survey, they will receive a letter explaining how to distribute these communications (see Attachment K). We will select 25 POCs, across sampling stratum, to track their time for coordinating the SRO survey (see Attachment L). On Day 112, all sampled SROs will receive a thank you / reminder postcard (see Attachment M). If the LEA POC chooses to coordinate the SRO survey, they will receive a letter explaining how to distribute these communications (see Attachment N). On Day 126, all to-date non-responding SROs will receive a reminder letter (see Attachment O) with a paper survey (see Attachment P) and business reply envelope. If the LEA POC chooses to coordinate the SRO survey, they will receive a letter explaining how to distribute these communications (see Attachment Q). SRO data collection will end on Day 137.

V. POTENTIAL RISKS

A. Type: (Check one or more)

<input checked="" type="checkbox"/>	None
<input type="checkbox"/>	Minimal physical
<input type="checkbox"/>	Minimal psychological/social/legal
<input type="checkbox"/>	Substantial physical
<input type="checkbox"/>	Substantial psychological/social/legal

B. Description of Physical Risks: (200-300 words)

None.

C. Description of Psychological/Social/Legal Risks: (100-200 words)

None.

VI. PROTECTION OF SUBJECTS:

A. Guarantees:

<input type="checkbox"/>	Anonymity (no link between individual and data is possible)
<input type="checkbox"/>	Confidentiality (RTI guarantee only)
<input checked="" type="checkbox"/>	Confidentiality (RTI & other guarantee) (specify)

Attachment R: IRB submission confirmation

__RTI and Police Executive Research Form (PERF) staff who are part
of the SLEPS project team_____

B. Types of Procedures Provided to Reduce or Alleviate Risks

<input type="checkbox"/>	Maintenance or environmental cleanup or correction
<input type="checkbox"/>	Psychological counseling
<input type="checkbox"/>	Medical treatment
<input checked="" type="checkbox"/>	Other (specify)

_____ N/A _____

C. Description of Procedures to Reduce or Alleviate Risks: (100-200 words)

None.

D. Description of Security Measures: (50-100 words)

Data identifiable to a private person will not be used or revealed, except as authorized under 28 CFR Part 22, Sections 22.21 & 22.22. Access to the data will be limited to those employees having a need for such data and that such employees shall be advised of and agree in writing to comply with the regulations in 28 CFR Part 22. All contractors, subcontractors, and consultants requiring access to identifiable data will agree, through conditions in their subcontract or consultant agreement, to comply with the requirements of 28 CFR §22.24 regarding information transfer agreements and that the Bureau of Justice Statistics (BJS) will be provided copies of all transfer agreements before they are executed as well as the name and title of the individuals with the authority to transfer data.

VII. BENEFITS

A. Information Provided to Study Participants

<input checked="" type="checkbox"/>	No direct benefit
<input type="checkbox"/>	Medical or physical data (e.g., serum levels)
<input type="checkbox"/>	Social data (e.g., eligibility for service)
<input type="checkbox"/>	Psychological data (e.g., test scores)
<input type="checkbox"/>	Environmental data (e.g., toxicity levels)
<input type="checkbox"/>	Other (please specify)

Brief description: N/A

B. Services Provided to Study Participants:

<input checked="" type="checkbox"/>	No direct services provided
<input type="checkbox"/>	Medical or rehabilitation treatment
<input type="checkbox"/>	Social/economic service
<input type="checkbox"/>	Psychological counseling
<input type="checkbox"/>	Environmental cleanup or correction
<input type="checkbox"/>	Other (please specify)

Brief description: N/A

C. Other Benefits: (please describe)

None.

VIII. RISK/BENEFIT RATIO

A. Type:

<input checked="" type="checkbox"/>	No risk/no individual benefit
<input type="checkbox"/>	Minimal risk/no individual benefit
<input type="checkbox"/>	Minimal risk/minimal individual benefit
<input type="checkbox"/>	Minimal risk/substantial individual benefit
<input type="checkbox"/>	Substantial risk/substantial individual benefit
<input type="checkbox"/>	Substantial risk/substantial research/society benefit

B. Weighing of Risk/Benefit: (200-300 words)

N/A

IX. SPECIAL ISSUES

A. Type of Issue or Risk:

<input checked="" type="checkbox"/>	None
<input type="checkbox"/>	Collaborative research

Attachment R: IRB submission confirmation

<input type="checkbox"/>	RTI is prime contractor
<input type="checkbox"/>	RTI is subcontractor
<input type="checkbox"/>	Other (please specify) _____

<input type="checkbox"/>	Need to release information on risk
<input type="checkbox"/>	Follow-on studies
<input type="checkbox"/>	Other (please specify) _____

B. Discussion of Special Issues and Approach to Minimize Risks: (200-300 words)

N/A

X. NEEDS FOR FUTURE REVIEW

<input type="checkbox"/>	Pre-Award	Date	_____
<input type="checkbox"/>	Pretest/Pilot	Date	_____
X	Full Study Implementation	Date	<u>January 1, 2019 (estimated)</u>
<input type="checkbox"/>	Renewal	Date	_____
<input type="checkbox"/>	Other (please specify)	Date	_____

January 3, 2013