

**Correctional Officer Stressors and Suicide Feasibility Study: Interview Guide**

Facilities		Interviewers	
Facility Point of Contact		Notetakers	
Date		Interviewees	

**Introduction and purpose of the call**

Hello, this is [INTERVIEWER NAME], calling from Abt Global (Abt) on behalf of the Bureau of Justice Statistics (BJS). Thank you for agreeing to participate in BJS’s feasibility study on Correctional Officers Stressors and Suicide.

**Information about the Study:** The purpose of this study is to learn about correctional officer stressors and suicide. We will be asking you questions about practices and policies that impact correctional officers in your <<facility/facilities>>, data collected by your agency on correctional officer stressors and suicide. We are interested in learning about and how and where those data are housed, as well as any potential challenges and solutions that BJS might encounter if they were to request administrative-level data for research purposes. We are collecting this information for internal BJS planning purposes to determine whether BJS should try to gather administrative-level correctional officer data from prisons and local jails in the future.

We ask for your assistance with this study because your input is valuable in helping BJS understand what information about correctional officer stress and suicide is kept by your agency and the capability to share these data. Your responses will help BJS to make an informed decision on whether and how to proceed with collecting statistics on correctional officer stress and suicide. The interview should take between 45 and 60 minutes. Your participation in this study is voluntary. You may decline to answer any questions, or stop your participation, at any time.

**Confidentiality Statement:** Individual responses about your <<facility/facilities>> will not be published or released outside of BJS. BJS and Abt are bound by federal law (34 USC 10231) to use data for research and statistical purposes only, maintain and protect the data securely, and ensure data confidentiality. Your responses will remain confidential. Only Abt and BJS staff will have access to the names and responses of correctional staff who are interviewed.

**Before we Begin:** Before we begin the interview, we would like your permission to record this interview. Again, your responses to our questions will not be published or released outside of BJS. BJS and Abt are bound by federal law (34 USC 10231) to use data for research and statistical purposes only, maintain and protect the data securely, and ensure data confidentiality. Do we have your permission to record this interview?

**Interviewee answers Yes/No. If yes, continue:**

We are now recording based upon your consent to record this interview.

We were given your name by <<insert name of DOC/jail jurisdiction/company>> as someone who is knowledgeable about policies and practices related to correctional officer stress and suicide being used

*\*NOTE: If speaking to DOC rep, in preparation for the call, populate the list of prison facilities under that DOC’s jurisdiction.*

at facilities within your agency. Are you able to answer questions on these topics? Can you please tell us your official title and role within the <<facility/DOC/company>>?

You may not be able to answer all of our questions right now – that is okay! We will be taking notes, and we will send them to you after the interview, along with any questions that are outstanding. Do you have any questions before we begin?

Great! We will begin taking notes now. **[Start notetaking]**

**Confirming Facility Information [Pre-populated prior to call]**

I would like to begin by confirming some of the information we have collected on your <<facility/DOC/company>>. I will read the information we have gathered, and please tell me if there is any information to correct.

<p>▪ <b>Facility type(s) (check all that apply):</b></p> <p><input type="checkbox"/> Jail</p> <p style="padding-left: 20px;"><input type="checkbox"/> Locally operated</p> <p style="padding-left: 20px;"><input type="checkbox"/> Privately operated</p> <p><input type="checkbox"/> Prison</p> <p style="padding-left: 20px;"><input type="checkbox"/> State-operated</p> <p style="padding-left: 20px;"><input type="checkbox"/> Privately-operated</p> <p style="padding-left: 20px;"><input type="checkbox"/> BOP-operated</p> <p><input type="checkbox"/> Integrated system (combined jail/prison)</p>	<p>▪ <b>Respondent type</b></p> <p><input type="checkbox"/> Reporting for a single jurisdiction/facility</p> <p><input type="checkbox"/> Reporting for multiple facilities</p> <p style="padding-left: 20px;"><input type="checkbox"/> DOC</p> <p style="padding-left: 20px;"><input type="checkbox"/> BOP</p> <p style="padding-left: 20px;"><input type="checkbox"/> Private corporation</p> <p style="padding-left: 20px;"><input type="checkbox"/> Jail jurisdiction</p>
<p>▪ <b>Facility(ies) house (check all that apply):</b></p> <p><input type="checkbox"/> Pretrial and awaiting sentencing</p> <p><input type="checkbox"/> Holds for other agencies</p> <p><input type="checkbox"/> Sentenced</p> <p><input type="checkbox"/> Other (specify) _____</p>	<p>▪ <b>Custody classification of inmates in your facility(ies) (check all that apply):</b></p> <p><input type="checkbox"/> Minimum/Low                      <input type="checkbox"/> Super</p> <p><input type="checkbox"/> Medium                                      <input type="checkbox"/> Administrative</p> <p><input type="checkbox"/> High</p>
	<p>▪ <b>Sex of inmates housed:</b> Female-only / Coed facility / Combo</p>

**[\*\* If respondent is reporting on multiple facilities:]** Given that we are asking about the availability of data for multiple facilities operated by your jurisdiction, I would like you to answer on behalf of all of those facilities. The response may be the same for all facilities; however, please let me know if there are any questions that may have different answers for different facilities. For example, you may have the

same policies and procedures for all of your facilities; however, you may have human resource system vendors that differ based on facility.

During the interview, we will ask you to tell us about the policies and practices that guide the facility's correctional officer staffing and influence correctional officer experiences. For each item, we would also like you tells us about any significant challenges facilities may have in providing this information to BJS. This may include legal, technological, resource, or confidentiality issues that may prevent you from reporting the information. We would also like to hear your thoughts about any potential mitigation strategies for these potential barriers.

**Interviewer instruction:**

**Probes are requested for "No" and "Don't Know" (DK) responses. Probes should be based on the nature of the response given.**

**For "no" or "DK" with further explanatory information: Please tailor probes based on the explanation accompanying the response to learn more detail about the explanation provided, as appropriate.**

**For responses of DK with no explanatory information, examples of possible probes appear below:**

- 1. Is there someone in your agency who might be able to provide this information?"**  
**(for potential use with all items)**
- 2. Is this information that you might be able to provide in the future? What steps would you need to take to provide these data?**
- 3. "If you do not know the answer, is this because this policy does is applied differently (e.g. across facilities, for some positions but not others?" (e.g., to use with items 6, 8)**

**For responses of no with no explanatory information, examples of possible probes appear below:**

**"When you say that your agency would not be able to provide this information at a facility level"**

- 1. Is this information not collected/recorded by your agency?**
- 2. Is this information available for all facilities but individual facilities?**
- 3. is the reason because this circumstance has not arisen? Has this circumstance occurred but a policy does not exist?" (e.g., to use with items 12, 13)**

**Let's begin with Section 1.**

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## **SECTION 1: Staffing levels and work schedules for Correctional Officers**

First, we'd like to ask some questions about CO staffing levels and work schedules

1. Would your agency be able to provide this data at a facility-level for this question:
  - a. "Please describe the standard work/shift schedule for COs? Hours of shifts, times of shifts, number of days/shifts per pay period. Please define what is included in a pay period (e.g., weekly, two-weeks, monthly)." *Open-ended response* **Yes/No/Do not know/Unanswered, If No/Do not know → Probe**

**Probe Notes:**

b. Are there on-call periods for staff? Please define the on-call periods (e.g., regular part of staff scheduling, are they used only to cover staff shortages, time on-call vs. time not on-call during how many days, per week or per pay period, etc.) *Open-ended response* → **Probe**

**Probe notes:**

2. Would your agency be able to provide data at a facility-level for this question:

“How many funded positions for full-time COs were authorized as of Jan. 1, XX?” *Numeric response* **Yes/No/Do not know/Unanswered, If No/Do not know** → **Probe**

**Probe Notes:**

3. Would your agency be able to provide data at a facility-level for this question:

“How many funded positions for full-time supervisory COs were authorized as of Jan. 1, XX?” *Numeric response* **Yes/No/Do not know/Unanswered, If No/Do not know** → **Probe**

**Probe Notes:**

4. Would your agency be able to provide this data at a facility-level for this question:

“How many funded positions for full-time COs were vacant as of Jan. 1, XX?” *Numeric response* **Yes/No/Do not know/Unanswered, If No/Do not know** → **Probe**

**Probe Notes:**

5. Would your agency be able to provide this data at a facility-level for this question:

“How many funded positions for supervisory COs were vacant as of Jan. 1, XX?” *Numeric response* **Yes/No/Do not know/Unanswered, If No/Do not know** → **Probe**

**Probe Notes:**

6. Would your agency be able to provide this data at a facility-level for this question:

“From Jan. 1, XX – Dec. 31, XX, how many COs were hired?” *Numeric response* **Yes/No/Do not know/Unanswered, If No/Do not know** → **Probe**

**Probe Notes**

7. Would your agency be able to provide this data at a facility-level for this question:

“From Jan. 1, XX – Dec. 31, XX, how many COs ended employment at your facility by:”

a. “Quitting without notice?” *Numeric response* **Yes/No/Do not know/Unanswered, If No/Do not know** → **Probe**

**Probe Notes:**

b. “Resignation with any prior notice?” *Numeric response* **Yes/No/Do not know/Unanswered, If No/Do not know** → **Probe**

**Probe Notes:**

- c. “Retirement?” *Numeric response* **Yes/No/Do not know/Unanswered, If No/Do not know → Probe**

**Probe Notes:**

- d. “Termination?” *Numeric response* **Yes/No/Do not know/Unanswered, If No/Do not know → Probe**

**Probe Notes:**

- e. “Any other types of departure from employment?” *Numeric response* **Yes/No/Do not know/Unanswered, If No/Do not know → Probe: If yes, please tell me about the other types of departure.**

**Probe Notes:**

8. Would your agency be able to provide this data at a facility-level for this question:

“From Jan. 1, XX – Dec. 31, XX, how many COs had an extended leave of absence (not traditional paid time off; for example: parental leave, Family Medical Leave Act (FMLA), administrative leave, suspension, short-term disability, leave without pay)?” *Numeric response* **Yes/No/Do not know/Unanswered, If No/Do not know → Probe**

**Probe Notes:**

9. Would your agency be able to provide this data and/or policies at a facility-level for this question:

“Does the facility have a policy on:”

- a. “The maximum work hours for COs per day?” *Yes/No response* **Yes/No/Do not know/Unanswered, If No/Do not know → Probe**

**Probe Notes:**

- b. “The minimum rest time required for COs after shifts?” *Yes/No response* **Yes/No/Do not know/Unanswered, If No/Do not know → Probe**

**Probe Notes:**

- c. “Mandatory overtime for COs?” *Yes/No response* **Yes/No/Do not know/Unanswered, If No/Do not know → Probe: If yes: Are COs always required to work assigned mandatory overtime? Please describe reasons COs may decline mandatory overtime, consequences that may result, etc.**

**Probe Notes:**

- i. “What is the allowed maximum number or limit of overtime hours?” *Numeric response* **Yes/No/Do not know/Unanswered, If No/Do not know → Probe**

- ii. “What time period does this maximum or limit apply to (e.g., “The maximum over time hours a CO can work per week is 24 hours”)?”: Please select one

\_Daily;

\_Weekly;

\_Pay period – Define pay period length” *Checked response* **Yes/No/Do not know/Unanswered, If No/Do not know → Probe**

**Probe Notes:**

10. Would your agency be able to provide this data at a facility-level for this question:

“What is the average number of overtime hours worked by COs, as of the most recent pay period or month?” *Numeric response, by pay period, by month (select one)* **Yes/No/Do not know/Unanswered, If No/Do not know → Probe**

**Probe Notes:**

11. Would your agency be able to provide this data at a facility-level for this question:

- a. “How many COs worked overtime hours in the most recent pay period or month? *Numeric response, by pay period, by month (select one)*” **Yes/No/Do not know/Unanswered, If No/Do not know → Probe**

**Probe Notes:**

- b. “How many COs did not work any overtime hours in the most recent pay period or month? *Numeric response, by pay period, by month (select one)*” **Yes/No/Do not know/Unanswered, If No/Do not know → Probe**

**Probe Notes:**

12. Would your agency be able to provide this data at a facility-level for this question:

- a. “What is the total number of overtime hours worked by COs for the last calendar year? *Numeric response*” **Yes/No/Do not know/Unanswered, If No/Do not know → Probe**

**Probe Notes:**

- b. “What is the total number of non-overtime hours worked by COs for the last calendar year? *Numeric response*” **Yes/No/Do not know/Unanswered, If No/Do not know → Probe**

**Probe Notes:**

13. Would your agency be able to provide this data at a facility-level for this question:

“Does your facility use non-custodial staff to fulfill a custodial role (augmentation)? *Yes/No response.*” **Yes/No/Do not know/Unanswered, If No/Do not know → Probe**

**Probe Notes:**

- a. “If YES to Q13: How many hours has non-custodial staff been used to augment custodial staff in the facility from Jan. 1, XX – Dec. 31, XX? *Numeric response*” **Yes/No/Do not know/Unanswered, If No/Do not know → Probe**

**Probe Notes:**

- b. “If YES to Q13: How many non-custodial staff provided augmentation for at least one shift from Jan. 1, XX – Dec. 31, XX? *Numeric response*” **Yes/No/Do not know/Unanswered, If No/Do not know → Probe**

**Probe Note:**

14. Are there any legal, technological, resource, or confidentiality issues that would make it difficult or impossible to respond to any of these questions about staffing levels and work schedules for Correctional Officers? *Yes/No*

- a. IF YES to Q14: Can you describe what those issues are?

**Probe Notes:**

- b. IF YES to Q14: Can you think of any ways that might help us to resolve these issues?

**Probe Notes:**

## **SECTION 2: Salary and time off for Correctional Officers**

Next, we would like to ask you about salary and time off for Correctional Officers

15. Would your agency be able to provide this data at a facility-level for this question:

“What is the average annual salary for COs at this facility?” *Numeric response* **Yes/No/Do not know/Unanswered, If No/Do not know → Probe**

**Probe Notes:**

- a. “What is the starting salary with zero years of previous experience for COs at this facility?” *Numeric response* **Yes/No/Do not know/Unanswered**

**Probe Notes:**

16. Would your agency be able to provide this data at a facility-level for this question:

“How does your facility track vacation and sick time, select which best fits your facility’s practices?” *Select individual response*

- Paid Time Off, which includes sick and vacation time, **not** tracked separately (e.g., “have 48 hours of paid time off) **Answer Q16 PTO variant and skip Q17, Q18**

- Paid Time Off, which includes sick and vacation time, but tracked separately (e.g., “have 8 hours of sick time and 40 hours of vacation time”) **skip 16 PTO variant, go to 17**

- Sick and Vacation Time tracked separately (e.g., “have 8 hours of sick time and 40 hours of vacation time”) **skip Q16 PTO variant, go to 17**

**Yes/No/Do not know/Unanswered, If No/Do not know → Probe**

**Probe Notes:**

a. “Does your facility require a certain amount of paid time off or vacation to be used each year?” *Yes/No response* **Yes/No/Do not know/Unanswered, If No/Do not know → Probe**

**Probe Notes:**

17. PTO variant – Would your agency be able to provide this data at a facility-level for this question:

“How many days of paid time off per calendar year are full-time COs provided in your facility?” *Numeric response* **Yes/No/Do not know/Unanswered, If No/Do not know → Probe to determine if there are different leave amounts given based on tenure, rank, other factors**

**Probe Notes:**

a. “What was the average number of paid time off days used by COs between Jan. 1, XX – Dec. 31, XX?” *Numeric response* **Yes/No/Do not know/Unanswered, If No/Do not know → Probe**

**Probe Notes:**

18. Would your agency be able to provide this data at a facility-level for this question:

“How many days of paid vacation per calendar year are full-time COs provided in your facility?” *Numeric response* **Yes/No/Do not know/Unanswered, If No/Do not know → Probe**

**Probe Notes:**

a. “What was the average number of paid vacation days used by COs between Jan. 1, XX – Dec. 31, XX?” *Numeric response* **Yes/No/Do not know/Unanswered, If No/Do not know → Probe**

**Probe Notes:**



19. Would your agency be able to provide this data at a facility-level for this question:

“How many days of paid sick leave per calendar year are COs provided in your facility?”  
*Numeric response* **Yes/No/Do not know/Unanswered, If No/Do not know → Probe**

**Probe Notes:**

- a. “What was the average number of paid sick leave days used by COs at this facility between Jan 1., XX – Dec. 31, XX? *Numeric response*” **Yes/No/Do not know/Unanswered, If No/Do not know → Probe**

**Probe Notes:**

20. Are there any legal, technological, resource, or confidentiality issues that would make it difficult or impossible to respond to any of these questions about salary and time off for Correctional Officers? *Yes/No*

- a. IF YES to Q20: Can you describe what those issues are?

**Probe Notes:**

- b. IF YES to Q20: Can you think of any ways that might help us to resolve these issues?

**Probe Notes:**

### **SECTION 3: Education and training for Correctional Officers**

Now we would like to ask you about the types educational and training requirements and opportunities for Correctional Officers

21. Would your agency be able to provide this data and/or policy at a facility-level for this question:

“What are the minimum education requirements to be a CO in this facility/state?” *Open-ended response* **Yes/No/Do not know/Unanswered, If No/Do not know → Probe**

**Probe Notes:**

22. Would your agency be able to provide this data and/or policy at a facility-level for this question:

“What is the minimum age requirement to be hired as a CO in this facility/state?” *Open-ended response* **Yes/No/Do not know/Unanswered, If No/Do not know → Probe**

**Probe Notes:**

23. Would your agency be able to provide this data and/or policy at a facility-level for this question:

“Does your agency have a training program for new COs in this facility/state?” *Yes/No response* **Yes/No/Do not know/Unanswered, If No/Do not know → Probe**

**Probe Notes:**

- a. If YES to Q23: “How long is the training program for new COs in this facility/state? Please specify in hours.” *Numeric response Yes/No/Do not know/Unanswered, If No/Do not know → Probe*

**Probe Notes:**

24. Would your agency be able to provide this data and/or policy at a facility-level for this question:

“Are COs required to take any annual or semi-annual trainings?” *Yes/No response Yes/No/Do not know/Unanswered, If No/Do not know → Probe*

**Probe Notes:**

- a. “If YES to Q24: What are the trainings? *Open-ended response*” **Yes/No/Do not know/Unanswered**

25. Would your agency be able to provide this data at a facility-level for this question:

“Are COs provided opportunities to attend professional conferences or other professional development activities other than required training?” *Yes/No response Yes/No/Do not know/Unanswered, If No/Do not know → Probe*

**Probe Notes:**

- a. If Yes to Q25: “How many COs attended professional conferences between Jan. 1, XX – Dec. 31, XX?” *Numeric response Yes/No/Do not know/Unanswered*
- b. IF Yes to Q25: “How many COs engaged in professional development activities, other than conferences between Jan. 1, XX – Dec. 31, XX?” *Numeric response Yes/No/Do not know/Unanswered*

26. Would your agency be able to provide this data at a facility-level for this question:

“Does your state/facility have a union which COs can join?” *Yes/No Yes/No/Do not know/Unanswered If No/Do not know → Probe*

**Probe Notes:**

- a. “How many COs in this facility belonged to a labor union as of Dec. 31, XX?” *Numeric response Yes/No/Do not know/Unanswered, If No/Do not know → Probe*

**Probe Notes:**

27. Would your agency be able to provide this information at a facility-level for this question:

“Are COs issued a firearm for work?” *Yes/No response Yes/No/Do not know/Unanswered*

- a. “If YES to Q27: How many COs had a work-issued firearm, as of December 31, XX?”  
*Numeric response Yes/No/Do not know/Unanswered, If No/Do not know → Probe*

**Probe Notes:**

- b. “If YES to Q27: Does your facility have a policy that outlines use and storage of duty firearms during off-duty hours?” *Yes/No response Yes/No/Do not know/Unanswered, If No/Do not know → Probe*

**Probe Notes:**

28. Would your agency be able to provide this data at a facility-level for this question:

“Are COs required to attend training on safe storage of firearms?” *Yes/No response Yes/No/Do not know/Unanswered, If No/Do not know → Probe*

**Probe Notes:**

- a. “If YES to Q28: How often is the training required (e.g., annual, at time of hiring)?”  
*Open-ended response Yes/No/Do not know/Unanswered, If No/Do not know → Probe*

**Probe Notes:**

29. Are there any legal, technological, resource, or confidentiality issues that would make it difficult or impossible to respond to any of these questions about education and training for Correctional Officers? *Yes/No*

- a. IF YES to Q29: Can you describe what those issues are?

**Probe Notes:**

- b. IF YES to Q29: Can you think of any ways that might help us to resolve these issues?

**Probe Notes:**

#### **SECTION 4: Correctional Officer Stressors and Indicators of Stress**

Next we’d like to ask you about information you can provide on stressors for COs in the workplace and indicators of CO stress

30. Would your agency be able to provide this data at a facility-level for this question:

“Does your facility have a policy that limits or sets the number of inmates for which a CO can be assigned and/or supervise?” *Yes/No response Yes/No/Do not know/Unanswered, If No/Do not know → Probe*

**Probe Notes:**

31. Would your agency be able to provide this data at a facility-level for this question:

“Does your facility have a restrictive housing unit, sometimes called special population, solitary confinement, isolation units, and does not include medical units?” *Yes/No response* **Yes/No/Do not know/Unanswered, If No/Do not know → Probe**

**Probe Notes:**

- a. If YES to Q31: “Are there limits or rules about the number of hours or amount of time that a CO can work in a restrictive housing unit?” *Yes/No response* **Yes/No/Do not know/Unanswered, If No/Do not know → Probe**

**Probe Notes:**

- i. If YES to Q31a: “What are those limits?” *Open-ended response* **Yes/No/Do not know/Unanswered**

32. Would your agency be able to provide this data at a facility-level for this question:

“How many COs were the subject of an investigation conducted by the facility or an oversight authority in your system from Jan. 1, XX – Dec. 31, XX?” *Numeric response* **Yes/No/Do not know/Unanswered, If No/Do not know → Probe**

**Probe Notes:**

- a. “From Jan 1., XX – Dec. 31, XX, what topic or behaviors were COs under investigation for?” *Open ended response* **Yes/No/Do not know/Unanswered, If No/Do not know → Probe**

**Probe Notes:**

33. Would your agency be able to provide this data at a facility-level for this question:

“How many COs received any disciplinary action from Jan. 1, XX – Dec. 31, XX?” *Numeric response* **Yes/No/Do not know/Unanswered, If No/Do not know → Probe**

**Probe Notes:**

- a. “From Jan 1., XX – Dec. 31, XX, what topic or behaviors did COs receive disciplinary action for?” *Open ended response* **Yes/No/Do not know/Unanswered, If No/Do not know → Probe**

**Probe Notes:**

34. Would your agency be able to provide this data at a facility-level for this question:

“From Jan. 1, XX – Dec. 31, XX, how many workplace injuries were reported by COs at this facility?” *Numeric response* **Yes/No/Do not know/Unanswered, If No/Do not know → Probe**

**Probe Notes:**

- a. “If Q34>0: How many COs reported workplace injuries at this facility from Jan. 1, XX – Dec. 31, XX? *Numeric response*” **Yes/No/Do not know/Unanswered, If No/Do not know → Probe**

**Probe Notes:**

- b. “If Q34>0: How many workplace injuries reported by COs were due to an assault or use of force incident? *Numeric response*” **Yes/No/Do not know/Unanswered, If No/Do not know → Probe**

**Probe Notes:**

- c. “If Q34>0: How many COs filed a workers compensation claim from Jan. 1, XX – Dec. 31, XX? *Numeric response*” **Yes/No/Do not know/Unanswered, If No/Do not know → Probe**

**Probe Notes:**

35. Would your agency be able to provide this data at a facility-level for this question:

“How many COs were known to have died from suicide between Jan. 1, XX – Dec. 31, XX?” *Numeric response* **Yes/No/Do not know/Unanswered, If No/Do not know → Probe**

**Probe Notes:**

36. Would your agency be able to provide this data at a facility-level for this question:

“How many non-CO staff were known to have died from suicide between Jan. 1, XX – Dec. 31, XX?” *Numeric response* **Yes/No/Do not know/Unanswered, If No/Do not know → Probe**

**Probe Notes:**

37. Are there any legal, technological, resource, or confidentiality issues that would make it difficult or impossible to respond to any of these questions about correctional officer stressors and indicators of for Correctional Officers? *Yes/No*

- a. IF YES to Q37: Can you describe what those issues are?

**Probe Notes:**

- b. IF YES to Q37: Can you think of any ways that might help us to resolve these issues?

**Probe Notes:**

## SECTION 5: Services and Programs available to Correctional Officers

Now we'd like to ask you about services and programs available to COs to assist with stressors in their work and daily lives

38. Would your agency be able to provide this data at a facility-level for this question:

“Does your facility offer an Employee Assistance Program (EAP) for COs?” *Yes/No response*  
**Yes/No/Do not know/Unanswered, If No/Do not know → Probe**

**Probe Notes:**

- a. “If YES to Q38: Does your facility have a policy that allows managers or Human Resources to initiate EAP contact on behalf of the CO?” *Yes/No response* **Yes/No/Do not know/Unanswered, If No/Do not know → Probe**

**Probe Notes:**

“If YES to Q38a:”

- i. “Does your facility initiate EAP contact if a CO screens positive for drugs/substances?” *Yes/No response* **Yes/No/Do not know/Unanswered, If No/Do not know → Probe**

**Probe Notes:**

- ii. “Does your facility initiate EAP contact if a CO is under investigation?” *Yes/No response* **Yes/No/Do not know/Unanswered, If No/Do not know → Probe**

**Probe Notes:**

- iii. “Does your facility initiate EAP contact if a CO receives discipline?” *Yes/No response* **Yes/No/Do not know/Unanswered, If No/Do not know → Probe**

**Probe Notes:**

- iv. “Does your facility initiate EAP contact with employees following critical events?” *Yes/No response* **Yes/No/Do not know/Unanswered, If No/Do not know → Probe**

**Probe Notes:**

39. Would your agency be able to provide this data at a facility-level for this question:

“Does your facility offer CO’s other types of wellness programs that are separate from an EAP for COs?” *Yes/No response* **Yes/No/Do not know/Unanswered, If No/Do not know → Probe**

**Probe Notes:**

- a. “If YES to Q39: Please tell me what types of wellness programs are available to CO’s at this facility.” *Open ended response* **Yes/No/Do not know/Unanswered, If No/Do not know → Probe**

**Probe Notes:**

40. Would your agency be able to provide this data at a facility-level for this question:

“Does the facility have a policy that requires a Critical Incident Stress Management response within a specified time frame when certain incidents occur? *Yes/No response*” **Yes/No/Do not know/Unanswered, If No/Do not know → Probe**

**Probe Notes:**

41. Would your agency be able to provide this data at a facility-level for this question:

“From Jan. 1, XX through Dec. 31, XX, how many Critical Incident Stress Management responses, by type of incident, were initiated?”

- a. “Inmate death” *Numeric response* **Yes/No/Do not know/Unanswered**
- b. “Inmate fight that results in injury to other inmates” *Numeric response* **Yes/No/Do not know/Unanswered**
- c. “Inmate fight that results in injury to COs or other facility staff” *Numeric response* **Yes/No/Do not know/Unanswered**
- d. “Inmate suicide attempt” *Numeric response* **Yes/No/Do not know/Unanswered**
- e. “Sexual assault on inmate” *Numeric response* **Yes/No/Do not know/Unanswered**
- f. “Sexual assault on CO or facility staff” *Numeric response* **Yes/No/Do not know/Unanswered**
- g. “Death of CO or facility staff” *Numeric response* **Yes/No/Do not know/Unanswered**
- h. “Suicide of CO or facility staff” *Numeric response* **Yes/No/Do not know/Unanswered**
- i. “Disturbances” *Numeric response* **Yes/No/Do not know/Unanswered**
- j. “Other – please specify” *Open-ended response and Numeric response* **Yes/No/Do not know/Unanswered**

**Probe Notes:**

Definitions: A disturbance is an incident brought about by inmate action that results in loss of control of the facility or a portion of the facility and requires extraordinary measures to regain control.

A loss of control is defined as a situation in which inmates are acting in concert to disrupt facility operations and refuse to comply with lockdown orders.

Examples of extraordinary measures include sending in a significant number of staff or the tactical response team, firing of shots, use of gas, etc.

42. Would your agency be able to provide this data at a facility-level for this question:

“What is included in your facility’s Critical Incident Stress Management response? Check all that apply”

- a. “Critical Incident Stress Debriefing” *Yes/No response* **Yes/No/Do not know/Unanswered, If No/Do not know → Probe**

**Probe Notes:**

- b. “Post critical incident seminars” *Yes/No response* **Yes/No/Do not know/Unanswered, If No/Do not know → Probe**

**Probe Notes:**

- c. “Trauma dog/Pet therapy” *Yes/No response* **Yes/No/Do not know/Unanswered, If No/Do not know → Probe**

**Probe Notes:**

- d. “Access to counselor and resources” *Yes/No response* **Yes/No/Do not know/Unanswered, If No/Do not know → Probe**

**Probe Notes:**

- e. “Other elements – specify” *Yes/No and open response* **Yes/No/Do not know/Unanswered**

43. Are there any legal, technological, resource, or confidentiality issues that would make it difficult or impossible to respond to any of these questions about services and programs for Correctional Officers? *Yes/No*

- a. IF YES to Q43: Can you describe what those issues are?

**Probe Notes:**

- b. IF YES to Q43: Can you think of any ways that might help us to resolve these issues?

**Probe Notes:**



## SECTION 6: Characteristics of Correctional Officers and facilities

Finally, we'd like to ask you some questions about characteristics of CO's and facilities in your system

44. Would your agency be able to provide this data at a facility-level for this question:

“How many COs currently employed by this facility are: Men, Women, Total. *Numeric response*” **Yes/No/Do not know/Unanswered**

a. “From Jan. 1, XX – Dec. 31, XX, how many COs employed by this facility were: Men, Women, Total. *Numeric response*” **Yes/No/Do not know/Unanswered, If No/ Do not know → Probe**

**Probe Notes:**

45. Would your agency be able to provide this data at a facility-level for this question:

“Of the total COs currently employed by this facility, how many were: Asian; Black or African American; Hispanic or Latino; Middle Eastern or North African; Native Hawaiian or Pacific Islander; White” *Numeric response* **Yes/No/Do not know/Unanswered → Probe**

**Probes:**

- 1. Which of these categories exist in the agencies information system?**
- 2. Do the definitions given here match the definitions for the agency categories?**
- 3. Which of these categories are not included in the agency's information system?**
- 4. What categories does your system use that are not included in the race breakout that we presented here? Given these differences, how would you report the race for COs in these other categories?**

**Definitions:**

*American Indian or Alaska Native.* Individuals with origins in any of the original peoples of North, Central, and South America, including, for example, Navajo Nation, Blackfeet Tribe of the Blackfeet Indian Reservation of Montana, Native Village of Barrow Inupiat Traditional Government, Nome Eskimo Community, Aztec, and Maya.

*Asian.* Individuals with origins in any of the original peoples of Central or East Asia, Southeast Asia, or South Asia, including, for example, Chinese, Asian Indian, Filipino, Vietnamese, Korean, and Japanese.

*Black or African American.* Individuals with origins in any of the Black racial groups of Africa, including, for example, African American, Jamaican, Haitian, Nigerian, Ethiopian, and Somali.

*Hispanic or Latino.* Includes individuals of Mexican, Puerto Rican, Salvadoran, Cuban, Dominican, Guatemalan, and other Central or South American or Spanish culture or origin.

*Middle Eastern or North African.* Individuals with origins in any of the original peoples of the Middle East or North Africa, including, for example, Lebanese, Iranian, Egyptian, Syrian, Iraqi, and Israeli.

*Native Hawaiian or Pacific Islander.* Individuals with origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands, including, for example, Native Hawaiian, Samoan, Chamorro, Tongan, Fijian, and Marshallese.

*White.* Individuals with origins in any of the original peoples of Europe, including, for example, English, German, Irish, Italian, Polish, and Scottish

46. Would your agency be able to provide this data at a facility-level for this question:

“What was the rated capacity of this facility, as of Jan. 1, XX?” *Numeric Response/Don’t Know*  
**Yes/No/Do not know/Unanswered**

If Don’t Know to Q46: “As of Jan. 1, XX, what was the design capacity of this facility?”  
*Numeric Response* **Yes/No/Do not know/Unanswered**

Definition: Rated capacity is the number of beds or inmates assigned by rating officials for safe and efficient operation of this facility. It may exceed design capacity because of double bunking. However, beds in an area not designed as sleeping space, such as day rooms and multipurpose rooms, should not be included in rated capacity.

Definition: Design capacity is the number of inmates that planners or architects intended for this facility.

47. Would your agency be able to provide this data at a facility-level for this question:

“What was the physical security of this facility, as of Jan. 1, XX.” Mark the one box that best describes the physical security of the facility.

Super Maximum;

Maximum/close/high;

Medium;

Minimum/low;

Administrative (e.g., medical facilities);

Other – specify;

none *Selected response*” **Yes/No/Do not know/Unanswered**

Definitions: Super maximum, maximum/close/high security is characterized by walls or double-fence perimeters, armed towers, or armed patrols. Cell housing is isolated in one of two ways: within a cell block so that a prisoner escaping from a cell is confined within the building or by double security from the perimeter by bars, steel doors, or other hardware. All entry or exit is via trap gate or sally port.

Medium security is characterized by a single or double-fenced perimeter with armed coverage by towers or patrols. Housing units are cells, rooms, or dormitories. Dormitories are living units designed or modified to accommodate 12 or more persons. All entry or exit is via trap gate or sally port.

Minimum or low security is characterized by a fence or “posted” perimeter. Cell housing units are rooms or dormitories. Normal entry and exit are under visual surveillance.

48. Would your agency be able to provide this data at a facility-level for this question:

“Was this facility under a state or federal court order or consent decree for specific conditions of confinement as of Jan. 1, XX?” *Yes/No response*” **Yes/No/Do not know/Unanswered**

- a. If Yes to Q48: “What is the maximum number of inmates this facility is allowed to house?” *Numeric Response* **Yes/No/Do not know/Unanswered**
- b. If Yes to Q48: “What were the specific conditions?” Mark all conditions that apply: Crowding; Visiting/mail/telephone policy; Accommodation of disabled; Religious practices; mental health services/treatment; Search policies or practices; Fire hazards; Medical facilities or services; Disciplinary procedures or policies; Grievance procedures or policies; Staffing; Administrative segregation procedures or policies; Library services; Recreation/exercise; Inmate classification; Foodservices/nutrition/cleanliness; Counseling Programs; Education; Other- specify. *Selected responses* **Yes/No/Do not know/Unanswered**

49. Are there any legal, technological, resource, or confidentiality issues that would make it difficult or impossible to respond to any of these questions about Characteristics of correctional officers and facilities? *Yes/No*

- a. IF YES to Q49: Can you describe what those issues are?

**Probe Notes:**

- b. IF YES to Q49: Can you think of any ways that might help us to resolve these issues?

**Probe Notes:**

## **SECTION 7: Close-out Interview**

That concludes the specific questions that we have for you. However, we would like to hear your thoughts.

50. “Are there other resources in your agency to support COs that you think would be helpful for us to know about?” *Yes/No response* **Yes/No/Do not know/Unanswered, If No/Do not know → Probe**

**Probe Notes:**

Attachment G: Interview Guide

- a. “If YES to Q50: “What are these other resources provide to support COs? *Open-ended response*” **Yes/No/Do not know`/Unanswered**

51. Are there any other policies, programs, or practices at your agency that would help us understand the impact of correctional officer stressors and suicide?

**Thank you for your time and assistance. Do you have any questions we can answer?**

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