

**Attachment A: Cognitive Testing of 2024 Statistical Policy Directive No. 15 (SPD 15)
Standards in Establishment Surveys instrument**



BUREAU OF JUSTICE STATISTICS

TESTING UPDATED RACE/ETHNICITY QUESTIONS FOR CRIMINAL JUSTICE SURVEYS

In correspondence about this survey, please refer to the **Agency ID** number printed below in this box. (Please correct any error in name and mailing address below. If the label is correct, please check the box in the bottom right hand corner of this box.)

Agency Name:

Please update the below contact information for your agency:

NAME				TITLE		
TELEPHONE	Area Code	Number	Extension	FAX	Area Code	Number
EMAIL ADDRESS						

Completion and Return Instructions

- This survey is designed to collect information from a variety of agencies, including departments of corrections, police departments, sheriff's offices, and parole and probation agencies. Based on your agency type and operations, you may be asked to complete up to 5 questions. The survey will automatically route based on your agency type. Since the survey varies by agency type, your survey may not begin with Question #1.
- **Please do not leave any items blank.** If the answer to a question is none or zero, write "0" in the space provided. When exact numeric answers are not available, please provide estimates.
- **Please submit your completed questionnaire 24 hours before your scheduled cognitive interview.**
- If you have questions about the survey, items on the questionnaire, or how to submit completed responses, please contact the RTI Project Director, Dustin Williams (dwilliams@rti.org or 919.541.8006) or [BJS CONTACT].
- **The reference periods may change by question, please make sure to review each question's unique reference period.**
- If you would like a paper form to use as a reference, please contact RTI International at [EMAIL] or [PHONE].
- **Who should complete this collection:**
 - Staff who have access to data on agency staffing by race/ethnicity
 - Staff who have access to information on the race/ethnicity of people held in jails, incarcerated in prisons, people on parole or probation

Burden Statement

Under the Paperwork Reduction Act, we cannot ask you to respond to a collection of information unless it displays a currently valid OMB control number. The burden of this collection is estimated to average 25 minutes per form, including reviewing instructions, searching existing data sources, gathering necessary data, and completing and reviewing this form. Send comments regarding this burden estimate or any aspect of this survey, including suggestions for reducing this burden, to the Director, Bureau of Justice Statistics, 999 North Capitol St NE Washington, DC 20531. Do not send your completed form to this address.

[PROGRAMMING NOTE: IF ASPP_PAR=1, ASK Section I]

Section I: Annual Surveys of Probation and Parole – Parole

On [REFERENCE DATE], how many of the adults on parole your agency supervised were –

If none, enter '0'.

	<u>Adults on parole</u>
a. White For example, English, German, Irish, Italian, Polish, Scottish, etc.	
b. Black or African American For example, African American, Jamaican, Haitian, Nigerian, Ethiopian, Somali, etc.	
c. Hispanic or Latino For example, Mexican, Puerto Rican, Salvadoran, Cuban, Dominican, Guatemalan, etc.	
d. American Indian or Alaska Native For example, Navajo Nation, Blackfeet Tribe of the Blackfeet Indian Reservation of Montana, Native Village of Barrow Inupiat Traditional Government, Nome Eskimo Community, Aztec, Maya, etc.	
e. Asian For example, Chinese, Asian Indian, Filipino, Vietnamese, Korean, Japanese, etc.	
f. Middle Eastern or North African For example, Lebanese, Iranian, Egyptian, Syrian, Iraqi, Israeli, etc.	
g. Native Hawaiian or Pacific Islander For example, Native Hawaiian, Samoan, Chamorro, Tongan, Fijian, Marshallese, etc.	
h. Two or more races	
i. Not known	
j. Total <u>adults on parole</u> (sum of rows a-i)	

[PROGRAMMING NOTE: IF ASPP_PRO=1, ASK Section II]

Section II: Annual Surveys of Probation and Parole – Probation

[PRIMARY] On [REFERENCE DATE], how many of the adults on felony or misdemeanor probation your agency was supervising were -- *If none, enter '0'.*

	<u>Adults on felony probation</u>	<u>Adults on misdemeanor probation</u>
	☐ N/A	☐ N/A
a. White For example, English, German, Irish, Italian, Polish, Scottish, etc.		
b. Black or African American For example, African American, Jamaican, Haitian, Nigerian, Ethiopian, Somali, etc.		
c. Hispanic or Latino For example, Mexican, Puerto Rican, Salvadoran, Cuban, Dominican, Guatemalan, etc.		
d. American Indian or Alaska Native For example, Navajo Nation, Blackfeet Tribe of the Blackfeet Indian Reservation of Montana, Native Village of Barrow Inupiat Traditional Government, Nome Eskimo Community, Aztec, Maya, etc.		
e. Asian For example, Chinese, Asian Indian, Filipino, Vietnamese, Korean, Japanese, etc.		
f. Middle Eastern or North African For example, Lebanese, Iranian, Egyptian, Syrian, Iraqi, Israeli, etc.		
g. Native Hawaiian or Pacific Islander For example, Native Hawaiian, Samoan, Chamorro, Tongan, Fijian, Marshallese, etc.		
h. Two or more races		
i. Not known		
j. Total <u>adults</u> (sum of rows a-i)		

[ALTERNATIVE] On [REFERENCE DATE], how many of the adults on felony or misdemeanor probation your agency was supervising were -- *If none, enter '0'.*

	<u>Adults on felony probation</u>	<u>Adults on misdemeanor probation</u>
	☐ N/A	☐ N/A
a. White (not of Hispanic origin) For example, English, German, Irish, Italian, Polish, Scottish, etc.		
b. Black or African American (not of Hispanic origin) For example, African American, Jamaican, Haitian, Nigerian, Ethiopian, Somali, etc.		
c. Hispanic or Latino For example, Mexican, Puerto Rican, Salvadoran, Cuban, Dominican, Guatemalan, etc.		
d. American Indian or Alaska Native (not of Hispanic origin) For example, Navajo Nation, Blackfeet Tribe of the Blackfeet Indian Reservation of Montana, Native Village of Barrow Inupiat Traditional Government, Nome Eskimo Community, Aztec, Maya, etc.		
e. Asian (not of Hispanic origin) For example, Chinese, Asian Indian, Filipino, Vietnamese, Korean, Japanese, etc.		
f. Middle Eastern or North African (not of Hispanic origin) For example, Lebanese, Iranian, Egyptian, Syrian, Iraqi, Israeli, etc.		
g. Native Hawaiian or Pacific Islander (not of Hispanic origin) For example, Native Hawaiian, Samoan, Chamorro, Tongan, Fijian, Marshallese, etc.		
h. Two or more races		
i. Not known		
j. Total <u>adults</u> (sum of rows a-i)		

[PROGRAMMING NOTE: IF CFLEO=1, ASK Section III]

Section III: Census of Federal Law Enforcement Officers

How many full-time personnel with arrest and/or firearm authority did your agency employ by race and/or ethnicity and sex on [REFERENCE DATE]. *If none, enter '0'.*

	<u>Male</u>	<u>Female</u>	<u>Total</u>
a. White For example, English, German, Irish, Italian, Polish, Scottish, etc.			
b. Black or African American For example, African American, Jamaican, Haitian, Nigerian, Ethiopian, Somali, etc.			
c. Hispanic or Latino For example, Mexican, Puerto Rican, Salvadoran, Cuban, Dominican, Guatemalan, etc.			
d. American Indian or Alaska Native For example, Navajo Nation, Blackfeet Tribe of the Blackfeet Indian Reservation of Montana, Native Village of Barrow Inupiat Traditional Government, Nome Eskimo Community, Aztec, Maya, etc.			
e. Asian For example, Chinese, Asian Indian, Filipino, Vietnamese, Korean, Japanese, etc.			
f. Middle Eastern or North African For example, Lebanese, Iranian, Egyptian, Syrian, Iraqi, Israeli, etc.			
g. Native Hawaiian or Pacific Islander For example, Native Hawaiian, Samoan, Chamorro, Tongan, Fijian, Marshallese, etc.			
h. Two or more races			
i. Not known			
j. Total <u>full-time personnel</u> (sum of rows a-i)			

Enter the number of full-time personnel with arrest and/or firearm authority held supervisory positions by race and/or ethnicity on [REFERENCE DATE]. If a position did not exist in your agency, select 'N/A'. If none, enter '0'.

	<u>Supervisory staff with arrest and/or firearm authority</u>
a. White For example, English, German, Irish, Italian, Polish, Scottish, etc.	
b. Black or African American For example, African American, Jamaican, Haitian, Nigerian, Ethiopian, Somali, etc.	
c. Hispanic or Latino For example, Mexican, Puerto Rican, Salvadoran, Cuban, Dominican, Guatemalan, etc.	
d. American Indian or Alaska Native For example, Navajo Nation, Blackfeet Tribe of the Blackfeet Indian Reservation of Montana, Native Village of Barrow Inupiat Traditional Government, Nome Eskimo Community, Aztec, Maya, etc.	
e. Asian For example, Chinese, Asian Indian, Filipino, Vietnamese, Korean, Japanese, etc.	
f. Middle Eastern or North African For example, Lebanese, Iranian, Egyptian, Syrian, Iraqi, Israeli, etc.	
g. Native Hawaiian or Pacific Islander For example, Native Hawaiian, Samoan, Chamorro, Tongan, Fijian, Marshallese, etc.	
h. Two or more races	
i. Not known	
j. Total <u>by race</u> (sum of rows a-i)	
k. Male	
l. Female	
m. Total <u>by sex</u> (sum of rows k-l)	

[PROGRAMMING NOTE: IF COJ=1, ASK Section IV]

Section IV: Census of Jails

On [REFERENCE DATE], how many persons confined in your jail facilities were-- *If none, enter '0'.*

	<u>Male</u>	<u>Female</u>	<u>Total</u>
a. White For example, English, German, Irish, Italian, Polish, Scottish, etc.			
b. Black or African American For example, African American, Jamaican, Haitian, Nigerian, Ethiopian, Somali, etc.			
c. Hispanic or Latino For example, Mexican, Puerto Rican, Salvadoran, Cuban, Dominican, Guatemalan, etc.			
d. American Indian or Alaska Native For example, Navajo Nation, Blackfeet Tribe of the Blackfeet Indian Reservation of Montana, Native Village of Barrow Inupiat Traditional Government, Nome Eskimo Community, Aztec, Maya, etc.			
e. Asian For example, Chinese, Asian Indian, Filipino, Vietnamese, Korean, Japanese, etc.			
f. Middle Eastern or North African For example, Lebanese, Iranian, Egyptian, Syrian, Iraqi, Israeli, etc.			
g. Native Hawaiian or Pacific Islander For example, Native Hawaiian, Samoan, Chamorro, Tongan, Fijian, Marshallese, etc.			
h. Two or more races			
i. Additional categories in your jail information system – Specify: 			
j. Not known			
k. Total persons confined in your jail facilities (sum of rows a-j)			

[PROGRAMMING NOTE: IF CLETA=1, ASK Section V]

Section V: Census of Law Enforcement Training Academies

For the BASIC recruit academy class(es) that ended in [REFERENCE PERIOD], please indicate the number of recruits who started BASIC training, and the number who completed BASIC training by race and/or ethnicity. If none, enter '0'.

	<u>Number of recruits who STARTED training</u>	<u>Number of recruits who COMPLETED training</u>
a. White For example, English, German, Irish, Italian, Polish, Scottish, etc.		
b. Black or African American For example, African American, Jamaican, Haitian, Nigerian, Ethiopian, Somali, etc.		
c. Hispanic or Latino For example, Mexican, Puerto Rican, Salvadoran, Cuban, Dominican, Guatemalan, etc.		
d. American Indian or Alaska Native For example, Navajo Nation, Blackfeet Tribe of the Blackfeet Indian Reservation of Montana, Native Village of Barrow Inupiat Traditional Government, Nome Eskimo Community, Aztec, Maya, etc.		
e. Asian For example, Chinese, Asian Indian, Filipino, Vietnamese, Korean, Japanese, etc.		
f. Middle Eastern or North African For example, Lebanese, Iranian, Egyptian, Syrian, Iraqi, Israeli, etc.		
g. Native Hawaiian or Pacific Islander For example, Native Hawaiian, Samoan, Chamorro, Tongan, Fijian, Marshallese, etc.		
h. Two or more races		
i. Not known		
j. Total for classes ending in [REFERENCE PERIOD] (sum of rows a-i)		

[PROGRAMMING NOTE: IF CCF=1 AND COMM=1, ASK Section VI]

Section VI: Census of State and Federal Correctional Facilities – Community-Based Facilities

On [REFERENCE DATE], how many inmates in this facility were-- *If none, enter '0'.*

	<u>Inmates in this facility</u>
a. White For example, English, German, Irish, Italian, Polish, Scottish, etc.	
b. Black or African American For example, African American, Jamaican, Haitian, Nigerian, Ethiopian, Somali, etc.	
c. Hispanic or Latino For example, Mexican, Puerto Rican, Salvadoran, Cuban, Dominican, Guatemalan, etc.	
d. American Indian or Alaska Native For example, Navajo Nation, Blackfeet Tribe of the Blackfeet Indian Reservation of Montana, Native Village of Barrow Inupiat Traditional Government, Nome Eskimo Community, Aztec, Maya, etc.	
e. Asian For example, Chinese, Asian Indian, Filipino, Vietnamese, Korean, Japanese, etc.	
f. Middle Eastern or North African For example, Lebanese, Iranian, Egyptian, Syrian, Iraqi, Israeli, etc.	
g. Native Hawaiian or Pacific Islander For example, Native Hawaiian, Samoan, Chamorro, Tongan, Fijian, Marshallese, etc.	
h. Two or more races	
i. Additional categories in your jail information system – Specify: 	
j. Not known	
k. Total <u>inmates in this facility</u> (sum of rows a-j)	

[PROGRAMMING NOTE: IF CCF=1 AND CONF=1, ASK Section VII]

Section VII: Census of State and Federal Correctional Facilities – Confinement Facilities

[PRIMARY] On [REFERENCE DATE], how many inmates in this facility were-- *If none, enter '0'.*

	<u>Inmates in this facility</u>
a. White For example, English, German, Irish, Italian, Polish, Scottish, etc.	
b. Black or African American For example, African American, Jamaican, Haitian, Nigerian, Ethiopian, Somali, etc.	
c. Hispanic or Latino For example, Mexican, Puerto Rican, Salvadoran, Cuban, Dominican, Guatemalan, etc.	
d. American Indian or Alaska Native For example, Navajo Nation, Blackfeet Tribe of the Blackfeet Indian Reservation of Montana, Native Village of Barrow Inupiat Traditional Government, Nome Eskimo Community, Aztec, Maya, etc.	
e. Asian For example, Chinese, Asian Indian, Filipino, Vietnamese, Korean, Japanese, etc.	
f. Middle Eastern or North African For example, Lebanese, Iranian, Egyptian, Syrian, Iraqi, Israeli, etc.	
g. Native Hawaiian or Pacific Islander For example, Native Hawaiian, Samoan, Chamorro, Tongan, Fijian, Marshallese, etc.	
h. Two or more races	
i. Additional categories in your jail information system – Specify: 	
j. Not known	
k. Total <u>inmates in this facility</u> (sum of rows a-j)	

[ALTERNATIVE] On [REFERENCE DATE], how many inmates in this facility were-- *If none, enter '0'.*

	<u>Inmates in this facility</u>
a. White (not of Hispanic origin) For example, English, German, Irish, Italian, Polish, Scottish, etc.	
b. Black or African American (not of Hispanic origin) For example, African American, Jamaican, Haitian, Nigerian, Ethiopian, Somali, etc.	
c. Hispanic or Latino For example, Mexican, Puerto Rican, Salvadoran, Cuban, Dominican, Guatemalan, etc.	
d. American Indian or Alaska Native (not of Hispanic origin) For example, Navajo Nation, Blackfeet Tribe of the Blackfeet Indian Reservation of Montana, Native Village of Barrow Inupiat Traditional Government, Nome Eskimo Community, Aztec, Maya, etc.	
e. Asian (not of Hispanic origin) For example, Chinese, Asian Indian, Filipino, Vietnamese, Korean, Japanese, etc.	
f. Middle Eastern or North African (not of Hispanic origin) For example, Lebanese, Iranian, Egyptian, Syrian, Iraqi, Israeli, etc.	
g. Native Hawaiian or Pacific Islander (not of Hispanic origin) For example, Native Hawaiian, Samoan, Chamorro, Tongan, Fijian, Marshallese, etc.	
h. Two or more races	
i. Additional categories in your jail information system – Specify: 	
j. Not known	
k. Total <u>inmates in this facility</u> (sum of rows a-j)	

[PROGRAMMING NOTE: IF CSLLEA=1, ASK Section VIII]

Section VIII: Census of State and Local Law Enforcement Agencies

[PRIMARY] Enter the number of full-time sworn officers by race and/or ethnicity for the pay period that included [REFERENCE DATE]. If none, enter '0'.

	<u>Full-Time Sworn Officers</u>
a. White For example, English, German, Irish, Italian, Polish, Scottish, etc.	
b. Black or African American For example, African American, Jamaican, Haitian, Nigerian, Ethiopian, Somali, etc.	
c. Hispanic or Latino For example, Mexican, Puerto Rican, Salvadoran, Cuban, Dominican, Guatemalan, etc.	
d. American Indian or Alaska Native For example, Navajo Nation, Blackfeet Tribe of the Blackfeet Indian Reservation of Montana, Native Village of Barrow Inupiat Traditional Government, Nome Eskimo Community, Aztec, Maya, etc.	
e. Asian For example, Chinese, Asian Indian, Filipino, Vietnamese, Korean, Japanese, etc.	
f. Middle Eastern or North African For example, Lebanese, Iranian, Egyptian, Syrian, Iraqi, Israeli, etc.	
g. Native Hawaiian or Pacific Islander For example, Native Hawaiian, Samoan, Chamorro, Tongan, Fijian, Marshallese, etc.	
h. Two or more races	
i. Not known	
j. Total <u>full-time sworn officers</u> (Sum of rows a-i)	

[ALTERNATIVE] Enter the number of full-time sworn officers by race and/or ethnicity for the pay period that included [REFERENCE DATE]. If none, enter '0'.

	<u>Full-Time Sworn Officers</u>
a. White (not of Hispanic origin) For example, English, German, Irish, Italian, Polish, Scottish, etc.	
b. Black or African American (not of Hispanic origin) For example, African American, Jamaican, Haitian, Nigerian, Ethiopian, Somali, etc.	
c. Hispanic or Latino For example, Mexican, Puerto Rican, Salvadoran, Cuban, Dominican, Guatemalan, etc.	
d. American Indian or Alaska Native (not of Hispanic origin) For example, Navajo Nation, Blackfeet Tribe of the Blackfeet Indian Reservation of Montana, Native Village of Barrow Inupiat Traditional Government, Nome Eskimo Community, Aztec, Maya, etc.	
e. Asian (not of Hispanic origin) For example, Chinese, Asian Indian, Filipino, Vietnamese, Korean, Japanese, etc.	
f. Middle Eastern or North African (not of Hispanic origin) For example, Lebanese, Iranian, Egyptian, Syrian, Iraqi, Israeli, etc.	
g. Native Hawaiian or Pacific Islander (not of Hispanic origin) For example, Native Hawaiian, Samoan, Chamorro, Tongan, Fijian, Marshallese, etc.	
h. Two or more races	
i. Not known	
j. Total <u>full-time sworn officers</u> (Sum of rows a-i)	

[PROGRAMMING NOTE: IF LEMAS=1 AND PD=1, ASK Section IX]

Section IX: Law Enforcement Management and Administrative Statistics – Police

Enter the number of **full-time sworn officers** by race and/or ethnicity and sex for the pay period that included [REFERENCE DATE]. *If none, enter '0'.*

	<u>Male</u>	<u>Female</u>	<u>Total</u>
a. White For example, English, German, Irish, Italian, Polish, Scottish, etc.			
b. Black or African American For example, African American, Jamaican, Haitian, Nigerian, Ethiopian, Somali, etc.			
c. Hispanic or Latino For example, Mexican, Puerto Rican, Salvadoran, Cuban, Dominican, Guatemalan, etc.			
d. American Indian or Alaska Native For example, Navajo Nation, Blackfeet Tribe of the Blackfeet Indian Reservation of Montana, Native Village of Barrow Inupiat Traditional Government, Nome Eskimo Community, Aztec, Maya, etc.			
e. Asian For example, Chinese, Asian Indian, Filipino, Vietnamese, Korean, Japanese, etc.			
f. Middle Eastern or North African For example, Lebanese, Iranian, Egyptian, Syrian, Iraqi, Israeli, etc.			
g. Native Hawaiian or Pacific Islander For example, Native Hawaiian, Samoan, Chamorro, Tongan, Fijian, Marshallese, etc.			
h. Two or more races			
i. Not known			
j. Total <u>full-time sworn officers</u> (sum of rows a-i)			

Enter the number of **full-time sworn officers** by race and/or ethnicity who held the following supervisory positions for the pay period that included [REFERENCE DATE]. If a position did not exist in your agency, select 'N/A'. If none, enter '0'.

	<u>Intermediate supervisor</u> (below chief executive and above sergeant or first-line supervisor) ☐ N/A	<u>Sergeant or equivalent first-line supervisor</u> ☐ N/A
a. White For example, English, German, Irish, Italian, Polish, Scottish, etc.		
b. Black or African American For example, African American, Jamaican, Haitian, Nigerian, Ethiopian, Somali, etc.		
c. Hispanic or Latino For example, Mexican, Puerto Rican, Salvadoran, Cuban, Dominican, Guatemalan, etc.		
d. American Indian or Alaska Native For example, Navajo Nation, Blackfeet Tribe of the Blackfeet Indian Reservation of Montana, Native Village of Barrow Inupiat Traditional Government, Nome Eskimo Community, Aztec, Maya, etc.		
e. Asian For example, Chinese, Asian Indian, Filipino, Vietnamese, Korean, Japanese, etc.		
f. Middle Eastern or North African For example, Lebanese, Iranian, Egyptian, Syrian, Iraqi, Israeli, etc.		
g. Native Hawaiian or Pacific Islander For example, Native Hawaiian, Samoan, Chamorro, Tongan, Fijian, Marshallese, etc.		
h. Two or more races		
i. Not known		
j. Total <u>full-time sworn officers</u> (sum of rows a-i)		
k. Male		
l. Female		
m. Total <u>full-time sworn officers</u> (sum of rows k-l)		

[PROGRAMMING NOTE: IF LEMAS=1 AND SO=1, ASK Section X]

Section X: Law Enforcement Management and Administrative Statistics – Sheriff

Enter the number of full-time sworn deputies by race and/or ethnicity and sex for the pay period that included [REFERENCE DATE]. *If none, enter '0'.*

	<u>Male</u>	<u>Female</u>	<u>Total</u>
a. White For example, English, German, Irish, Italian, Polish, Scottish, etc.			
b. Black or African American For example, African American, Jamaican, Haitian, Nigerian, Ethiopian, Somali, etc.			
c. Hispanic or Latino For example, Mexican, Puerto Rican, Salvadoran, Cuban, Dominican, Guatemalan, etc.			
d. American Indian or Alaska Native For example, Navajo Nation, Blackfeet Tribe of the Blackfeet Indian Reservation of Montana, Native Village of Barrow Inupiat Traditional Government, Nome Eskimo Community, Aztec, Maya, etc.			
e. Asian For example, Chinese, Asian Indian, Filipino, Vietnamese, Korean, Japanese, etc.			
f. Middle Eastern or North African For example, Lebanese, Iranian, Egyptian, Syrian, Iraqi, Israeli, etc.			
g. Native Hawaiian or Pacific Islander For example, Native Hawaiian, Samoan, Chamorro, Tongan, Fijian, Marshallese, etc.			
h. Two or more races			
i. Not known			
j. Total <u>full-time sworn deputies</u> (sum of rows a-i)			

Enter the number of **full-time sworn deputies** by race and/or ethnicity who held the following supervisory positions for the pay period that included [REFERENCE DATE]. If a position did not exist in your agency, select 'N/A'. If none, enter '0'.

	<u>Intermediate supervisor</u> (below sheriff and above sergeant or first-line supervisor) ☐ N/A	<u>Sergeant or equivalent first-line supervisor</u> ☐ N/A
a. White For example, English, German, Irish, Italian, Polish, Scottish, etc.		
b. Black or African American For example, African American, Jamaican, Haitian, Nigerian, Ethiopian, Somali, etc.		
c. Hispanic or Latino For example, Mexican, Puerto Rican, Salvadoran, Cuban, Dominican, Guatemalan, etc.		
d. American Indian or Alaska Native For example, Navajo Nation, Blackfeet Tribe of the Blackfeet Indian Reservation of Montana, Native Village of Barrow Inupiat Traditional Government, Nome Eskimo Community, Aztec, Maya, etc.		
e. Asian For example, Chinese, Asian Indian, Filipino, Vietnamese, Korean, Japanese, etc.		
f. Middle Eastern or North African For example, Lebanese, Iranian, Egyptian, Syrian, Iraqi, Israeli, etc.		
g. Native Hawaiian or Pacific Islander For example, Native Hawaiian, Samoan, Chamorro, Tongan, Fijian, Marshallese, etc.		
h. Two or more races		
i. Not known		
j. Total <u>full-time sworn deputies</u> (sum of rows a-i)		
k. Male		
l. Female		
m. Total <u>full-time sworn deputies</u> (sum of rows k-l)		

[PROGRAMMING NOTE: IF NPS=1 AND SPPM=1, ASK Section XI]

Section XI: National Prisoner Statistics – Summary of Prison Population Movement

On [REFERENCE DATE], how many inmates under your jurisdiction were-- *If none, enter '0'.*

	<u>Male</u>	<u>Female</u>	<u>Total</u>
a. White For example, English, German, Irish, Italian, Polish, Scottish, etc.			
b. Black or African American For example, African American, Jamaican, Haitian, Nigerian, Ethiopian, Somali, etc.			
c. Hispanic or Latino For example, Mexican, Puerto Rican, Salvadoran, Cuban, Dominican, Guatemalan, etc.			
d. American Indian or Alaska Native For example, Navajo Nation, Blackfeet Tribe of the Blackfeet Indian Reservation of Montana, Native Village of Barrow Inupiat Traditional Government, Nome Eskimo Community, Aztec, Maya, etc.			
e. Asian For example, Chinese, Asian Indian, Filipino, Vietnamese, Korean, Japanese, etc.			
f. Middle Eastern or North African For example, Lebanese, Iranian, Egyptian, Syrian, Iraqi, Israeli, etc.			
g. Native Hawaiian or Pacific Islander For example, Native Hawaiian, Samoan, Chamorro, Tongan, Fijian, Marshallese, etc.			
h. Two or more races			
i. Additional categories in your jail information system – Specify: 			
j. Not known			
k. Total inmates under your jurisdiction (sum of rows a-j)			

[PROGRAMMING NOTE: IF NPS=1 AND PPR=1, ASK Section XII]

Section XII: National Prisoner Statistics – Prison Population Report

On [REFERENCE DATE], how many inmates under your jurisdiction were-- If none, enter '0'. Include all inmates for whom your Territory/Commonwealth government has the legal authority and responsibility for the enforcement of their prison sentence, regardless of their location.

	<u>[REFERENCE DATE]</u>		
	<u>Male</u>	<u>Female</u>	<u>Total</u>
a. White For example, English, German, Irish, Italian, Polish, Scottish, etc.			
b. Black or African American For example, African American, Jamaican, Haitian, Nigerian, Ethiopian, Somali, etc.			
c. Hispanic or Latino For example, Mexican, Puerto Rican, Salvadoran, Cuban, Dominican, Guatemalan, etc.			
d. American Indian or Alaska Native For example, Navajo Nation, Blackfeet Tribe of the Blackfeet Indian Reservation of Montana, Native Village of Barrow Inupiat Traditional Government, Nome Eskimo Community, Aztec, Maya, etc.			
e. Asian For example, Chinese, Asian Indian, Filipino, Vietnamese, Korean, Japanese, etc.			
f. Middle Eastern or North African For example, Lebanese, Iranian, Egyptian, Syrian, Iraqi, Israeli, etc.			
g. Native Hawaiian or Pacific Islander For example, Native Hawaiian, Samoan, Chamorro, Tongan, Fijian, Marshallese, etc.			
h. Two or more races			
i. Additional categories in your jail information system – Specify: 			
j. Not known			
k. Total <u>inmates under your jurisdiction</u> (sum of rows a-j)			

[PROGRAMMING NOTE: IF SCLEA=1, ASK Section XIII]

Section XIII: Survey of Campus Law Enforcement Agencies

On the first day of [REFERENCE DATE], enter the number of full-time sworn officers by race and/or ethnicity and sex. *If none, enter '0'.*

	<u>Male</u>	<u>Female</u>	<u>Total</u>
a. White For example, English, German, Irish, Italian, Polish, Scottish, etc.			
b. Black or African American For example, African American, Jamaican, Haitian, Nigerian, Ethiopian, Somali, etc.			
c. Hispanic or Latino For example, Mexican, Puerto Rican, Salvadoran, Cuban, Dominican, Guatemalan, etc.			
d. American Indian or Alaska Native For example, Navajo Nation, Blackfeet Tribe of the Blackfeet Indian Reservation of Montana, Native Village of Barrow Inupiat Traditional Government, Nome Eskimo Community, Aztec, Maya, etc.			
e. Asian For example, Chinese, Asian Indian, Filipino, Vietnamese, Korean, Japanese, etc.			
f. Middle Eastern or North African For example, Lebanese, Iranian, Egyptian, Syrian, Iraqi, Israeli, etc.			
g. Native Hawaiian or Pacific Islander For example, Native Hawaiian, Samoan, Chamorro, Tongan, Fijian, Marshallese, etc.			
h. Two or more races			
i. Not known			
j. Total <u>full-time sworn officers</u> (sum of rows a-i)			

[PROGRAMMING NOTE: ASK FOR ONLY QUESTIONS ANSWERED ABOVE]

Please enter the time it took you to complete each question:

	<u>Minutes</u>
a. Annual Surveys of Probation and Parole – Parole	
b. Annual Surveys of Probation and Parole – Probation [PRIMARY]	
c. Annual Surveys of Probation and Parole – Probation [ALTERNATIVE]	
d. Census of Federal Law Enforcement Officers – Overall Staffing	
e. Census of Federal Law Enforcement Officers – Supervisory Staffing	
f. Census of Jails	
g. Census of Law Enforcement Training Academies	
h. Census of State and Federal Adult Correctional Facilities – Community-Based Facilities	
i. Census of State and Federal Adult Correctional Facilities – Confinement Facilities [PRIMARY]	
j. Census of State and Federal Adult Correctional Facilities – Confinement Facilities [ALTERNATIVE]	
k. Census of State and Local Law Enforcement Agencies [PRIMARY]	
l. Census of State and Local Law Enforcement Agencies [ALTERNATIVE]	
m. Law Enforcement Management and Administrative Statistics – Overall Staffing	
n. Law Enforcement Management and Administrative Statistics – Supervisory Staffing	
o. National Prisoner Statistics – Summary of Sentenced Population Movement	
p. National Prisoner Statistics – Prison Population Report	
q. Survey of Campus Law Enforcement Agencies	
r. Total <u>minutes</u>	

Thank You!

Thank you for completing your survey. Your cognitive interviewer will review your responses with you during your interview appointment. If you have any questions, please contact RTI International at [EMAIL] or [PHONE].

Attachment B: Strata by survey items

Attachment B: Strata by Testing Items

Strata	CSLLEA	LEMAS	CLETA	SCLEA	CFLEO	COJ	CCF	NPS	ASPP
Large General Purpose LEAs - Police Departments w/ training academy	X	X	X						
Large General Purpose LEAs - Police Departments w/o training academy	X	X							
Large General Purpose LEAs - Sheriffs w/ jail w/ training academy	X	X	X			X			
Large General Purpose LEAs - Sheriffs w/ jail w/o training academy	X	X				X			
Large General Purpose LEAs - Sheriffs w/o jail w/o training academy	X	X							
Large General Purpose LEAs - Sheriffs w/o jail w/ training academy	X	X	X						
Small General Purpose LEAs - Police Departments w/ training academy	X	X	X						
Small General Purpose LEAs - Police Departments w/o training academy	X	X							
Small General Purpose LEAs - Sheriffs w/ jail w/ training academy	X	X	X			X			
Small General Purpose LEAs - Sheriffs w/ jail w/o training academy	X	X				X			
Small General Purpose LEAs - Sheriffs w/o jail w/o training academy	X	X							
Small General Purpose LEAs - Sheriffs w/o jail w/ training academy	X	X	X						
Public Campus LEAs	X			X					
Private Campus LEAs				X					
Law Enforcement Training Academies -- operated by university or college			X						
Jails not operated by Sheriffs						X			

[illegible]

Attachment C: Recruitment & Non-Response Follow-Up

Attachment C: Recruitment & Non-Response Follow-up

Introductory Email

[Placeholder subject line]

Dear [NAME]:

You are invited to participate in a special opportunity to help assess updated race and ethnicity questions collected by the Bureau of Justice Statistics (BJS). To gather direct feedback on the survey questions, BJS seeks to talk with selected [RESPONDENT TYPE] to gather feedback on the proposed race and ethnicity survey questions to ensure the survey questions, instructions, and answer choices are as clear as possible. You will not be asked to provide any personally identifiable information. BJS is working with RTI International (RTI) to conduct the interviews. This request is not going to many people – you were specifically selected, and we hope you can participate. Your expertise will help us ensure the questions are relevant to [RESPONDENT TYPE].

If you agree to participate, you will be sent a link to complete the race and ethnicity item(s) in advance. Once your responses have been captured, you will be invited to participate in a 45-minute virtual interview (via Zoom or Microsoft Teams) to discuss the items. Participation is voluntary, and you may stop at any time. If you are unable to participate virtually due to bandwidth or other technical issues, you may participate by phone. To ensure we have complete notes when analyzing data, we prefer to record this interview, but it is not required. All information we collect is for statistical purposes only, and you may skip any question you don't want to answer. There are no penalties for nonparticipation.

If you agree, you would:

- Complete the web survey, and
- Participate in a cognitive interview (45 minute maximum via video conferencing) with RTI staff to discuss your completed survey.

Please let us know whether you will participate by contacting RTI at [\[EMAIL\]](#) or [\[PHONE\]](#). We hope to collect this feedback throughout [\[TIMEFRAME\]](#), and our team is flexible to accommodate your schedule.

If you have any questions the cognitive interview please contact [\[NAME\]](#), [\[TITLE\]](#), at [\[EMAIL\]](#) or [\[PHONE\]](#).

Sincerely,

[SIGNATORY]

Frequently Asked Questions

WHAT IS A COGNITIVE INTERVIEW?

BJS and RTI are using cognitive interviewing as a research methodology to help understand whether survey question methods are clear and capture the intended data. Typically, cognitive interviews start with a respondent completing the survey or a subset of survey questions. They then review their responses with an interviewer who asks questions about their understanding of the question, how they developed their response, and solicit feedback on any confusing definitions or terminology.

HOW WAS I CHOSEN FOR THESE COGNITIVE INTERVIEWS?

You were selected from a list of [RESPONDENT TYPE] in the United States. Your participation is voluntary. However, we rely on you to ensure the survey questions, instructions, and answer choices are as clear as possible.

WHO WILL SEE MY ANSWERS?

We take your privacy very seriously. As required by federal law, your responses will only be seen by BJS employees and our specially designated data collection agents. No one else can see your answers until all information that could identify you and/or your agency has been removed. We combine your answers with other people's answers in a way that protects everyone's identity. If you agree to have your interview recorded, RTI will store the recording. Access to the recording will be limited to authorized RTI team members. All interview recordings will be destroyed after the interview final report is approved by BJS.

HOW MAY THESE COGNITIVE INTERVIEW DATA BE USED?

This information will only be used internally for quality improvement activities to assess questions. We need direct feedback from [RESPONDENT TYPE] to ensure the survey questions, instructions, and answer choices are as clear as possible. The data will not be used to produce generalizable information that represents all agencies.

Phone Script

[IF CALL RINGS TO A GATEKEEPER]

Hello, this is <<INSERT NAME>> calling on behalf of the Bureau of Justice Statistics regarding cognitive interviews to test new race and ethnicity questions for BJS surveys, including [FILL SURVEYS BASED ON AGENCY TYPE]. I am following up on a letter that we sent addressed to <<TITLE>> <<NAME>>. May I speak with <<TITLE>> <<NAME>>?

[IF LEAVING MESSAGE ON VOICEMAIL OR WITH A GATEKEEPER]

[READ THE FIRST PARAGRAPH BELOW ONLY IF A NEW PERSON IS ON THE PHONE]

Hello, this is <<INSERT NAME>> calling on behalf of the Bureau of Justice Statistics regarding cognitive interviews to test new race and ethnicity questions for BJS surveys. I am following up on a letter that we sent addressed to <<TITLE>> <<NAME>>.

I was hoping to speak to <<TITLE>> <<NAME>> about an opportunity to provide feedback to the Bureau of Justice Statistics about testing new race and ethnicity questions for BJS surveys. Please give me a call back at [PHONE] for further details on this study and more information on how you can participate in the feedback process. Thank you and have a good day!

[IF CALL REACHES OR IS ROUTED TO ADMINISTRATOR]

Hello, this is <<INSERT NAME>> calling on behalf of the Bureau of Justice Statistics regarding cognitive interviews to test new race and ethnicity questions for BJS surveys. We recently sent you a letter inviting you to provide input on some of the draft questions. I wanted to follow up with you to confirm that you received the request.

Did you receive the request?

[IF ADMINISTRATIVE HAS NOT RECEIVED LETTER]

- Let me review the information we have on file for you. [REVIEW E-MAIL ADDRESS AND MAILING ADDRESS.]

[ASK FOR THE ADMINISTRATOR'S PREFERRED METHOD OF CONTACT AND OFFER TO RE-SEND THE INFORMATION.]

[READ IF QUESTIONS ABOUT COGNITIVE INTERVIEW PROCESS OR THE PHYSICIAN DID NOT RECEIVE THE LETTER]

- We're requesting input from around 81 law enforcement and correctional agencies in the United States.

- Input involves:

- Completing the survey independently, and timing themselves completing it
- Scheduling a time to discuss their experience completing the survey
- Speaking with an RTI representative at the scheduled timeslot to provide input about survey questions, clarity of instructions, and process for accessing requested data which may be needed to answer questions about race and ethnicity for agency staff and incarcerated individuals.

- This is an opportunity for you to provide direct feedback. We need direct feedback from [RESPONDENT TYPE] to help ensure the survey questions, instructions, and answer choices are as clear as possible the next time the survey is in the field.

[IF QUESTIONS ABOUT THE SURVEY]

- Refer to [PROJECT FAQs]

Would you be willing to participate in a cognitive interview?

[IF YES TO PARTICIPATE]

Thank you! If you would like, we can go ahead and schedule your cognitive interview?

[IF NO TO PARTICIPATE]

Thank you for your time.

[IF YES TO SCHEDULE]

Great! What date and time work to conduct your cognitive interview? SCHEDULE CI USING BOOKINGS, REQUESTING ALTERNATE TIMES AS NEEDED. I will email you credentials to complete your web survey today. We ask that you please complete your survey 24 hours before your interview. If you need to reschedule or have any questions, please contact us at [PHONE] or [EMAIL]. Thanks again and have a nice day.

[IF NO TO SCHEDULE]

After this call, I will send you an email with instructions on completing your cognitive interview and available times for your interview. Please reply at your earliest convenience and let us know what time works for you. We ask that you complete your survey 24 hours before your interview.

If you need to reschedule your interview at any point or have any questions about the survey or your interview, please contact us at please contact us at [PHONE] or [EMAIL]. Thanks again and have a nice day.

Participant Email

Dear [NAME]:

Thank you for agreeing to help us test how we collect counts of individuals by race and ethnicity on BJS surveys. To access and complete your web survey, please use the below credentials:

[LINK]

[PASSWORD]

I have attached a copy of the study's informed consent document. Please review this document and document whether you consent to participate in the cognitive interview. You will need to return a copy of your completed consent form to your interviewer prior to your interview session on [DATE] at [TIME].

Please remember to complete your survey 24 hours prior to your cognitive interview on [DATE]. Also, please record on the questionnaire approximately how much time you spent completing the questionnaire, including the time you and any others spent gathering information needed to answer the questions. We also recommend retaining any records you use to help complete the survey as we will ask questions about your survey responses. We look forward to speaking with you soon about your responses during your interview.

If you have any questions or need to reschedule your interview, please contact [INTERVIEWER NAME], at [INTERVIEWER EMAIL] or [INTERVIEWER PHONE].

Thanks again for your willingness to participate and we look forward to speaking to you soon,

[SIGNATORY]

Attachment D: Informed consent form



Consent Form

STUDY INTRODUCTION:

The Bureau of Justice Statistics (BJS) is conducting a short study to evaluate revised items designed to measure race and ethnicity. BJS routinely conducts research on how to collect information to produce the best statistics possible. You are invited to take part in this study, which will help BJS understand respondents' experiences reporting on race and ethnicity on behalf of your workplace. BJS's goal is to get feedback to ensure the questions, instructions, and answer choices are as clear as possible. If you agree to participate, you will be asked to review and provide feedback about survey questions during a confidential interview. RTI International, a scientific research institute, will work under BJS's direction to administer the interviews.

DESCRIPTION OF THE STUDY:

This project will test revised race and ethnicity questions to be used on BJS establishment data collections. These revised items reflect new government guidelines for measuring race and ethnicity. The interview will be conducted by a staff member from RTI International on behalf of BJS. You will connect with the interviewer via Microsoft Teams for a virtual interview using computer audio or telephone. You can keep your web camera on or opt to turn it off during the interview. RTI staff will send you an email with a link to complete the survey questions online. Your specific responses will be kept confidential. These responses will only be seen by the research team and will be reviewed during your interview.

During the confidential interview, you will review the survey questions with the interviewer and discuss your thoughts about the questions. The interviewer will ask questions to get your feedback on the clarity of the questions and the availability of data to answer the questions. The interview will take no more than 45 minutes.

The interviewer will not ask you any sensitive questions or ask you to share private information about yourself. We will also not ask you to provide any personally identifiable information about incarcerated persons. You will be asked to provide your name, which BJS will use only to keep track of participants. We will not publish your name or the name of your agency in any reports. Your responses will help BJS finalize the questions.

We would like your permission to record the interview, both what you say and what is on the screen while you are being interviewed. If you decline to be recorded, you can still participate in the study.

Only the people who work on this study will have access to the recording, which will be used to ensure that we have understood your feedback when we are writing the results. If you agree to allow us to record, we will keep a copy of the recording for up to six months after the interview, and then we will delete it.

VOLUNTARY PARTICIPATION:

Your participation is completely voluntary; we hope you will participate because your answers will help BJS improve its survey collection methods so that we can produce the best statistics possible. You may skip any questions you do not want to answer or stop the interview at any time.

AUTHORITY AND CONFIDENTIALITY:

BJS is authorized to conduct this study under Title 34 United States Code (U.S.C.) Section 10132(c)(12). By law, BJS and RTI may only use the data we collect for statistical or research purposes, and we are required by Federal law to protect respondent confidentiality. BJS and RTI must use secure systems to store and manage your personally identifiable information. It is a crime for anyone on the project team to use or share your information in a way that breaks Federal law.

The Office of Management and Budget (OMB) has approved this study. The eight-digit OMB number, 1121-0339, confirms this approval and expires on 01/31/2028. Without this approval, we could not conduct this study.

CONTACTS FOR QUESTIONS:

You may ask the interviewer questions during your interview. You may also send comments or questions about this study or any other aspect of the survey, including suggestions for reducing the time it takes to complete the survey, to [\[EMAIL\]](#).

Please indicate your responses to the questions below to indicate whether you agree to participate in the interview and whether you allow us to record what you say and the screen (audio and video). As a reminder, you can participate in the study without giving permission to record the interview.

Please select the appropriate options below to indicate your consent to participate:

_____ **I have read the above, understand that my participation is voluntary, and I agree to participate.**

_____ **I do not agree to participate in this study.**

Please select the appropriate option below to indicate your consent to record this interview:

_____ **I agree for this interview to be audio and video recorded.**

_____ **I do not agree for this interview to be audio and video recorded.**

Attachment E: Cognitive interview protocol

SECTION I: INTRODUCTION

[INTERVIEWER: NOTE WHETHER RESPONDENT HAS COMPLETED ONLINE ITEMS AND CONSENT FORM IN ADVANCE OF INTERVIEW]

Thank you for agreeing to help us review updated items about race and ethnicity for Bureau of Justice Statistics' (or BJS) surveys. This call will take no more than 45 minutes. I would like to start with a short summary of the goals for today's call and explain a bit about how I will conduct the interview so that you know what to expect.

I'm <<INTERVIEWER NAME>> with RTI International, a survey research company based in Durham, North Carolina. We have been contracted by BJS to learn more about how new government guidelines on collecting race and ethnicity data will impact surveys of law enforcement, parole, and corrections agencies. The study seeks to understand more about how these new items might be implemented on future BJS surveys. Today we will ask for your help testing potential questions – focusing on their wording, the time required to complete them, and any challenges in gathering the requested information.

[Thank you for filling out the online survey questions that we shared via email.] During the interview, we will go through [your completed survey/these survey questions] together. Occasionally, I will ask you follow-up questions to understand how you came up with your answer. Some of the questions I will ask you may sound a little strange. For example, I might ask you what a certain word means to you. The reason for this is to learn about the process you go through in your mind when you answer the questions.

Please keep in mind that there are no right or wrong answers to my questions. One of our main goals is to draft questions that make sense, so if anything about the questions is confusing or unclear, you can help by pointing this out. Also, if you are not sure how you would respond to any of the questions, please tell me that, too.

I am interested in hearing all your feedback, but because there are a lot of topics to discuss and we only have 45 minutes, I may move you along to the next set of questions to make sure we cover everything. At the end of the interview, you can share any important feedback that you didn't have a chance to share earlier.

SECTION II: CONSENT

I would like to go over some highlights from the introductory email and consent form we sent to you prior to this interview to confirm your agreement to be interviewed and recorded. Please feel free to ask any questions you may have.

- This interview seeks to understand how agencies like yours report the race and ethnicity of their populations using revised survey questions. Today we will ask for your help testing some selected questions.
- By law, BJS and RTI will only use the information we collect from these interviews for statistical or research purposes.
- We will not ask you to provide any private or sensitive information about yourself, and we will collect and use your name and work contact information only for response tracking purposes.
- All your responses and everything you say will be kept strictly confidential. Only BJS and RTI employees who must access your responses for a specific reason will do so. Your name and facility name will not be used in any of our reports.
- Your participation is voluntary, and you may stop at any time. There are no penalties for nonparticipation. You may choose not to answer any questions you don't want to answer.
- The interview will take no more than 45 minutes.
- If you agree to have your interview recorded, RTI will store the recording. Access to the recording will be limited to authorized RTI project team members. All interview recordings will be destroyed after the interview final report is approved by BJS.
- If you have questions about your rights as a participant, please call the RTI International project team at [phone] or by email at [email].

Do you have any questions?

Do you (still) agree to participate?

___ Yes

___ No

Do you (still) agree to the interview being recorded?

___ Yes

___ No

[INTERVIEWER: IF CONSENT IS GIVEN START RECORDING].

Now that the recording has started, please verbally confirm that you consent to the interview being recorded.

SECTION III: PROBES AND SURVEY

[INTERVIEWER: NUMBERED PROBES ARE REQUIRED FOR ALL INTERVIEWS. BULLETED PROBES ARE OPTIONAL DEPENDING ON PARTICIPANT FEEDBACK AND INTERVIEW PACE/TIMING.]

Participant Background

1. Can you briefly describe your role at the agency?
2. What is your involvement with data related to staffing or prison populations?
3. Are you usually the person who responds to BJS surveys?

Responding to the Survey

[INTERVIEWER: ASK THESE QUESTIONS TO RESPONDENTS WHO COMPLETED THE SURVEY ONLINE]

First, I would like to ask a few questions about your experience completing the questionnaire.

1. How much time did you spend completing the questionnaire? Please include the time you and any others at your workplace spent gathering information needed to answer the questions.
2. How did you obtain the data that you provided on this survey (e.g., did you use paper documents, previously prepared reports, interactive queries of a computer system/program (i.e., records system or electronic records), a combination of these sources, or something else)?
 - If you used a combination of sources, did this affect your ability to provide information for this survey? If so, how? [PROBE if needed: Did it increase the amount of time to complete the survey? Was it difficult?]
3. Did you need to consult with anyone else to answer the questions?

- IF YES: How many additional people did you need to consult to complete the questionnaire?
- IF YES: If so, who did you need to consult?

Response Process and Barriers¹

Now let's focus on specific parts of the question(s) that you answered. I will share my screen to display the question, and I'll ask you specific questions for your feedback. Don't forget to bring up any issues related to how easy or hard it is to gather the requested data or any other issues you see in responding to this survey.

[INTERVIEWER: REFER TO COMPLETED SURVEY TO DETERMINE WHICH ITEMS SHOULD BE DISPLAYED FOR THE RESPONDENT. SHARE SCREEN WITH RESPONDENT.]

1. Can you please describe your process of responding to [this question]?
 - Did you/would you find it easy or difficult to respond to [this item]?
 - Is there anything that you were uncertain about?
 - Are there any categories that were harder to respond to than others?
 - How confident are you in the accuracy of your responses? - OR – How confident are you in your ability to answer this question accurately?
 - Are the numbers that you reported estimates, or are they true values?
2. Each row contains example ethnicities for each race. Did you notice the examples when answering this question?
 - Did the examples help you to respond to the question or not?
 - Do your records contain references to any of these examples?
 - Were any of the examples confusing?

Reporting for Multiple Categories

3. How do your records identify people of more than one race or ethnicity?
 - For example, if someone is Black and Asian, how would their information be recorded in your records? How would you count that person when reporting their race and/or ethnicity for this survey question?
 - Did you count each person only once in one race category? Why or why not?
4. Look at the category labelled "two or more races." How would changing this to "two or more races/ethnicities" change your answer, if at all?
 - a. Are there people you did not include here that you would? Are there people that you included here that you would not?

¹ This section will loop through multiple items depending on the agency and [this item] is used a placeholder for each specific question

Other/Specify Category

5. [FOR COJ, CCF, and NPS QUESTIONS ONLY] What would you report / Can you please say more about your response in the Other, Specify row?
 - [For missing or incomplete response]: I noticed that you did not report a value in the other category – tell me more about why this one was left blank.
 - [For 0 response]: I noticed that you reported 0 for this category. Tell me more about this response.
 - How would you determine if someone should be counted in this category or not? What are some examples of who might be counted here?
 - What might you write in on the line? – OR – I noticed that you wrote in an answer. Why did you do that, and how did you decide to answer that way?

Middle Eastern or North African Category

6. This question asks for a count of people of Middle Eastern or North African descent. We sometimes shorten this to MENA. Do your records include a category for Middle Eastern or North African descent?
 - [If no]: How did/would you report a response to this row in the table?
 - Did/would you count people of MENA descent under another category? Which? How did you determine where to count people of MENA descent?
 - [For missing or incomplete response]: I noticed that you did not report a value in the MENA category – tell me more about why this one was left blank.
 - [For 0 response]: I noticed that you reported 0 for this category. Tell me more about this response.

Hispanic Origin Category

7. This question asks for people of Hispanic origin to be counted separately from other races or ethnicities. Do your records count people of Hispanic ethnicity separately or do they combine them (such as White Hispanic or Black Hispanic)?
 - [If separate] How did you go about answering this question? How did you record those that are Hispanic in combination with some other race?
 - [If combined] How did you go about answering this question? Did you count people in both categories, or just one, and if one, which?
 - Was it easy or difficult to provide a total of people of Hispanic ethnicity? Does it match how you keep your records?
 - Did you count each person only once in one race category? Why or why not?
 - Is this the standard way that you are usually asked for these data, or is this question different from what you usually see?

[INTERVIEWER: SHOW ALTERNATE QUESTION THAT INCLUDES THE RACE CATEGORIES WITH 'NOT OF HISPANIC ORIGIN' AFTER EACH²]

8. This is the same question, but we've added "not of Hispanic origin" after each race category. How, if at all, would this change the way you answer this question?
 - Is the question easier or more difficult to answer than the first?
 - How confident are you in your ability to accurately answer this question?
 - Would your answers change if 'Two or more races' also included "not of Hispanic origin"

Detailed Categories

[INTERVIEWER: THIS IS AN OPTIONAL MODULE IF TIMING/PACING ALLOWS. SHOW CORRESPONDING QUESTION STEM WITH DETAILED CATEGORIES³.]

9. Take a look at the question on screen now. This question is asking for race and ethnicity, but includes additional categories. What is your initial reaction to this question?
 - Is this question easier or more difficult to answer than the first version?
 - In what ways does this version of the question match the way you keep your records, if at all? [If not at all]: How would you answer this question if it was on a survey you needed to complete?
 - How much time do you think it would take you to answer this question? Would you have to reach out to other people, or could you answer it on your own?
 - Could you provide counts by the detailed categories? If not, how would you respond to this question? If so, would you provide counts by the detailed categories?

Reporting Race/Ethnicity by Sex

10. [IF APPLICABLE, SHOW ITEMS THAT ASK FOR A BREAKDOWN BY SEX]
These questions ask for a breakdown by sex. Did you have any challenges reporting these numbers by sex [beyond any difficulties noted prior]?
 - How confident are you in the accuracy of your responses?
 - [For missing or incomplete response]: I noticed that you did not report [variable] – tell me more about why this one was left blank.
 - Are there differences in the availability or completeness of these two numbers – race and sex? [If yes] Which is more complete? Which is easier to access? Does the total column help so race can be reported without the sex breakdown?

² Note: this line of questioning is only for interviews who answered CSLLEA, ASPP: Probation, and CCR: Confinement questions.

³ See Appendix 1 for the detailed race and ethnicity categories. Note that what is displayed to the participant will be formatted to match the survey instrument, and include the original question stem for the specific collection.

Impact on Response Process

11. What challenges, if any, might there be to using these categories to report on the race and/or ethnicity of your populations?
12. The government released new guidelines requiring government agencies to collect race and ethnicity data using these questions. Future data requests of your agency may use these categories. How might this change impact the way your agency reports race and ethnicity, if at all? Why did you answer that way/tell me more about that.

Conclusion

1. What else do you have to add about your process of responding to these items?
2. Was there anything confusing, upsetting, offensive, or surprising with these questions?

Thank you for your time and responses today. We appreciate your input on these topics.

Appendix 1: Detailed Categories

[Question stem from corresponding in-scope survey]

	[Unit of collection]
White	
German	
Italian	
Irish	
Polish	
English	
French	
Other, specify: _____	
Hispanic or Latino	
Mexican or Mexican American	
Puerto Rican	
Cuban	
Salvadoran	
Dominican	
Columbian	
Other, specify: _____	
Black or African American	
African American	
Nigerian	
Jamaican	
Ethiopian	
Haitian	
Somali	
Other, specify: _____	
Asian	
Chinese	
Vietnamese	
Filipino	
Korean	
Asian Indian	
Japanese	
Other, specify: _____	
American Indian or Alaska Native	
Enter tribal affiliation(s): _____	
Middle Eastern or North African	
Lebanese	
Syrian	
Iranian	
Moroccan	
Israeli	
Other, specify: _____	
Native Hawaiian or Pacific Islander	
Native Hawaiian	
Tongan	

Samoan	
Fijian	
Chamorro	
Marshallese	
Other, specify:	

Attachment F: RTI IRB non-human subjects exemption

NOT HUMAN RESEARCH DETERMINATION

June 13, 2025

Michael Planty
202-728-1955

mplanty@rti.org

Dear Michael Planty:

On 6/12/2025, the IRB reviewed the following submission:

Type of Review:	Initial Study
Title:	BJS SSP: Testing 2024 Statistical Policy Directive No. 15 (SPD 15) Standards in Establishment Surveys
Investigator:	Michael Planty
IRB ID:	STUDY00023259
Funding Source:	Dept of Justice BJS
Customer/Client Name:	Dept of Justice BJS
Project/Proposal Number:	0219772.000.001
IND, IDE, or HDE:	None

The IRB determined that the proposed activity is not research involving human subjects as defined by DOJ regulations 28 CFR 46.

Although RTI IRB oversight of this activity is not required, this determination applies only to the activities described in the IRB submission and may not apply should any changes be made. If the nature or scope of the activity changes and there are questions about whether the revised activities constitute human subjects research, you should contact the IRB to discuss whether a new submission and determination is necessary.

Sincerely,

The RTI Office of Research Protection