



Police Practitioner-Researcher Checklist

	To do list...	Done?
1	Develop concept for study <ul style="list-style-type: none"> - Internal consultation: which colleagues need to be involved? - Partner consultation: discuss with academic supervisor/mentor 	
2	Read academic institution's ethics guidelines: does your study involve human participants and, if so, does it comply?	
3	Ensure understanding of participants' role and develop plan for: <ul style="list-style-type: none"> - Informed consent procedures* - Anonymisation - Confidentiality – considering dual ethical responsibilities of academic and practitioner** - Withdrawing – rules and timescales (exact date preferable) - Debriefing 	
3	Cross-reference relevant national ethics guidelines: <ul style="list-style-type: none"> - Economic and Social Research Council - Government Social Research - British Society of Criminology - British Sociological Association - British Psychological Society - Scottish Executive 	
4	Refer to your organisation's research policy: are there additional requirements to fulfil internally? <ul style="list-style-type: none"> - Research/Data Processing Agreement (if other contract has not been implemented) - Non-Disclosure Agreement If there is no policy or clear guideline, contact Legal Department to check.	
5	Check relevant national Code of Ethics: is your behaviour and that of your colleagues, in the context of your study, appropriate? <ul style="list-style-type: none"> - College of Policing - Civil Service 	
6	Understand constraints and implications of the legal system according to the relevant legislation: <ul style="list-style-type: none"> - Human Rights Act 1998 - Data Protection Act 1998 - Freedom of Information Act 2000 - Criminal Law Act 1967 - Official Secrets Act 1911 	
7	Complete academic institution's ethics application form, does it also require: <ul style="list-style-type: none"> - Participant information sheet - Participant consent form - Participant debrief sheet 	
8	Submit ethics application form to academic institution's Ethics Committee	
9	Provide your management and other relevant parties in your organisation with your ethics application form	

*the voluntary nature of participation must be stressed and adhered to, tempting as it is to 'gently coerce' or pressurise colleagues or partners to take part.

**a balance must be achieved between adhering to all relevant codes and extracting honest responses from participants; it is advisable to make assurances of confidentiality wherever possible whilst being open about your responsibilities.