NCRC CRIME RESEARCH CODE OF ETHICS POLICY

JANUARY, 2024

Governance Area Addressed:	Crime research
Approving Authority:	Governing Council
Responsible:	Director/CEO and Information Management Department
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Related Policies	1. National Crime Research Centre Act, 1997 2. Human Resource and Procedures Manual 2023 3. NCRC Research policy 4. NCRC Research Road Map for Research Studies 5. NCRC Research Format 6. NCRC Plagiarism Policy

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1.0 INTRODUCTION

1.1 Background

The National Crime Research Centre (NCRC) is responsible to the Government and the general citizenry for the provision of crime research information which informs policy decisions and programmes in the administration of criminal justice. This is particularly in the service areas of: crime research, crime advisory, crime repository, crime report dissemination and crime prevention. In this regard, all crime research processes should be undertaken in tandem with the vision, mission, object, values and principles of the Centre and national, regional and international best practices and research standards.

1.2 Structure of the National Crime Research Centre

The National Crime Research Centre (NCRC) is a State Corporation established by the National Crime Research Centre Act No. 4 of 1997. The Centre is mandated to carry out research into the causes of crime, its prevention and to disseminate the research findings and recommendations to Government Agencies concerned with the administration of criminal justice, NCRC's stakeholders and the public.

The structure of the National Crime Research Centre is articulated in the sections below.

1.2.1 Objects of the Centre

The primary object of the Centre is to:

(a) Carry out research into crime including causes of crime and its prevention;

(b) Disseminate research findings to institutions and persons that the Council may, from time to time, determine for appropriate action; and

(c) Develop human and institutional capacities in the Centre for the purposes of undertaking research into the causes of crime and its prevention and the dissemination of research findings and recommendations.

1.2.2 Functions of the Centre

As provided for in Section 5 of the NCRC Act, for the attainment of its objects, the Centre shall:

(a) Carry out coordinated research into, and evaluate the impact of, programmes pursued by the agencies responsible for the administration of criminal justice;

(b) Collate all crime related data;

(c) Carry out research into any criminal activity and in particular-

i) causes of crime and prevention;

ii) socio-political and economic causes of criminal behavior including group, culture related crime, drug trafficking, peddling and addiction;

iii) the methods used by persons engaged in any criminal activity;

iv) Children in conflict with the law;

(d) Carry out research into deviations from the criminal justice system with a view to increasing the awareness and responsibility of the community in the rehabilitation of criminal offenders;

(e) Carry out research into the efficacy and adequacy of criminal investigation and prosecution agencies, the penal system and treatment of criminal offender;

(f) Disseminate its research findings through publications, workshops, seminars, the mass media and other appropriate means of dissemination;

(g) Communicate its research findings and recommendations to the agencies of Government concerned with the administration of criminal justice, with a view to assisting them in their policy formulation and planning;

(h) Liaise with any other research bodies within or outside Kenya engaged in the pursuit of similar or related research; and

(i) Do all such things as appear necessary or expedient for the performance of its functions.

1.2.3 Vision

A Centre of Excellence in Crime Research

1.2.4 Mission

To undertake quality crime research towards informing policy and programmes in crime management for a safe and secure society

1.2.5 Core Values

The Centre will conduct its business guided by core values including:

i. Excellence
ii. Integrity
iii. Impactfulness
iv. Collaboration and Knowledge Sharing
v. Diversity

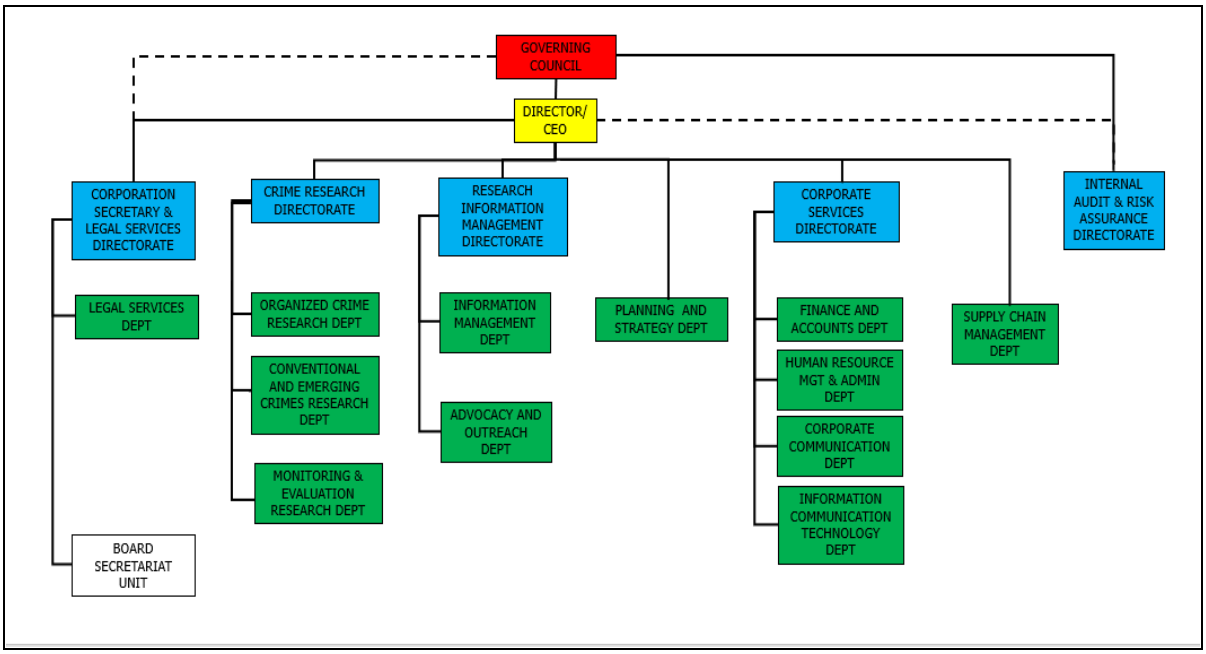
1.2.6 Guiding Principles

The guiding principles of the Centre will include:

(i) Professionalism and high standard of ethical practice
(ii) Consultative and involvement of the people in the process of crime research
(iii) Openness and respect for national diversity
(iv) Responsive and prompt provision of services.

1.2.7 Organizational Structure of the National Crime Research Centre

The structure of NCRC comprises the Governing Council, the Office of the Director/CEO, five (5) directorates and eleven departments as captured below.



1.3 Legal, Policy and Administrative Framework

The NCRC Crime Research Code of Ethics will be applied in compliance with relevant legal, policy and administrative frameworks which include:

1. The Constitution of Kenya 2010
2. National Crime Research Centre Act Cap. 62 Laws of Kenya
3. Leadership and Integrity Act No. 19 of 2012 Laws of Kenya
4. The Public Officers Ethics Act No. 4 of 2003 Laws of Kenya
5. The Judicial Service Act No 1 of 2011 Laws of Kenya
6. The National Police Service Act No. 11 of 2011 Laws of Kenya
7. Office of the Director of Public Prosecution Act No. 2 of 2013
8. Probation of Offenders Act Cap 64 Laws of Kenya
9. Children Act No. 8 of 2001 Laws of Kenya
10. Prisons Act Cap 90 Laws of Kenya
11. Universities Act No. 42 of 2012 Laws of Kenya
12. Witness Protection Act No. 16 of 2006 Laws of Kenya
13. Victim Protection Act No. 17 of 2014 Laws of Kenya
14. Copyright Act, No. 12 of 2001 Laws of Kenya
15. Industrial Property Act No. 3 of 2001 Laws of Kenya
16. Kenya Information and Communications Act No. 2 of 1998 Laws of Kenya
17. Official Secrets Act Cap 187 Laws of Kenya
18. Books and Newspapers Act Cap 111 Laws of Kenya
19. Science, Technology and Innovation Act No. 28 of 2013
20. Industrial Properties Act No. 3 of 2001 Laws of Kenya
21. Data Protection Act, 2019
22. Access to Information Act, 2016
23. Anti-Corruption & Economic Crime Act,2003
24. Proceed of Crime and Anti-Money Laundering Act (2009)
25. NCRC Strategic Plan 2023-2027
26. Relevant NCRC Policy documents including NCRC Research Policy 2023, Plagiarism Policy 2023, ICT Policy and Communications Policy, 2023
27. Rules Governing Conduct of NCRC staff
28. NCRC Young Researchers' Programme
29. NCRC's Memorandum of Understanding with collaborators and partners; and
30. All relevant laws applicable in the Republic of Kenya

1.4 Rationale of the NCRC Crime Research Code of Ethics

The Centre as a professional public crime research body underscores the importance of authentic and ethical research. Therefore, the Centre's Crime Research Code of Ethics will endeavor to reflect and entrench the principles, values, interests and aspirations of all the parties involved.

1.5 Scope of the NCRC Crime Research Code of Ethics

The NCRC Crime Research Code of Ethics will:

i. Apply to research processes conducted by the Centre.
ii. Apply to the following categories of researchers namely, internal and contracted research staff. This will also include students on attachment, interns at the Centre and all other parties that fall under Memorandum of Understanding (MOU).
iii. Apply to four main aspects namely; crime research skills, knowledge and competence development; institutional property rights; informed consent of research participants; confidentiality in research processes, activities, and relationships with stakeholders, partners and collaborators.
iv. Members of the Governing Council while transacting the Centre's research business.

1.6 Objectives of the NCRC Crime Research Code of Ethics

The general objective of the Code of Ethics is to provide a framework for ensuring that research at the Centre is conducted in an ethical and responsible manner by providing a common set of rules or standards for all internal and contracted research staff to adhere to. The specific objectives are to:

i. Provide a basis to meet local and international compliance requirements for the crime research profession;
ii. Inspire researchers at the Centre to maintain high ethical standards in all research activities;
iii. Protect human participants, their dignity, rights and welfare;
iv. Maintain the originality of ideas, and integrity and credibility of research findings and recommendations; and
v. Ensure that research is conducted in a way that serves the interests of the Centre's customers.

2.0 GUIDELINES OF THE NCRC CRIME RESEARCH CODE OF ETHICS

2.1 Introduction

The NCRC Research Policy 2023 emphasizes, among others, the need to: continually build the capacity of the Centre to be in tandem with the changing research environment; and to protect, motivate and professionally guide researchers at the Centre. This chapter therefore focuses on the key components of the Code of Ethics as highlighted in the sections below.

2.2 Requirements of Crime Research Standards

2.2.1 Crime Research Skills, Knowledge and Competence Development

i. Internal researchers will:
   a) Advance and update their knowledge on crime research.
   b) Seek continuous professional development to advance their academic and professional qualifications and seek appropriate experience or training to improve their crime research skills, knowledge and competence.
   c) Keep up to date with methodological and ethical issues in crime research.

ii. Contracted researchers will:
   a) Where a part-time researcher is hired by the Centre, comply with the Centre's Crime Researchers' Code of Ethics.
   b) Where the Centre has an MOU with an Institution, the Code of Ethics of both institutions will be applicable to all parties.

iii. Interns and Students on attachment:
   Interns and students on attachment will be trained to leverage on the crime research skills, competencies and they are expected to comply with the Centre's Crime Research Code of Ethics and discipline.

iv. Where NCRC Governing Council member is tasked to supervise a research, the members should endeavor to promote and encourage the professional development of both internal and contracted researchers by ensuring that they receive appropriate guidance, mentoring and coaching.

2.2.2 Institutional Property Rights

i. All internal researchers and contracted researchers will not lay claim to patent, copyright and other intellectual property rights that they do not have.
ii. All works done for and on behalf of the Centre by internal and contracted researchers and others whether in whole or in part belongs to the Centre.
iii. Reports and publications by the Centre will fully acknowledge the contributions of all parties.
iv. All internal and contracted researchers shall promptly surrender all property and monies belonging to NCRC in their possession, custody or control upon completion or termination of the engagement.
v. All internal and contracted researchers shall acknowledge and agree that, on termination of their engagement they shall not be entitled to any of NCRC property and/or monies.

2.2.3 Informed Consent of Research Participants

Participants in research studies of the Centre are individual members of the public/community and officials of state and non-state agencies. Although the NCRC Act obligates individual participants and organizations to provide crime research information needed by the Centre, all internal and contracted researchers shall always endeavor to secure informed consent of the participants.

Where the research is involving patients, children, incompetent/incapacitated persons, immigrants or prisoners, the consent shall be clearly sought from the appropriate authorizing persons or/and institution.

All researchers shall, among others: provide respondents with an explanation of the processes involved; highlight the discomforts, risks, and expected benefits; provide answers to research procedural questions; and inform participants that they are free to withdraw from the study at will at any stage of the research process.

2.2.4 Confidentiality in research processes and activities

The National Crime Research Centre assures respondents of strict confidentiality of research information and communication. This involves:

i. All researchers must protect confidential information received from research respondents.
ii. All researchers may disclose information where the respondent specifically waives the right to confidentiality.
iii. Researcher should not give false impression either of the research or personal identity and role in the research project.
iv. Researchers should include in the report findings and information unbiased by avoiding errors and distortion.
v. All researchers shall not at any time, use, copy, disclose, communicate and/or publish any confidential information which they receive or obtain during the course of or as a result of their engagement with NCRC without prior approval of the Centre.

2.2.5 Relationships with Stakeholders and Partners

All researchers shall ensure the following in the delivery of research products and services:

i) The Centre may enter into a Memorandum of Understanding (MOU) with specific terms of reference with partners, collaborators before engaging as stakeholders and partners in research;
ii) Maintaining good relationships with all stakeholders and Partners of the Centre;
iii) All researchers should avoid any confrontations with the stakeholders and partners;
iv) All researchers shall uphold their obligations to stakeholders and partners;
v) All researchers shall be obliged to notify the stakeholders and partners of any proposed deviations from the agreed terms of reference for particular assignments/ projects;
vi) All researchers shall not compromise research quality by any means; and
vii) All parties shall respect intellectual freedom in research.

2.2.6 Breach of Code of Ethics

I understand that any breach of code of ethics provisions will render me liable to appropriate disciplinary action.

2.3 REVIEW PROGRAM

The Policy shall be reviewed after every five (5) years or as need may arise. The review process shall include consultations among researchers and between NCRC and partners.

2.4 POLICY APPROVAL

This Crime Research Code of Ethics Policy is Effective from day of

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CHAIRPERSON

NATIONAL CRIME RESEARCH CENTRE

2.5 POLICY ACCEPTANCE

I agree to the terms of the Code of Conduct and Ethics, which forms part of my appointment as an internal or contracted research staff. I have read and understood the Code and agree to abide by its provisions.

I understand that any breach of its provisions will render me liable to Appropriate disciplinary action.

…… **……**

Full Name of Researcher **Signature**

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Date