

Washington State  
Department of Corrections

# Employee Manual for the Identification, Treatment, and Correctional Management of Transgender, Intersex, and Non-binary Individuals

# DOCUMENT REVISION HISTORY

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# SECTION 1. ADMINISTRATION AND MANAGEMENT

## 1.1 INTRODUCTION

The Washington State Department of Corrections (WADOC) recognizes the need to identify, treat and effectively manage transgender, intersex, and non-binary Incarcerated Individuals. The WADOC’s mission, core values, and commitment are to provide safe housing, medical and mental health care to all Incarcerated Individuals. WADOC is committed to non-discrimination for all individuals. Individuals will have the ability to access educational, vocational, religious, and work programs or activities regardless of gender identity, race, age, and other factors. Additionally, Incarcerated Individuals are entitled to non-discrimination based on sex, including transgender status, in any programming aspect that includes program enrollment, participation, discharge, hiring, firing, pay, assignments, promotions, and any other term or condition of a program. The Justice Department’s Bureau of Justice Statistics transgender women are nine times more likely than other incarcerated individuals to be victims of sexual harassment or assault. The federal Prison Rape Elimination Act (PREA) recognizes that “Being transgender is a known risk factor for being sexually victimized in confinement settings.”

The purpose of this guide is to define relevant terms and practical guidance for cases involving Incarcerated Individuals that identify as transgender, as well as be a resource guide for DOC Transgender Care. It is the responsibility of all DOC staff to review the enclosed manual “Identification, Treatment, and Correctional Management of Transgender, Intersex, and Non-Binary Incarcerated Individuals” and use this as a reference to ensure they understand they are in alignment with current practices and requirements for the equitable housing, safety, treatment, and programming of transgender, intersex, and non-binary individuals in our care and custody.

## 1.2 DOC Organization Information

The WADOC recognizes that there may be questions regarding policies listed throughout this manual. There are identified staff at both the local and headquarters level who may be helpful with answering your questions.

Located within iDOC is an updated list of local-level PREA Compliance Managers who can offer guidance about the process at a facility.

Below is a list of the Headquarters level Prison staff that may provide helpful information regarding transgender-related concerns:

### Carrie Hesch

*Administrator - Transgender Services*

Contact for all issues related to the DRW Settlement and implementation, Questions related to DOC Policy 490.700 Transgender, Intersex and/or Non-binary Incarcerated Individuals, Staff related issues and concerns.

**Email: [Carrie.Hesch@doc1.wa.gov](mailto:Carrie.Hesch@doc1.wa.gov)**

**Contact Hours: M-F 8 am-5 pm**

<b>Dr. Peck</b>	
<i>Transgender Medical Specialist</i>	
<b>Please contact Dr. Peck for any concerns relating to Gender Affirming Medical concerns.</b>	
<b>Contact:</b> Via email or teams only Email: <a href="mailto:natalie.peck@doc1.wa.gov">natalie.peck@doc1.wa.gov</a>	<b>Contact Hours:</b> M-Th 7:30 am-5:30 pm every
<b>Michelle Duncan</b>	
<i>Director of PREA Services</i>	
<b>Please contact Michelle Duncan for any concerns relating to PREA concerns.</b>	
<b>Contact:</b> Phone: (509) 318-3410 Email: <a href="mailto:miduncan@doc1.wa.gov">miduncan@doc1.wa.gov</a>	<b>Contact Hours:</b>
<b>Michelle Webb</b>	
<i>Gender Affirming Program Administrator: Gender Affirming Healthcare</i>	
<b>Please contact Michelle Webb for any concerns relating to the following:</b> Gender Affirming Health Care, education about gender-affirming care.	
<b>Contact:</b> Phone: (564) 200-4226 Email: <a href="mailto:michelle.webb@doc1.wa.gov">michelle.webb@doc1.wa.gov</a>	<b>Contact Hours:</b> M-Th 8 am-5 pm every Odd Fri 8 am-4 pm
<b>Michel Simmons</b>	
<i>Transgender Housing Program Manager</i>	
<b>Please contact Michel Simmons for any concerns relating to Transgender/intersex/non-binary housing concerns, Clothing/Property for Transgender/intersex/non-binary individuals.</b>	
<b>Contact:</b> Phone: (564) 200-4226 Email: <a href="mailto:michel.simmons@doc1.wa.gov">michel.simmons@doc1.wa.gov</a>	<b>Contact Hours:</b> M-Fr 8 am-4 pm

## SECTION 2. INCARCERATED SERVICES

### 2.1 DISCLOSURE OF INFORMATION

Decisions to release information related to one’s gender identity are challenging in a prison setting, and DOC will not discipline an individual for failing to disclose their gender identity status. Individuals who wish to disclose information voluntarily may request a DOC 02-420 Preference Request form. An Incarcerated Individual’s sexual orientation, gender expression/transition status, intersex status, or gender identity will be maintained as confidential. It will only be disclosed on a need-to-know basis and/or as requested by the individual on DOC 02-420 Preference Request.

Unless provided permission by the Incarcerated Individual, staff will not disclose an individual’s transgender status to others. This includes outside agencies or anyone else in the public.

Employees/contract staff/volunteers that are made aware through the disclosure that an individual is transgender, intersex, or non-binary will report the information to the Superintendent/Reentry Center Community Corrections Supervisor (CCS), or their designee.

If an Incarcerated Individual discloses to a medical, mental health, and/or substance use disorder practitioner, consent will be obtained on DOC 14-172 before disclosure.

- A. The PREA Specialist will be notified of any new disclosures and will ensure the individual has the opportunity to fill out DOC 02-420 Preferences Request form, which will be submitted to the PREA Administrator for review.
- B. Individuals will not be searched or physically examined for the sole purpose of determining the individual's genital status. (S1)
  1. If the individual's genital status is unknown, it will be determined by healthcare providers during conversations with the individual and by reviewing medical records. (S1)
    - a. If necessary, a health care provider will conduct a broader medical examination in private with the individual's consent. (S1)
- C. A confidential PREA hold will be entered into the individual's electronic file as soon as an individual discloses they are transgender, intersex, or non-binary. This hold will remain in effect until the individual's release or status as transgender, intersex, or non-binary has been revised.
  1. A For Cause PREA Risk Assessment will be completed within ten (10) business days.

## 2.2 Name/Pronoun

All employees/contract staff/volunteers will address Incarcerated Individuals by the pronouns in DOC 02-420 Preferences Request or their last name per DOC 100.500 Non-Discrimination for Individuals policy. Refusal to use the individuals' preferred pronouns is considered harassment and is a violation of policy.

## 2.3 Custody Initial Steps to Gender-Affirming Care Breakdown

**\*\* See Appendix 2**

The appendix contains a flow chart of Gender Affirming care for custody, including forms and individuals involved in the process.

## 2.4 Classification

DOC currently utilizes classification counselors to assist with documenting and classifying transgender individuals. Transgender or non-binary individuals with a legal name change will also have name changes shown in OMNI.

## 2.5 Intake

DOC Policy 310.150, Reception, Initial Classification, and Custody Facility Plan, indicates that males will be received at the Washington Corrections Center and females will be received at the Washington Corrections Center for Women. Initial reception and housing placement are determined based on the individual's biological sex (by self-reporting and birth certificate). However, the policy also permits exceptions to initial placement, and there have been occasions where an individual has been directly housed at a gender-affirming facility.

A Multidisciplinary Team (MDT) will convene within 15 days if an individual discloses their transgender, intersex, and/or non-binary identity at any time during incarceration and it has not been previously documented. The Facility MDT is expected to be fully prepared, gather all associated documentation, and review housing and programming assignments to make recommendations based on objective safety protocols and consideration of the individual's desired housing assignment. This includes ensuring all individuals have equal access to programming and services.

Once received into a WA DOC facility, the Incarcerated Individual may disclose during intake or contact their assigned counselor or any staff they are comfortable with to advise that they are transgender or non-binary.

The PREA Compliance Specialist (PSC) in each facility will be notified of this disclosure. The PSC will meet with the individual and offer the individual the opportunity to voluntarily complete the Preference Request form (02-420). The individual will be told that the facility MDT will complete the Housing Protocol with them over the next 14 days to ensure safe housing and equitable access to programming and services. The individual will be housed according to their feeling of safety pending the Housing Protocol completion. Individuals will meet with the PSC within three business days of arrival.

Suppose an Incarcerated Individual discloses to staff and WADOC believes that an individual is not sincere in their gender identity and asserting it for an improper purpose. In that case, they will be referred to an external agency Gender-Affirming Mental Health Community Consultant, to evaluate the sincerity of the individual's transgender identity. The Gender-Affirming Mental Health Community Consultant may have an interview with the individual, speak with relevant third parties, and request and review medical records and other information before determining if an individual's transgender identity is not sincere. The Gender-Affirming Mental Health Community Consultant will document the results of their evaluation, which will be provided to the individual and the Headquarters Multi-disciplinary Team (HQ MDT) within 31 days of the evaluation.

Suppose a transgender individual is transferred from gender-affirming housing at a jail to a non-gender-affirming WA DOC facility for reception. In that case, DOC will consider transferring the individual to a gender-affirming DOC facility within 15 days of transfer through the Facility MDT process unless the individual requests in writing to complete their intake process at the non-gender-affirming facility or the HQ MDT Chair and Deputy Secretary agree to transfer sooner because clear and detailed information has been received that indicates the individual should be in the gender-affirming facility.

If notified promptly before the reception, consideration will be taken to receive the individual into a gender-affirming facility if transferring from a gender-affirming jail. Per PREA standards, each housing assignment will be determined case-by-case and treated individually.

### 2.5.A. Six (6) Month Reviews

The facility MDT will reassess placement housing and programming assignments every six months using DOC form 02-385 Housing Review for Transgender, Intersex, and Non-binary (DOC Policy 490.700).

- Community Corrections employees will provide input regarding this information for community supervision violators.
- Classification recommendations will be updated during the review.
- Health and Mental Health Services recommendations will be updated during the review.
- Reviews will include an assessment to ensure no threats to the individual's safety.

### 2.6 Housing

DOC is committed to ensuring safe and humane housing for all incarcerated individuals. Staff set the tone for the environment, and all staff must create a foundation that fosters respect. DOC understands that Incarcerated Individuals may have concerns regarding where they will be housed as a transgender intersex or non-binary individual. The Incarcerated Individual will work with their case manager to identify safe housing options, including requesting gender-affirming housing.

Housing and programming assignments are reviewed during intake and before any transfer by the facility's MDT for all transgender intersex or non-binary individuals. Each facility MDT reassesses placement and programming assignments every six months and completes a housing review for transgender individuals to evaluate any threats or safety concerns for individuals.

Gender-Affirming Housing Requests:

DOC Policy 490.700 sets forth the procedure for the review of gender-affirming housing requests. Consistent with PREA standards, requests are reviewed on a case-by-case basis and consider the Incarcerated Individual's own views on safety. In addition, staff considers relevant security concerns such as their history of violent infractions, substantiated sexual abuse or sexual harassment investigations, predatory behavior, and any other information which could affect the security of the gender-affirming facility. Incarcerated Individuals can request a transfer to a gender-affirming facility through their Classification Counselor, or they may also directly kite the Gender Affirming Program Administrator.

First, the Incarcerated Individual will be assigned to the next available facility cultural awareness course, which is offered quarterly. A Gender Affirming Mental Health Specialist or the Gender Affirming Program Administrator facilitates this course. It is designed to provide them with the realities (good and bad) of life in a gender-affirming facility. It will give them an opportunity to connect with mental health staff, custody staff, and possibly other transgender individuals at the gender-affirming facility. Upon completing the course, they will determine whether they would



still like to be considered for transfer. Decisions not to move forward with a transfer request at that time will not negatively affect any future requests.

Second, they will complete and submit a request form (DOC 02-420 Preference Request) to their Case Manager. The Case Manager will then complete their review of risk factors (02-423) form and inform Psychologist 4 to initiate the Health Services review for placement in a gender-affirming prison form. These documents will be completed and returned to the Case Manager within 14 days. However, this time frame may be extended if a Static99, PCL-R, or HCR-20 is needed, in which case it will be due 14 days following receipt of the outcomes of those evaluations.

Third, the facility MDT will convene to determine a recommendation for a gender-affirming facility on form 02-384, which will be completed within five business days. If the current facility supports a recommendation to a gender-affirming facility, a cross-facility-based MDT (present facility staff and gender-affirming facility team) will be held to review all documentation and consider the balance of risk factors. A recommendation will be made to the Headquarters MDT about approval or denial of the request.

Fourth, the Headquarters MDT will review the documentation and facility MDT recommendations and make a recommendation to the Deputy Secretary for a final decision within 15 days. The Headquarters MDT documentation will include the Incarcerated Individual's written statements as well as any other documents (including statements from third parties) that they want the Headquarters MDT to consider. The Deputy Secretary will review the recommendations and make a final determination.

**Safety is a priority. Reviewing gender-affirming housing requests is not simple and requires more than a consideration of an Incarcerated Individual's gender identity status.**

In making decisions, the committees review multiple records to determine whether placement in a gender-affirming facility will be safe for everyone. Determinations are not based on one specific record alone, as the committee considers all information before making its decision. In addition, denials of gender-affirming housing requests are based on the request when it is submitted. It does not prevent the Incarcerated Individual from making additional requests in the future. In some cases, the committees may even recommend submitting an additional request when they complete programming, are able to consistently remain infraction free, or display any other positive behavioral changes.

**Medical Related Housing Concerns:**

If an Incarcerated Individual requires housing accommodations related to gender-affirming treatment, medical staff will work with the facility to ensure access to medically necessary items while balancing facility security concerns. In some cases, this will require temporary housing placement in a single cell for a length determined by the Gender Affirming Medical Specialist. Priority will be placed on security needs, but it is also important that staff promote and respect privacy concerns. The use of restrictive housing should not be considered solely due to medical needs.

### Privacy and Safety Accommodations:

In addition to housing placement and facility location, transgender individuals will need to be offered accommodations for showering per policy. These requests will be reviewed with their classification counselors. However, should a transgender individual need a change before a 6-month review, they can request a change by submitting a kite to the Superintendent, Correctional Unit Supervisor, or the request can come directly from their Classification Counselor. The request may include individual shower stalls, separate shower times, or other procedures based on facility design.

Every effort will be made to meet their individual needs within the WADOC. If it is not feasible to safely address their specific needs, there may be an option for out-of-state placement.

### 2.6.A Requests To change Cell

- Incarcerated Individuals may request cell/ Bed Moves by completing DOC 21-595 Cell/Bed Change Request and submitting it to the unit/facility designee. DOC Policy 420.140
- Individuals may request one cell/bed move every six months.
- This does not include for reasons security concerns; a security move can be done outside of the one move every six-month request with the approval of the facility Correctional Program Manager.
- If Individuals feel unsafe due to harassment, discrimination, or another security concern, these concerns must be shared immediately with the appropriate staff, i.e., Classification Counselor, CUS, Shift Lieutenant, PREA Compliance Specialist, or Transgender Housing Program Manager.
  - DOC will approve requested cell placements as long as there are no separation concerns, the individuals have compatible PREA Risk Assessment scores, and the individuals are eligible for “cell/bed moves” according to DOC 420.140 - Cell/Room Assignment. DOC may not refuse to house transgender individuals together based solely on their transgender status.

### 2.7 Property

#### 2.7.A Access to articles of clothing to express gender identity

While in custody, Incarcerated Individuals are allowed to maintain appearances consistent with their identified gender. The WADOC will provide state-issued gender-affirming clothing upon request to transgender individuals. State-issued gender-affirming clothing means standard state-issued clothing that corresponds to a transgender individual’s gender identity and is available to cisgender women and cisgender men per DOC 440.050 State-Issued Items and its attachments. State-issued gender-affirming clothing shall include underwear, sports bras, support bras, binders, gaffs, and shoes. Gender-affirming clothing will be available to transgender individuals in an appropriate

size. Individuals can request gender-affirming clothing items by contacting their case manager or the Transgender Program Housing Manager.

### 2.7.B Property Matrix

Transgender, Intersex, and Non-Binary Individuals are allowed access to gender-affirming clothing such as bras, sports bras, panties, binders, boxers, and gaffs. Some of these items may need to be ordered or may need to be fitted. Transgender individuals can possess male and female clothing/undergarments up to the total number allowed in the property matrix.

Allowable personal property includes publications and resource material about transitioning, surgeries, biographies and memoirs, and other transgender-specific documents. Some of this information may consist of images to improve the understanding of the information directed in these resources. All publications will be approved through the proper approval process.

Reducing body hair may be important to some people. Incarcerated individuals will be permitted to shave or remove hair from their body. Razors and IPL devices are available to Incarcerates, but some restrictions may exist. Incarcerated Individuals may contact their Case Manager or GACN to request these items and to get additional information regarding specific rules that apply to this topic.

#### 2.7.B1 Correctional Industries (CI) Catalogue

[Commissary \(Store\) | Washington State Department of Corrections](#)

### 2.7.C Clothing While in Restrictive Housing

Transgender, Intersex, and Non-Binary individuals will not be deprived of gender-affirming clothing or the ability to shave due to being charged, convicted, or sanctioned for violating DOC rules unless otherwise denied according to individualized reasons and documented per Conditions of Confinement Modifications or a Security Enhancement Plan per DOC 320.255 Restrictive Housing. DOC will ensure that transgender individuals serving sanctions retain uninterrupted access to gender-affirming medical and mental health care.

### 2.7.D Other Property

DOC will allow transgender individuals to purchase and receive property, including religious property, from property lists for cisgender women and cisgender men from DOC-approved commissary supply vendors based on items approved per custody level. DOC will allow transgender individuals and their families and friends to order from commissary supply vendors without DOC first verifying the recipient's transgender status. DOC may verify that the recipient is eligible for the gender-affirming property

after the property arrives at the facility. The only exception to this relates to access to curling irons in men's facilities at this time.

## 2.8 Searches

While privacy is essential for all, this must be balanced with recognized security practices. This is for the safety of the incarcerated as well as the staff. As Transgender, Intersex, and Non-Binary Individuals, they may have different privacy needs than some of their peers. DOC recognizes those needs and will work with individuals to balance addressing those needs with essential security practices.

Transgender individuals will be searched by the gender placed on their preference request form (02-420). The only exception is if there is an emergency that requires a search, and no one fits the gender request on-site. Transgender individuals cannot be searched just for the sole purpose of identifying genital status. Searches will be conducted per DOC policy 420.310 - Searches of Incarcerated Individuals. Individuals under community supervision will be searched per DOC policy 420.390 - Arrest and Search.

For the most part, individuals will be subject to be pat searched, strip-searched, and urinalysis in a manner like other individuals. The main difference between the transgender and non-binary population is how staff engage the individual on their preference for staff gender conducting these duties when appropriate and necessary for safety and security purposes. While there are some minor differences, basic processes remain the same. Pat-searched and strip-searched refresher training will be available.

DOC is committed to respecting every individual and their rights. To address specific privacy needs for transgender persons (contact *Gender Affirming Program Administrator* with questions), we are doing the following:

- Providing privacy screens for showering and toileting.
- Post-surgical support.

## 2.9 Drug and Alcohol Testing

Testing will be done by the same gender as the individual unless otherwise requested on DOC 02-420 Preferences request. Drug testing will be conducted per DOC 420.380 Drug/Alcohol Testing. Testing will occur primarily through means of oral fluid tests as directed 420.310. If more extensive testing is required, employees will conduct a urine test, and the Incarcerated Individual will be permitted to sit or stand during the collection process.

## SECTION 3. OFFENDER SERVICES AND PROGRAMS

### 3.1 Recreation

Transgender individuals participate in all programming and recreation outlets. They should never be denied access to programming simply due to their transgender status.

### 3.2 Religious Programs

Every Incarcerated Individual has an inherent and constitutionally protected right to believe, express, and exercise the religion of their choice. Expressing one's religious beliefs must be consistent with the facility's security, safety, health, and orderly operations. Guidelines for Religious Programs are under DOC Policy 560.200, Religious Programs.

#### 3.2.A Religious Property

Authorized religious items are indicated on the Allowable Religious Items list attached to DOC 560.200 Religious Program. Religious items must be stored in a Religious Items Box when not in use. Transgender individuals can purchase items according to their assigned gender for their religious practice.

## SECTION 4. HEALTH SERVICES

Access to gender-affirming treatment is detailed in the Washington DOC Offender Health Plan and the Gender Dysphoria Protocol. Incarcerated Individuals seeking gender-affirming treatment should be referred to Health Services. At no time should staff members attempt to persuade or discuss an Incarcerated Individual's decisions related to gender-affirming therapy. Determinations regarding an Incarcerated Individual's medically necessary gender-affirming treatment are considered confidential medical information.

## SECTION 5. LEGAL ACCESS

### 5.1 Name Change

DOC 400.280, Legal Name Change, provides the process for managing all legal name changes granted by a Court. The policy requires an Incarcerated Individual to notify the Records Department of their intent to seek a legal name change before and after the Court's order is received. In addition, once the order is received, they have an obligation to submit a certified copy of the order to the facility Superintendent within five days.

Consistent with the Court's order, their legal name change information will be updated in DOC's records and become their "primary name" for all DOC correspondence. This includes written or verbal communication with staff, call-out sheets, DOC files, and their use of the United States mail. In addition, the Incarcerated Individual's ID card will be updated to reflect their current legal name. They will be responsible for providing any governmental agency, such as the Social Security Administration, with their change in legal name information. Staff will permit the Incarcerated Individual to use their current legal name for applying for any governmental

benefits and will also permit the Incarcerated Individual to choose their identity marker for governmental applications. Staff may also assist in gathering necessary documentation or providing instructions on using the public disclosure process for the Incarcerated Individual to submit when applying for governmental benefits.

If the individual would like information on legally changing their name, information and instructions are available in the law library to help with this process. Assistance will also include facilitating the Incarcerated Individual's presence via telephone or video conference for any scheduled Court hearings related to their legal name change request.

## 5.2 Discrimination

DOC is committed to non-discrimination for all individuals. Individuals will have the ability to access educational, vocational, religious, and work programs or activities regardless of gender preference, race, age, and other factors. Additionally, Incarcerated Individuals are entitled to non-discrimination based on sex, including transgender status, in any programming aspect that includes program enrollment, participation, discharge, hiring, firing, pay, assignments, promotions, and any other term or condition of a program.

Sexual abuse, harassment, and discrimination of any form, including disparaging comments, acts, gestures, and other configurations, are not acceptable and will not be tolerated within DOC. This includes but is not limited to intentional and repeated misgendering by using incorrect pronouns, names, or language. DOC is committed to creating a culture of respect for all persons.

## 5.3 Behavior Observation Entries – being sensitive to pronouns

All DOC staff who make entries into behavioral observations or write reports concerning an individual will refer to the individual by proper pronouns according to the status on their DOC 02-420 preference request form.

Deliberate misgendering will be subject to corrective and/or disciplinary actions per DOC 100.500 Non-Discrimination for Individuals and DOC 810.005 Diversity, Equity, Inclusion, Respect, and Anti-Racism. Copies of Behavior Reports are provided to incarcerated individuals, and misgendering may have a negative mental health effect on transgender individuals.

# SECTION 6. REFERENCES

## 6.1 Policies

Below are listed policies that relate to the custody, classification, rights, and healthcare of Incarcerated Individuals.

[DOC 100.500 Non-Discrimination for Individuals](#)  
[DOC 310.150 Reception, Initial Classification, and Custody Facility Plan](#)  
[DOC 320.200 Administrative Segregation](#)  
[DOC 320.255 Restrictive Housing](#)  
[DOC 400.025 Department Identification Cards](#)  
[DOC 400.280 Legal Name Change](#)  
[DOC 420.140 Cell/Room Assignment](#)  
[DOC 420.310 Searches of Offenders](#)  
[DOC 440.000 Personal Property for Offenders](#)  
[DOC 440.050 State-Issued Items](#)  
[DOC 450.100 Mail for Individuals in Prison](#)  
[DOC 470.500 Security Threat Groups](#)  
[DOC 490.700 Transgender, Intersex, and/or Non-Binary Housing and Supervision](#)  
[DOC 490.820 Prison Rape Elimination Act \(PREA\) Risk Assessments and Assignments](#)  
[DOC 560.200 Religious Programs](#)  
[DOC 600.020 Offender Paid Healthcare](#)  
[DOC 810.005 Equity, Diversity, Inclusion, Respect, and Anti-Racism](#)  
[DOC 880.100 Corrections Training and Development](#)

## 6.2 Protocols

[DOC Gender Dysphoria Protocol and GD-CRC/](#)

## 6.3 Forms

[DOC 02-027 Virtual/Telephonic Hearing Request](#)  
[DOC 02-384 Housing Protocol for Transgender, Intersex, and Non-binary Individuals](#)  
[DOC 02-385 Housing Review for Transgender, Intersex, and Non-binary Individuals](#)  
[DOC 02-420 Preferences Request](#)  
[DOC 02-422 Transgender, Intersex, and Non-binary Housing Multi-Disciplinary Team](#)  
[DOC 14-172 Substance Abuse Recovery Unit Compound Release of Confidential Information](#)  
[DOC 20-155 Intake/Pre-Sentence Report Information Sheet](#)

Mental Health forms:



Form 1 - Request  
for Gender Af...



Form 2 -  
Classification Re...



Form 3 - Health  
Services Revis...

## 6.4 Acknowledgments

1. A PRISONER'S GUIDE TO TRANS RIGHTS, Justice Behind Bars, UK,  
<https://static1.squarespace.com/static/632cd0d1baa2223bff9113e0/t/634f27f42aa84b4cce8ba/b20/1678739469531/PAS-Trans-Prisoners-Guide.pdf>
2. Pacific Lutheran University (PLU) doctoral nursing project



# Appendices

## Appendix 1: Key Terms & Definitions

**BFOQ** – Bona Fide Occupation Qualification

**CCS** – Community Corrections Supervisor

**Chest Binder** – an undergarment that flattens the chest.

**Cisgender Woman** – A person whose sex assigned at birth was female and is a woman.

**Cisgender** – individuals who identify with their sex assigned at birth

**Cisgender Man** – A person whose sex assigned at birth was male and is a man

**CRC** – Care Review Committee

**CUS** – Correctional Unit Supervisor

**DOC** – Department of Corrections

**EFV** – Extended Family Visit

**FRMT** – Facility Risk Management Team

**GA** – Gender Affirming

**GD** – Gender Dysphoria

**Gender** – the socially constructed roles, behaviors, expressions, and identities of girls, women, boys, men, and gender-diverse individuals. Gender identity is not binary or static and exists along a continuum and can change over time. Gender includes an individual's gender identity and gender expression.

**Gender Affirming** – Helping or enabling an individual, especially a transgender individual, to live according to their gender identity.

**Patient Care Navigator** – A designated individual who will help someone meet their needs and is primarily available through telemedicine.

**Gender-Affirming Clothing** – clothing that corresponds to or affirms one's gender.

**Gender-Affirming Medical and Mental Health Care** – means any treatment, service, or activity that attends to transgender individuals’ physical, mental, and social health needs and well-being while respectfully affirming their gender identity. Gender-affirming medical and mental health care is highly individualized and may or may not involve an individual seeking any one of several gender-affirming interventions, including hormone therapy, surgery, hair removal, interventions for the modification of speech and communication, behavioral adaptations, changes in legal and identity documents counseling, peer support, and other treatments, services, and forms of gender expression.

**Gender-Affirming Medical Specialist** – licensed healthcare professional with specialized training in gender-affirming care that is also primarily available through telemedicine/virtual appointments.

**Gender Expression** – how an individual manifests the gender-related traits of masculinity, femininity, both, or neither through appearance, behavior, dress, speech patterns, pronouns, name, preferences, and more.

**Gender Dysphoria** –

A marked incongruence between one’s experienced/expressed gender and assigned gender by at least two of the following:

- a. A marked incongruence between one’s experienced/expressed gender and primary and/or secondary sex characteristics (or, in young adolescents, the anticipated secondary sex characteristics).
- b. A strong desire to be rid of one’s primary and/or secondary sex characteristics because of a marked incongruence with one’s experienced/expressed gender (or, in young adolescents, a desire to prevent the development of the anticipated secondary sex characteristics).
- c. A strong desire for the primary and/or secondary sex characteristics of the other gender.
- d. A strong desire to be of the other gender (or some alternative gender different from one’s assigned gender).
- e. A strong desire to be treated as the other gender (or some alternative gender different from one’s assigned gender).
- f. A strong conviction that one has the typical feelings and reactions of the other gender (or some alternative gender different from one’s assigned gender).

**Gender Identity** – An individual’s sense of being either male, female, both, or neither. This may be different from what is traditionally associated with an individual’s assigned sex at birth.

**Gender Non-Conforming** – An individual whose gender identity or gender expression does not conform to socially defined male or female gender norms.

**GRE** – Graduated Reentry

**HCA Trans-health Program** – Washington Health Care Authority Apple Health Trans-Health Program.

**HCR-20** – Tool used by Mental Health staff, a comprehensive set of professional guidelines for assessing and managing violence risk.

**HIV** – Human immunodeficiency virus, a retrovirus that causes AIDS.

**Hormone Replacement Therapy (HRT)** – Medications that allow for the acquisition of secondary sex characteristics more aligned with an individual’s gender identity.

**HQ MDT** – The Department Headquarters Multi-Disciplinary Team. This team is responsible for reviewing and developing the best practices for the care, custody, and supervision of transgender individuals. The team is responsible for making housing placement decisions for transgender individuals in custody.

**HQ** – Headquarters

**HSR** – Health Services Request, a form used by Health Services staff

**Intersex** – An umbrella term for variations in sex traits or reproductive anatomy that are not classified as typically male or female. Some intersex traits may never be identified, while others are identified at birth, during puberty, or later in life.

**IPL Device** – Handheld cosmetic device that emits a broad-spectrum, intense pulsed light (IPL) used for hair removal.

**LGBTQ** – Lesbian, Gay, Bisexual, Transgender, or Questioning

**MCCCW** – Mission Creek Corrections Center for Women

**MDT** – Multi-Disciplinary Team

**MH** – Mental Health

**Non-Binary** – A person whose gender identity or gender expression does not conform to socially defined male or female gender norms. Describes individuals who do not identify exclusively as a man or woman. Non-Binary is an umbrella term that describes a range of individuals who may identify as being without gender, having a fluctuating gender, and/or a having gender that is between or outside the categories of man and woman. Individuals with non-binary gender identities may or may not use more specific terms to describe their genders, such as agender, genderqueer, gender fluid, two-spirit, bi-gender, pan-gender, gender non-conforming, or gender variant.

**PCL-R** – Risk assessment tool used by Mental Health staff that attempts to predict who will offend or re-offend (recidivism)

**PREA** – Prison Rape Elimination Act of 2003 and implementing regulations.

**RC** – Reception Center

**RDC** – Reception and Diagnostic Center

**Sex Assigned at Birth** – The sex (male, female, intersex) assigned to an individual at birth, generally based on biological attributes such as anatomy, chromosomes, and hormones.

**Sexual Orientation** – An individual’s identity in relation to the gender or genders to which they are sexually attracted.

**SOTAP** – Sex Offender Treatment and Assessment Program

**Sports Bra** – A bra designed to provide support during physical activity.

**Static 99** – Risk assessment tool used by Mental Health staff designed to assist in the prediction of sexual and violent recidivism among adult male sex offenders

**STI testing** – Sexually transmitted infections. Also referred to as sexually transmitted diseases (STD).

**Support Bra** – A bra that encapsulates breasts without compression and is designed for routine wear. Such bras are also referred to as cup bras.

**TG** – Transgender

**Trans tape** – Elastic, therapeutic tape that is an alternative to a chest binder.

**Transgender** – An individual whose gender identity is different from the sex assigned at birth. *Throughout this document, transgender is an umbrella term that refers to transgender, intersex, non-binary, and gender non-conforming individuals unless explicitly stated otherwise.*

**Transgender man** – a man whose sex assigned at birth was female

**Transgender woman** – a woman whose sex assigned at birth was male

**WA DOC** – Washington Department of Corrections

**WCC** – Washington Corrections Center (also a Reception Center)

**WCCW** – Washington Corrections Center for Women (also a Reception Center)