



BONA FIDE OCCUPATIONAL QUALIFICATION PRIVACY POST REQUEST

_____ Facility	_____ Position number	_____ Job class
_____ Post description	_____ Shift	Gender required: <input type="checkbox"/> Male <input type="checkbox"/> Female

REQUEST DESCRIPTION

Special problems relating to a privacy issue(s) that has occurred or will occur: _____

Factors that prevent structural and/or operational change from being made to avoid the Bona Fide Occupational Qualification and still ensures privacy of incarcerated individuals: _____

Frequency, percent of time, and degree of regularity with which the position/post incumbent would infringe upon the privacy of incarcerated individuals: _____

The staffing pattern, including a description of the gender mix of incumbent personnel for the facility (e.g., wing/hall, office, building) and work shifts in question: _____

A narrative or visual description of the physical plant, including post locations and personnel placements as they relate to privacy invasion: _____

The options considered in view of the gender-based Bona Fide Occupational Qualification and the specific reasons for restricting these options: _____

Controls/systems implemented to ensure the position and duties supporting the Bona Fide Occupational Qualification remain at the given post or that the Bona Fide Occupational Qualification need would be relieved if changes to the duty/position occurred: _____

I request this position/post be granted a Bona Fide Occupational Qualification due to gender-based considerations.

_____ Manager/supervisor	_____ Title	_____ Date
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AUTHORIZATIONS

Recommended Deny

_____ Appointing Authority name and title	_____ Signature	_____ Date
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Recommended Deny

_____ Equity and Inclusion Administrator	_____ Signature	_____ Date
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Approved **Denied**

_____ Assistant Secretary	_____ Signature	_____ Date
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The contents of this document may be eligible for public disclosure. Social Security Numbers are considered confidential information and will be redacted in the event of such a request. This form is governed by Executive Order 16-01, RCW 42.56, and RCW 40.14.

Distribution: **ORIGINAL** - Equity and Inclusion Administrator
COPY - Requesting manager/supervisor, Appointing Authority, Position file