



STATE OF WASHINGTON  
DEPARTMENT OF CORRECTIONS

APPLICABILITY  
**PRISON/REENTRY/FIELD**  
FACILITY/SPANISH MANUAL

REVISION DATE  
7/17/23

PAGE NUMBER  
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NUMBER  
**DOC 100.500**

**POLICY**

TITLE  
**NON-DISCRIMINATION FOR INDIVIDUALS**

**REVIEW/REVISION HISTORY:**

- Effective: 5/2/83
- Revised: 10/1/85
- Revised: 2/24/92
- Revised: 4/28/04
- Revised: 12/13/06
- Revised: 11/20/08
- Revised: 11/9/09
- Revised: 12/21/09
- Revised: 11/8/10
- Revised: 1/21/13
- Reviewed: 12/16/15
- Revised: 4/5/22
- Revised: 7/17/23

**SUMMARY OF REVISION/REVIEW:**


Policy Statement II. - Added clarifying language  
II.A. - Added employee, contract staff, and volunteer responsibilities including using preferred pronouns

**APPROVED:**

Signature on file

\_\_\_\_\_  
**CHERYL STRANGE**, Secretary  
Department of Corrections

5/30/23  
Date Signed

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**REFERENCES:**

DOC 100.100 is hereby incorporated into this policy; [RCW 43.06C.040](#); [RCW 43.06C.060](#); [RCW 49.60](#); [RCW 70.84](#); [Governor’s Executive Order 96-04](#); DOC 550.100 Resolution Program; DOC 690.400 Individuals with Disabilities; [42 U.S.C. 1997](#)

**POLICY:**

- I. The Department prohibits discrimination, including harassment and retaliation, or unfair/illegal treatment of individuals under the Department’s jurisdiction on the basis of genetic information (e.g., national origin, ancestry, race, color), religion/creed, age, gender, gender expression, marital status or status as a state registered domestic partner, pregnancy, sexual orientation, political views, immigration/citizenship status, veteran/military status, or the presence or history of a physical/mental/sensory disability in any activity or its operations.
- II. The Department is committed to non-discrimination and has established procedures to promote an environment free from discrimination for all individuals under its jurisdiction to include housing, programming, and services provided.

**DIRECTIVE:**

- I. General Requirements
  - A. Discrimination of any kind, including retaliation for filing or participating in the investigation of discrimination, will not be tolerated.
    1. Employees, contract staff, and volunteers who fail to take prompt and immediate steps to prevent and/or report discrimination, or an act of retaliation, will be subject to appropriate corrective or disciplinary action, up to and including dismissal.
  - B. Individuals with disabilities will be provided reasonable accommodations per DOC 690.400 Individuals with Disabilities.
- II. Responsibilities
  - A. Employees, contract staff, and volunteers will:
    1. Follow all applicable non-discrimination federal and state laws, regulations, and Executive Orders.
    2. Help prevent discrimination from occurring by identifying practices or procedures that could have the effect of discrimination and take steps to eliminate the potential for discrimination.



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## **POLICY**

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3. Immediately report observations of discrimination to a supervisor/manager.
4. Not intentionally invite or provoke discriminatory feelings, actions, or responses.
5. Prohibit discrimination when making housing/room/cell assignments and providing individuals with access to programs.
6. Address individuals by their preferred pronoun (e.g., she, her, he, his, they) as documented on DOC 02-420 Preferences Request and/or last name (e.g., "Individual Smith") when necessary.
  - a. A court order or legal name/gender change is not required to honor the individual's request.
  - b. Documented pronouns will be used in all verbal and written communications (e.g., entries in the electronic file, correspondence, incident reports, infractions).
    - 1) If unsure of the correct pronoun, the individual will be asked what the preference is.


B. Supervisors/managers will promote a safe and healthy environment free from discrimination and prevent discrimination from occurring by:

1. Ensuring direct reports, contract staff, and volunteers are aware of the expectations in this policy.
2. Promptly documenting, reporting, and responding to incidents of discrimination.

### III. Reporting

A. Individuals who believe they have been discriminated against may file a complaint internally per DOC 550.100 Resolution Program.

1. Incarcerated individuals may also file a complaint through the:
  - a. Department of Justice Special Litigation Section for a harmful systemic pattern/practice, or
  - b. Office of Corrections Ombuds (OCO).

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- 1) Individuals must have reasonably pursued complaint resolution through the internal process before filing a complaint with the OCO per RCW 43.06C.040.

**DEFINITIONS:**

The following words/terms are important to this policy and are defined in the glossary section of the Policy Manual: Retaliation. Other words/terms appearing in this policy may also be defined in the glossary.

**ATTACHMENTS:**

None

**DOC FORMS:**

DOC 02-420 Preferences Request