



STATE OF WASHINGTON  
**DEPARTMENT OF CORRECTIONS**  
**OFFICE OF THE SECRETARY**  
P.O. Box 41101 • Olympia, Washington 98504-1101

January 16, 2020

**TO:** All DOC Employees

**FROM:** Stephen Sinclair, Secretary [Signature on file]

**SUBJECT: Respecting Transgender/Intersex/Gender Non-Conforming Staff & Incarcerated Individuals at Washington DOC**

In keeping with the Department's commitment to valuing the diversity of our workforce and the population we serve, DOC recognizes each person is a unique individual.

**Diversity, Equity, Inclusion and Respect at DOC**

With facilities and offices across the state, we serve and employ a diverse group of people. All of our 8,900 plus corrections employees deserve to be valued, respected and recognized as critical members of the DOC team and an essential part of our future moving forward. People's safety and respectful and inclusive interactions are two values of the Department. Improving public safety starts with making our workplace as inclusive and respectful as possible. We should celebrate commonalities and differences equally.

**Our approach to serving transgender individuals**

Incarcerated transgender individuals present a unique opportunity in terms of safety considerations and quality assurance of programming. Despite the challenges, the Department has been providing a safe and humane incarceration environment and successfully managing their needs for many years.

As public awareness and understanding of gender responsiveness grows, so too does the number of people who are emerging as transgendered in our communities and work place. This is increasingly true within the incarcerated population and is evidenced not only in local prisons, but at a nationwide level as well. As corrections professionals learn more, we begin to recognize the need for a more progressive approach in how we provide these individuals care and access to other services.

**Moving forward**

***"Working Together for SAFE Communities"***

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Recognizing this topic may have impact in the lives of employees and incarcerated individuals in our care, DOC is uniting with other law enforcement agencies and partnering with the transgender community in developing policies that are responsive to both staff and incarcerated individuals.

Please take the time to view [Department of Justice](#), [Seattle Police](#) and [City of San Diego](#) training videos for more information.

New and updated agency policies ([490.700 – Transgender, Intersex, And/Or Gender Non-conforming Housing and Supervision](#), [490.820 - Prison Rape Elimination Act](#), [420.310 - Searches of Offenders](#), [400.280 - Legal Name Change](#), [420.380 - Drug/Alcohol Testing](#), [310.100 Intakes](#), and [440.050 - State Issued Clothing](#), [property matrix](#), and [store/commissary](#)) are forthcoming. Please take time to review the new and updated policies when they are posted.

The Training and Development Unit (TDU) has developed staff training, which we will provide at CORE/NEO/In-Service and as needed. Information about incarcerated individuals will be added to the Statewide Handbook, Facility NEO, and Incarcerated Individual Health Care Plan.

I appreciate your continued efforts and professionalism in how we treat each other, how we manage a diverse population, and how we provide and improve services in a progressive manner on behalf of the citizens of Washington. It's noticed and appreciated. Keep up the good work.

SS:SR:jg