



**DOUGLAS COUNTY SHERIFF'S OFFICE
CORRECTIONS DIVISION
POLICIES AND PROCEDURES**

SECTIONS – ADMISSION AND RELEASE

POLICY # - 7.11	TITLE – Transgender Housing/Intake	
ACA STANDARD	EFFECTIVE DATE 5/2/14	REPLACES POLICY DATE NEW
# of pages 2		

POLICY PURPOSE

To establish procedures for the appropriate treatment of transgender, transsexual, inter-sex and gender variant individuals who are in the custody of the Douglas County Correctional Facility (“DCCF”). DCCF staff shall ensure these individuals are processed and housed in the same manner as all persons brought to DCCF: a safe, secure manner which preserves their confidentiality, human dignity and avoids inmate or staff abuse, humiliation or ridicule.

DEFINITIONS

Gender Expression- A gender-related expression, appearance, identity or behavior of an individual, regardless of the individual’s gender at birth.

Gender Variant- Refers to any person whose expression of gender, (masculinity and femininity) does not conform to the dominate gender norms of Western culture.

Inter-sex- A set of medical conditions that features a congenital anomaly of the reproductive and sexual system. A person with an intersex condition is born with sex chromosomes, external genitalia or an internal reproductive system that is not considered “standard” for either male or female.

Sexual Orientation- Includes male or female homosexuality, heterosexuality and bisexuality by preference or practice.

Transgender- Refers to any person whose identity or behavior differs from traditional gender expression. This term includes transsexual individual, cross-dressers, androgynous individuals and others whose appearance or characteristics are perceived to be gender atypical. An umbrella term describing individuals who live and/or express themselves as a gender other than that assigned at birth.

Transsexual- a person whose personal sense of his or her gender conflicts with their anatomical sex. Some, but not all, transsexuals undergo medical treatments to change their physical sex so that it is in harmony with their gender expression.

PROCEDURE

Under all circumstances it will be the responsibility of staff to determine if special consideration may be necessary for the inmate due to issues related to the sexual identity, gender identity or gender expression of the inmate. In the event an individual indicates they may have a gender issue while in DCCF custody or an inmate’s gender identity, appearance, overt expression or behavior causes staff to question whether a gender issue may be present, DCCF staff shall inquire of the individual in a discreet, dignified and professional manner to preserve confidentiality regarding their sexual identity, gender identity or gender expression for the purpose of determining sexual orientation. These questions shall be for the purpose of gathering accurate information that may reflect the individual’s Intake, Housing or Classification, and shall be conducted by DCCF staff in a respectful manner to preserve the confidentiality, as well as human dignity, and avoid subjecting the inmate to abuse, humiliation or ridicule.

- The shift supervisor shall be notified when an individual needing special consideration has arrived at the DCCF for processing.

- The shift supervisor shall notify the DCCF Operations Captain and Classification Office that an individual needing special consideration due to gender issues is in custody, providing the name of the individual, charges and when they arrived at DCCF.
- In the event the individual needing special consideration due to gender issues notifies DCCF of specific medical needs, such as hormone therapies, the shift supervisor shall notify Medical staff.
- It is the responsibility of staff to ascertain how the transgender individual self-identifies (male or female) and address the individual accordingly.
- All individuals will be searched according to DCCF Security and Control Policy 3.3.
- Upon arrival on the Booking floor, staff will have the discretion of either placing the individual in a single cell or allowing them to remain on the Booking floor. Staff should evaluate this on a case by case basis and base their decision on the safety and security of the individual, staff and facility.
- When the individual has been successfully processed they will need to be changed out into a DCCF standard issue uniform. In the event a transgender individual is under hormone therapy and has secondary sexual characteristics such as breasts, the individual shall be provided appropriate undergarments such as a bra when indicated by Medical Staff.
- The individual will then be moved to the Medical Unit and housed in a single occupancy cell for a period not to exceed three business days. Each individual initially placed in the Medical Unit will be treated as a Pre-Classification individual and allowed all of the same rights and privileges as any other Pre-Classification individual.
- During the Pre-Classification time, the DCCF Operations Captain and Administrative Lieutenant will meet with the individual in a location that will preserve the dignity of the individual and sensitivity of the conversation. The purpose of this meeting is to determine how the individual self-identifies and gather the individual's opinion of potential vulnerability in a general population housing unit (male or female).
- The Operations Captain and Administrative Lieutenant will then meet with the DCCF Undersheriff and Classification Officer to discuss the appropriate housing for the individual based on the safety and security of the DCCF and the individual.
- The Classification Officer will then interview the individual. This information will be shared with the Operations Captain and a housing assignment shall be made upon the approval of the Undersheriff.
- Once the individual has been classified they will be afforded the same privileges as any other similarly classified individual in custody at the DCCF. The individual's classification status will be reviewed at set times as outlined in DCCF policy. All reviews will be conducted by the DCCF Classification Officer.

5/2/14 Implementation date CA
4/16/14 Ready for Implementation CA
4/16/14 New Policy CA