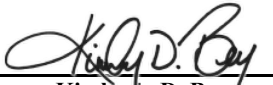
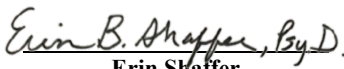


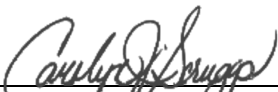


DEPARTMENT DIRECTIVE


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 Commissioner of Pretrial
 Detention and Services


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 Institution


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Title: Identification and Correctional Management of Transgender, Intersex, and Gender Nonconforming Individuals	Directive Number: OPS.230.0010
Related Statute and Regulations: State Government Article, §§ 2-101 and 20-901, Annotated Code of Maryland	Supersedes: N/A
Related ACA and MCCS Standards: 5-ACI-1C-09 MCCS 12.14.03.06 5-ACI-3D-04 MCCS 12.14.03.07 5-ACI-5E-02 MCCS 12.14.04.05 5-ACI-5E-04 MCCS 12.14.04.06	 Funsho Oparende Director, PREA Audit Office
Related Directives: OPS.280.0001 – Single Point of Intake and Reception OPS.130.0003 – Medical Evaluations Manual OPS.131.0001 – Identification, Treatment, and Correctional Management of Inmate Diagnosed with Gender Dysphoria	Issue Date: July 31, 2026 Effective Date: September 15, 2026
Variance: No division directives are necessary to implement this policy.	Number of Pages: 15

.01 Purpose.

The purpose of this directive is to establish procedures for the equitable treatment and correctional management of transgender, intersex, and gender-nonconforming incarcerated individuals, consistent with applicable state and federal law, the Prison Rape Elimination Act (PREA), and nationally recognized correctional standards.

.02 Scope.

This directive applies to all Department correctional facilities and to each employee, contractor, and volunteer who has contact with incarcerated individuals.

.03 Policy.

- A. The Department shall ensure the equitable treatment of transgender, intersex, and gender-nonconforming incarcerated individuals in all areas of housing, classification, programming, supervision, and access to services.
- B. The Department shall identify, track, and provide services to transgender, intersex, and gender-nonconforming incarcerated individual in accordance with this directive, the

Prison Rape Elimination Act (PREA), applicable state and federal law, and nationally recognized correctional standards.

.04 Definitions.

A. In this directive, the following terms have the meanings indicated.

B. Terms Defined.

(1) Correctional Employee.

(a) “Correctional employee” means an individual employed by the Department whose duties involve the supervision, care, and custody of an incarcerated individual or the operation of a correctional facility.

(b) “Correctional employee” includes:

(i) Correctional administrator;

(ii) Correctional officer;

(iii) Correctional supervisor; or

(iv) Managing official.

(2) “Correctional officer” has the meaning stated in Correctional Services Article, § 8-201, Annotated Code of Maryland.

(3) “Employee” means an individual employed by the Department, including an intern or paid worker, whose work within the Department is controlled by the Department, including but not limited to:

(a) When, where, and how the individual performs a job;

(b) What resources, tools, materials, and equipment are made available; and

(c) Whether compensation or a benefit is conferred based on job performance (e.g., academic credit, stipend, future employment).

(4) “Gender” means a sociological construct based on a group of physical, emotional, and psychological characteristics and conceptual elements, such as appearance, expression, and behavior, that identify a person as a woman, man, or gender nonconforming.

(5) “Gender-affirming care” means healthcare that supports and affirms an individual’s gender identity, including but not limited to hormone therapy, gender-affirming surgery, mental health services, and other treatments in accordance with prevailing standards of care.

(6) “Gender expression” means how a person expresses their gender outwardly.

(7) Gender Identity.

- (a) “Gender identity” means the gender-related identity, appearance, expression, or behavior of a person, regardless of the person’s sex assigned at the time of birth, which may be demonstrated by:
 - (i) Consistent and uniform assertion of the person’s gender identity; or
 - (ii) Any other evidence that the gender identity is sincerely held as part of the person’s core identity.
- (b) “Gender identity” has the meaning stated in State Government Article, § 20-101, Annotated Code of Maryland.

(8) “Gender nonconforming” means a person whose gender expression:

- (a) Does not present as exclusively man or woman (e.g., non-binary); or
- (b) Is inclusive of more than one gender or with no gender at all (e.g., gender-fluid).

(9) Gender Preference Interview and Questionnaire.

- (a) “Gender Preference Interview and Questionnaire” means the Department’s approved tool used to document an incarcerated individual’s self-disclosure of their gender identity, preferred pronouns, search preferences, personal property preferences, and privacy considerations.
- (b) “Gender Preference Interview and Questionnaire” shall also be used when an incarcerated individual requests a change to their gender identity, including a return to the individual’s sex assigned at birth.

(10) “Housing Review Teams (HRT)” means the multidisciplinary committee responsible for conducting individualized reviews and making recommendations regarding the housing, classification, transfer, and facility placement of transgender, intersex, and gender-nonconforming incarcerated individuals.

(11) “Intersex” means a term used to describe a person who has biological attributes of both male and female sexes or whose biological attributes do not fit with societal or medical assumptions about what constitutes male or female.

(12) “Managing official” has the meaning stated in Correctional Services Article, § 1-101, Annotated Code of Maryland.

(13) “Personal Search Exception Card” means an identification card issued by a facility’s managing official that specifies search protocols authorized for an incarcerated individual in accordance with this directive.

- (14) “PREA Compliance Manager (PCM)” means the individual designated by the facility managing official, in accordance with 28 C.F.R. § 115.11(b), who has sufficient time and authority to coordinate the facility’s efforts to comply with PREA standards.
- (15) “PREA Director (Director)” means the individual designated by the Department, in accordance with 28 C.F.R. § 115.11(a), who has sufficient time and authority to develop, implement, and oversee agency-wide efforts to comply with PREA standards.
- (16) “Sex assigned at birth” means the sex assigned to a person at birth generally based on biological attributes.
- (17) “Sexual orientation” means a person’s identity in relation to the gender or genders to which they are sexually attracted.
- (18) “Transgender” (Adj.) means a person whose gender identity is different from their sex assigned at birth. **Note:** *Using this term as a verb (e.g., transgendered) or noun (e.g., transgenders) is offensive and should be avoided.*

.05 Responsibilities.

A. Managing Official.

- (1) The facility managing official shall ensure facility-wide compliance with this directive.
- (2) The facility managing official shall:
 - (a) Designate facility employees to conduct the Gender Identity Questionnaire and Interview;
 - (b) Ensure that each employee completes all required training;
 - (c) Address each violation of this directive; and
 - (d) Coordinate with medical, mental health, and classification employees to uphold the safety and dignity of each transgender, intersex, and gender-nonconforming incarcerated individual.

B. PREA Compliance Manager (PCM).

- (1) The facility PCM shall oversee the implementation of procedures related to gender identity disclosure, interviews, and accommodations.
- (2) The facility PCM shall:
 - (a) Conduct or designate an employee to conduct a Gender Identity Questionnaire and Interview within the required timeframes;

- (b) Maintain confidential records related to gender identity in accordance with Department policy and PREA standards;
- (c) Coordinate housing and search exception interviews; and
- (d) Serve as a liaison between an incarcerated individual and facility leadership.

C. Employees.

- (1) An employee shall treat each incarcerated individual with dignity and respect, including using the individual's requested name and pronouns if known.
- (2) An employee shall:
 - (a) Follow gender identity procedures consistent with this directive;
 - (b) Maintain the confidentiality of gender-related information in accordance with Department policy and PREA standards;
 - (c) Report through the designated chain of command any discriminatory, harassing, or retaliatory conduct by an incarcerated individual or employee;
 - (d) Complete all required training; and
 - (e) Seek clarification when unsure how to comply with this directive.

.06 Procedures.

A. Training.

- (1) The Executive Director of the Public Safety Education and Training Center (PSETC) shall, in consultation with the Executive Director of the Office of Fair Practices and Inclusion (OFPI) or the Executive Director's designee, develop entrance-level and annual in-service training materials regarding the management and treatment of transgender, intersex, and gender-nonconforming incarcerated individuals.
- (2) Each employee, contractor, and volunteer who has or will have contact with an incarcerated individual shall complete initial training at the time of hire, entrance-level training (mandated employees), annual refresher or in-service training, and remedial training as appropriate to ensure compliance with this directive.
- (3) The PSETC Correctional Training Unit shall, whenever possible, incorporate feedback from community members, including subject matter experts with lived experience, advocacy organizations, health care professionals, and formerly incarcerated individuals to enhance the inclusivity, accuracy, and effectiveness of training.
- (4) The PSETC Correctional Training Unit may include multiple stakeholders in portions of classroom instruction.

B. Gender Identity Disclosure.

(1) Self-Disclosure.

- (a) The Department shall ensure that each gender-related self-identity disclosure is recognized, documented, and addressed in a timely, respectful, and confidential manner consistent with this directive.
- (b) An incarcerated individual may:
 - (i) Provide information about their gender identity at initial intake and reception, at facility transfers, or at any other time during incarceration; and
 - (ii) Disclose their gender identity to any employee, including a case manager, healthcare professional, or PCM.
- (c) When an incarcerated individual discloses a gender identity that is not consistent with their sex assigned at birth, an employee shall notify the PCM to complete *OPS.230-10aR – Gender Identity Questionnaire and Interview* (Appendix A).
- (d) The PCM shall use *OPS.230-10aR – Gender Identity Questionnaire and Interview* (Appendix A) to:
 - (i) Establish the incarcerated individual's sincerely held belief that they do not identify with their gender or sex assigned at birth;
 - (ii) Establish the incarcerated individual's gender-based preferences concerning personal property and commissary; and
 - (iii) Establish the incarcerated individual's preferences regarding search and privacy exceptions.
- (e) An incarcerated individual may complete *OPS.230-10aR – Gender Identity Questionnaire and Interview* (Appendix A) twice each year. A subsequent change in the incarcerated individual's gender identity, including a request to return to the individual's sex assigned at birth, may be used to establish updated preferences and exceptions identified in §§ .06B–D of this directive.

(2) Intake and Reception.

- (a) Transgender, intersex, and gender-nonconforming incarcerated individuals may face a heightened risk of sexual assault. Each identification during intake may help prevent harm and support appropriate placement and supervision.
- (b) The Department shall process each transgender, intersex, and gender-nonconforming incarcerated individual in accordance with standard intake and commitment procedures.

- (c) A correctional employee shall ask each incoming incarcerated individual to state their gender identity at the time of intake.
 - (d) An incarcerated individual may not be disciplined or retaliated against for refusing to answer or choosing not to disclose their gender identity.
 - (e) If an incarcerated individual's gender cannot be determined because it is unknown or the incarcerated individual refuses to answer the question, the correctional employee shall proceed using the sex identifier on the commitment paperwork or criminal history records as the individual's assumed gender identifier.
 - (f) A correctional employee shall notify the PCM when an incarcerated individual:
 - (i) Identifies as a transgender, intersex, or gender nonconforming;
 - (ii) Refuses to disclose their gender identity at intake; or
 - (iii) Presents any of the observable indicators listed in § .06B(2)(h) of this directive are present.
 - (g) Upon receiving notification under § .06B(2)(f), the PCM shall follow the Gender Identity Questionnaire and Interview procedures established under § .06B(3) of this directive.
 - (h) Due to the potential for heightened risk of sexual assault among transgender, intersex, or gender-nonconforming individuals, a correctional employee shall document observable indicators, including but not limited to:
 - (i) An "X" in the sex field of a driver's license or state identification card;
 - (ii) A documented institutional history or alert in the Offender Case Management System (OCMS);
 - (iii) Information provided by a credible source, including an arresting or transporting officer, assistant state's attorney, defense attorney, or parent or guardian;
 - (iv) An outward appearance that does not match the sex identifier (e.g., "M" or "F") on commitment paperwork, a criminal history record, or other personal identification; or
 - (v) An outward appearance that could subject the individual to harassment.
- (3) Gender Identity Interview and Questionnaire.
- (a) Within 3 business days of notification under § .06B(2)(g), the PCM shall:
 - (i) Confidentially meet with the incarcerated individual and complete *OPS.230-10aR – Gender Identity Interview and Questionnaire* (Appendix A);

- (ii) Provide the incarcerated individual with an opportunity to express their views regarding their personal safety and housing preferences;
 - (iii) Advise the incarcerated individual of their rights and accommodations available under PREA and this directive, including referral to the applicable section of the incarcerated individual handbook; and
 - (iv) Review the incarcerated individual's responses to *OPS.230-20aR – Gender Identity Questionnaire and Interview* (Appendix A).
- (b) If the incarcerated individual answers “yes” to question 8, 9, or 10 of *OPS.230-10aR – Gender Identity Questionnaire and Interview* (Appendix A), the PCM shall provide the individual with *OPS.230-10bR – Application for a Search Exception Card or Shower and Property Exception Request* (Appendix B).
- (c) If the incarcerated individual expresses a concern or preference that can be reasonably evaluated and addressed within the facility's operational, security, and classification constraints, the PCM shall document the incarcerated individual's concerns and preferences on *OPS.230-10cR – Facility Housing and Transfer Request Review form* (Appendix C).
- (d) If the concern or preference expressed by the incarcerated individual can be reasonably evaluated and addressed within the facility's operational, security, and classification constraints, the PCM shall collaborate with the Department's PREA Coordinator, the correctional facility's managing official, and correctional facility leadership to evaluate and address the incarcerated individual's concerns and determine an appropriate housing-related response.
- (e) A housing-related response under § .06B(3)(d) includes:
 - (i) Reassignment to another cell within the correctional facility;
 - (ii) Reassignment to another unit or tier within the correctional facility;
 - (iii) Assignment to a limited term of modified non-restrictive housing as described under §H of OPS.200.0006—Assessment for Risk of Sexual Victimization and Abusiveness;
 - (iv) Consideration for assignment to single-cell housing within a general population housing tier; or
 - (v) Other available options within the incarcerated individual's assigned correctional facility.
- (f) If the incarcerated individual expresses a specific concern or preference that may require assignment to a different correctional facility, the PCM shall:

- (i) Document the incarcerated individual's request and preference on *OPS.230-10cR – Facility Housing and Transfer Request Review form* (Appendix C);
 - (ii) Complete *OPS.230-10cR – Facility Housing and Transfer Request Review form* (Appendix C) with the incarcerated individual; and
 - (iii) Submit the completed *OPS.230-10cR – Facility Housing and Transfer Request form* (Appendix C) to the facility managing official.
- (g) A request submitted by an incarcerated individual for an assignment to a different correctional facility constitutes a non-routine transfer and shall be processed in accordance with the procedures established in Department Directive DOC.230.0004 - Inmate Transfers and Housing.

C. Security Procedures – Search Exceptions and Privacy.

(1) Search Procedures.

- (a) A correctional employee shall:
 - (i) Perform each search in a sensitive and respectful manner; and
 - (ii) Perform each search in the least intrusive manner possible.
- (b) A correctional employee shall conduct only searches authorized under Department Directive OPS.110.0047 – Personal Search Protocols – Incarcerated Individuals.
- (c) The managing official shall establish local procedures to ensure that strip searches of transgender, intersex, and gender-nonconforming incarcerated individuals will be conducted in a manner that affords the greatest degree of privacy practicable, including requiring that a strip search must be completed out of view of other incarcerated individuals whenever reasonably possible.
- (d) A correctional employee may not search or physically examine a transgender, intersex, or gender-nonconforming incarcerated individual for the purpose of determining the individual's genital status.
- (e) If an incarcerated individual's genital status is unknown, only a healthcare practitioner may determine the individual's genital status through:
 - (i) A private conversation with the individual;
 - (ii) A review of the individual's medical records; or
 - (iii) A broader medical examination conducted in private, if otherwise medically necessary.

(2) Search Preferences – Search Exceptions.

- (a) A personal search exception card shall be honored at each Department correctional facility, regardless of the facility at which the card was issued.
- (b) An incarcerated individual may request a personal search exception card if they:
 - (i) Identify as a transgender, intersex, or gender nonconforming; and
 - (ii) Have completed *OPS.230.10aR – Gender Identity Interview and Questionnaire* (Appendix A).
- (c) To request a personal search exception card, an incarcerated individual who meets the criteria under § .06C(2)(b) shall submit a completed *OPS.230-10bR – Application for a Search Exception Card or Shower and Property Exception Request* (Appendix B) form to the facility managing official that specifically describes the scope of the exception sought.
- (d) The facility managing official, after consulting with the PCM and the chief of security to evaluate the appropriateness of the request, shall determine whether to approve or deny the exception, in whole or in part.
- (e) A search exception shall be denied, in whole or in part, if it is determined by the managing official that granting the request:
 - (i) Will compromise officer safety or security;
 - (ii) Will conflict with PREA standards, applicable law, or Department directives; or
 - (iii) Was based on documented evidence, to have been made in bad faith.
- (f) When a search exception is denied, in whole or in part, the PCM shall initiate the procedures under § .05 of Appendix B.
- (g) A search exception card may be approved for implementation at a later date when immediate approval is not feasible due to staffing or security limitations. In such cases the PCM shall:
 - (i) Document the reason the exception card cannot be granted at the present time;
 - (ii) Notify the incarcerated individual in writing of the decision and advise that the request will be revisited;
 - (iii) Reassess the request every 14 days, or sooner if circumstances change that may allow the request to be approved and implemented; and
 - (iv) Track all deferred approvals to ensure timely follow-up and implementation when feasible.

- (h) When a search exception request is approved, the facility managing official shall order the issuance of two personal search exception cards that specify the search protocols authorized for the individual:
 - (i) One personal search exception card shall be issued to the incarcerated individual; and
 - (ii) One personal search exception card shall be maintained with the incarcerated individual's E-card (escort card).
- (i) An incarcerated individual who is approved for a personal search exception card shall:
 - (i) Carry the personal search exception card at all times; and
 - (ii) Present the card to a correctional employee prior to the start of any personal search.
- (j) If the incarcerated individual fails to present the personal search exception card as required, the incarcerated individual shall be subject to a frisk or strip search in accordance with operational necessity.
- (k) An incarcerated individual who is granted a personal search exception card may have that exception:
 - (i) Temporarily suspended during an exigent circumstance, as authorized by the facility managing official, and restored as soon as practicable but no later than 12 hours after the exigent circumstance ends; or
 - (ii) Revoked by the facility managing official if the individual is found, based on several documented incidents, to have repeatedly exploited the exception by violating any policy related to employee safety or the security of the correctional facility.
- (l) The facility managing official shall document the basis for the revocation, including the specific incident and policy violated, and retain the documentation in the incarcerated individual's base file.
- (m) The facility managing official shall ensure that the incarcerated individual is notified of the revocation and the reason for the revocation.
- (n) An incarcerated individual granted a search exception card shall be tested for controlled dangerous substances, such as urinalysis, in accordance with the procedures specified on the incarcerated individual's personal search exception card.

D. Showers.

- (1) In accordance with PREA standard § 115.15, a transgender, intersex, or gender-nonconforming incarcerated individual shall be given the opportunity to shower separately from other incarcerated individuals.
- (2) In coordination with the PCM, the facility managing official shall establish a shower schedule for each transgender, intersex, and gender-nonconforming incarcerated individual who has requested a separate showering arrangement.
- (3) The facility managing official shall develop the shower schedule to minimize conflict with work assignments, educational programming, treatment services, and other facility activities, to the extent practicable and consistent with safety and security needs.

E. Personal Property.

- (1) The Department shall maintain a standardized list of approved personal property items to ensure equitable availability of items within each correctional facility of the same security level.
- (2) The facility managing official, or designee, shall ensure that each transgender, intersex, and gender-nonconforming incarcerated individual is issued, permitted to purchase, and permitted to retain undergarments, clothing, and other personal property:
 - (a) In accordance with Department Directive OPS.220.0004 – Personal Property;
 - (b) That aligns with an incarcerated individual's gender identity, regardless of the correctional facility in which the individual is housed; and
 - (c) That is consistent with the security level of the correctional facility where the individual is housed.
- (3) To the extent that gender-specific personal property is available, the PCM shall inform each transgender, intersex, and gender-nonconforming incarcerated individual of their ability to obtain such property:
 - (a) As documented on OPS.230-10aR – Gender Identity Interview and Questionnaire (Appendix A); and
 - (b) That is consistent with the security level of the correctional facility where the individual is housed.
- (4) The PCM shall receive each gender-specific personal property request.

- (5) The facility managing official shall review and approve or deny each gender-specific personal property request within 5 business days of receipt and ensure implementation when appropriate.
- (6) The facility property manager shall coordinate the delivery of approved items for purchase and distribution to the incarcerated individual.
- (7) Custody staff shall monitor personal property retention amounts in accordance with Department Directive OPS.220.0004 – Personal Property.
- (8) The denial of a gender-specific personal property request based on security, operational, or safety considerations shall be documented, reviewed by the PCM, and retained in the incarcerated individual's case file.
- (9) An incarcerated individual may appeal a denied request through the approved appeal process outlined under § .05 of Appendix B.

F. Fairness and Dignity.

(1) Gender Respectful Communication.

- (a) Each employee shall:
 - (i) Use language that promotes a culture of safety, dignity, and respect; and
 - (ii) Supports the emotional well-being of each incarcerated individual.
- (b) When communicating with an incarcerated individual, an employee shall use one of the following methods to address the individual:
 - (i) The individual's requested name or pronouns; or
 - (ii) Gender-neutral language, such as referring to the individual by the individual's last name.
- (c) If the employee is unaware of the incarcerated individual's requested name or pronouns, gender-neutral language shall be used.
- (d) Each employee shall receive academy level and in-service training on gender-respectful communication.

(2) Prohibited Employee Behavior.

- (a) When directly or indirectly interacting with an incarcerated individual, an employee may not:
 - (i) Discriminate, harass, or retaliate through speech or behavior;
 - (ii) Bully, intimidate, or coerce;

- (iii) Verbally abuse or threaten;
 - (iv) Physically abuse or threaten;
 - (v) Make sexual advances; or
 - (vi) Use derogatory remarks, insults, or slurs.
- (b) An employee who observes or becomes aware of another employee engaging in prohibited conduct under this section shall report the conduct to the:
 - (i) Shift commander;
 - (ii) Employee's supervisor; and
 - (iii) Office of Fair Practice and Inclusion (OFPI).
- (c) An employee shall take all reasonable steps to protect a transgender incarcerated individual from foreseeable harm.
- (d) An employee may not place or threaten to place a transgender incarcerated individual into a situation that the employee knows or should know presents a substantial risk to the individual's health or safety.
- (e) An employee may not refer to a transgender incarcerated individual by the wrong name or pronouns, purposefully and with the intent to harass, humiliate, or disrespect the individual.
- (f) Conduct described under § .06F(2)(a)–(d) constitutes a violation of Department Directive DPSCS.050.0002 – Standards of Conduct and Procedures for Administrative Discipline and may result in disciplinary sanctions up to and including termination.

G. Confidentiality and Communication.

- (1) Each employee shall comply with the Health Insurance Portability and Accountability Act (HIPAA), including the “need to know” principle, which limits access to protected health information (PHI) to staff who require the information to perform their official duties.
- (2) Gender-related information shall be shared with custody staff as necessary to ensure the safety, security, and well-being of an incarcerated individual.
- (3) Only an authorized employee shall access gender-related medical information when necessary to provide appropriate care and to ensure the incarcerated individual's safety.
- (4) Only an authorized employee shall access gender-related alert code information for the sole purpose of conducting official business.

H. Medical and Mental Healthcare.

- (1) The Department shall provide appropriate medical care that recognizes the unique healthcare needs of each transgender, intersex, and gender-nonconforming incarcerated individual while respecting the individual's autonomy, dignity, and identity. When clinically indicated as described in OPS.130.0003 – Medical Evaluations Manual, full medical treatment shall be provided, including but not limited to:
 - (a) Continuity of Care;
 - (b) Gender-affirming surgery;
 - (c) Hormone therapy; and
 - (d) Mental health support.
- (2) The Department shall determine eligibility for gender-affirming medical treatment in accordance with the Maryland Trans Health Equity Act (THEA), Maryland CH086 – Legally Protected Health Care – Gender Affirming Treatment, the World Professional Association for Transgender Health Standards of Care, Version 8 (WPATH SOC-8), and the guidelines of the National Commission on Correctional Health Care (NCCHC).
- (3) The Department shall ensure its healthcare vendor provides care consistent with the prevailing standards of the World Professional Association for Transgender Health (WPATH SOC-8), as adopted by the NCCHC, for the medical and mental health treatment of transgender, intersex, and gender-nonconforming individuals.

.07 Appendix.

- A. OPS.230-10aR – Gender Identity Interview and Questionnaire
- B. OPS.230-10bR – Application for a Search Exception Card or Shower and Property Exception Request
- C. OPS.230-10cR – Facility Housing and Transfer Request Review form

.08 History.

This directive supersedes any other prior existing Department communication with which it may be in conflict.

.09 Distribution.

A, B



Department of Public Safety and Correctional Services

Gender Identity Interview and Questionnaire

Read to the Incarcerated Individual: Information contained on this form will be shared only with authorized staff as necessary to make classification, housing, placement, programming, treatment, investigation, and other security and management decisions. This information helps ensure your safety, dignity and access to appropriate services.

Section .01 – Gender Identity and Safety

Read to the Incarcerated Individual: I am going to ask you some questions about your gender identity, pronouns, and any safety concerns you may have. Your participation is voluntary, and you may choose not to answer any question. Your answers will help staff communicate with you respectfully and make decisions that support your safety, dignity, and privacy.

Your responses will be kept confidential and shared only with staff who need the information to provide medical or mental health care, housing, safety, or classification decisions.

You may request to update your gender identity information during your incarceration twice each year.

1. Do you identify as a transgender or gender nonconforming individual?

- ☐ Yes
- ☐ No → *Skip to Part 3*
- ☐ Prefer not to answer

2. Which of the following best describes your gender identity?

- ☐ Man
- ☐ Woman
- ☐ Transgender man / trans man
- ☐ Transgender woman / trans woman
- ☐ Gender nonconforming
- ☐ Nonbinary
- ☐ Another identity (please describe): _____
- ☐ Prefer not to answer

3. What sex were you assigned at birth, as recorded on your original birth certificate?

- ☐ Male
- ☐ Female
- ☐ Unspecified or other (please describe): _____
- ☐ Prefer not to answer

4. Were you born with a variation in your physical sex characteristics?

- ☐ Yes
- ☐ No
- ☐ Don't know
- ☐ Prefer not to answer

5. What pronouns would you like staff to use when referring to you?

- ☐ He/him
- ☐ She/her
- ☐ They/them
- ☐ Other (*please describe*): _____
- ☐ Prefer not to answer

6. What name would you like staff to use when addressing you?

Chosen name: _____

Full legal name: _____

7. Do you have any safety concerns related to your gender identity, including your housing, searches, or interactions with others?

- ☐ Yes (*please describe*): _____

If "yes", read to the incarcerated individual: The Department shall give serious consideration to your views regarding your personal safety, in accordance with PREA standards requiring that housing and placement decisions be made based on all available information. Your preference will be documented, but it may not be possible to honor every housing request.

- ☐ No
- ☐ Prefer not to answer

8. Do you have any specific privacy needs or requests (e.g., during showers, use of the toilet, or searches) related to your gender identity?

- ☐ Yes (*please describe*): _____

- ☐ No
- ☐ Prefer not to answer

Section .02 – Searches, Showers, and Personal Property

Read to the Incarcerated Individual: I will now ask you about your preferences for searches, showers, and personal property. Your participation is voluntary, and you may choose not to answer any question. Some of your answers may result in a follow-up review under Department policy.

If you answer “yes” to certain questions, your request may be reviewed by the facility PREA compliance manager, the regional housing review teams, or other facility leadership to ensure your needs are met while maintaining the safety and security of everyone in the facility.

You may request to change or update your preferences at any time by submitting a written request to the facility PREA compliance manager.

9. Do you wish to request a personal search exception (e.g., to specify the gender of the correctional staff member who conducts frisk or strip searches)?

☐ Yes

☐ No

10. Do you wish to request a separate showering arrangement from other incarcerated individuals?

☐ Yes – This request will be coordinated with the facility PREA compliance manager

☐ No

11. Do you wish to request personal property items (e.g., clothing or hygiene products) consistent with your gender identity and available within the facility?

☐ Yes

☐ No

Read to the Incarcerated Individual: Information about your gender identity will be shared only with authorized staff as necessary to ensure appropriate search, shower, or personal property accommodations, and to support your access to services within the facility. This information is used to assist housing, classification, programming, treatment, and other management decisions that help maintain a safe and respectful environment.

Incarcerated Individual's Signature

Date

Incarcerated Individual's Printed Name

PREA Compliance Manager or Designee's Signature

Date

Section .03 – Request Acknowledgement

12. I understand that I may request to update my recorded gender identity twice each year. A housing assignment change or transfer based on gender identity cannot be made while a disciplinary hearing is pending or while I am confined in disciplinary segregation. However, a housing reassignment to address documented safety concerns will always be reviewed and considered by facility leadership.

Incarcerated Individual's Signature

Date

Incarcerated Individual's Printed Name

PREA Compliance Manager or Designee's Signature

Date



Department of Public Safety and Correctional Services

Application for a Search Exception Card or Shower or Property Exception Request

Read to the Incarcerated Individual: You indicated on your Gender Identity Interview and Questionnaire that you would like to be considered for a search exception card, or shower or personal property exception.

Section .01 – Applicant Information

Name of Incarcerated Individual: _____

SID Number: _____

CL Number: _____

Current Facility: _____

Current Housing Tier: _____

Gender Identity: _____

Sex Assigned at Birth: _____

Chosen Name: _____

Preferred Pronouns: _____

Date of Gender Identity Interview: _____

Section .02 – Requested Exceptions

☐ **Search Exception Requested**

I am requesting a search exception related to the gender of the correctional staff member who conducts my frisk or strip searches.

Preferred staff gender: _____

☐ **Shower Exception Requested**

Please indicate your shower preference:

☐ I would prefer to shower privately.

☐ I am willing to shower with other individuals who identify as transgender.

☐ Other: _____

☐ I understand that I may not be able to shower at the time of my choosing in order to shower privately. _____ (*Incarcerated Individual's Initials*)

☐ **Property Exception Requested**

To the extent that clothing and personal property items are available to other incarcerated individuals with the same facility classification as mine, I request approval to possess the following clothing and personal property as an exception to the standard property allowed:

[illegible]

Section .04 – Facility Review and Determination

PREA Compliance Manager:

Name: _____

Rank: _____

Review Date: _____

Summary of Request:

Recommendation:

- ☐ Approve in full
- ☐ Approve in part (*specify*): _____
- ☐ Deny (*attach explanation*)

Signature

Date

Managing Official:

Name: _____

Review Date: _____

- ☐ Approve in full
- ☐ Denied

Reason for Denial:

Signature

Date

Section .05 – Appeal

Read to the Incarcerated Individual: An incarcerated individual whose request for a search exception card or a shower or property exception request is denied, in whole or in part, may file a written appeal within 10 calendar days of receiving the denial.

The appeal shall be submitted on the designated form, addressed to the facility managing official, and include:

- The specific aspect of the request being appealed;
- The reason you believe the denial should be reversed; and
- Any supporting documentation or witness statements, if available.

The facility managing official shall review the appeal in consultation with the chief of security, Department's PREA Coordinator, and OFPI Advocate. This review shall include:

- Examination of the original request;
- Consideration of all relevant safety, security, and operational concerns; and
- Review of any additional information provided in the appeal.

The facility managing official shall issue a final written decision on the appeal within 15 calendar days of receipt of the appeal, unless extended for cod cause with written notice.

The decision shall state whether the denial is upheld, modified, or reversed, and provide the reason for the decision.

Name of Incarcerated Individual Requesting Appeal: _____

SID Number: _____

CL Number: _____

Date of Appeal Request: _____

Current Facility: _____

Current Housing Unit/Tier _____

Reason for Appeal (attach additional documentation as necessary):

Section .05 – Appeal

Managing Official:

Name of Managing Official: _____

Date of Appeal Request: _____

Date of Final Appeal Decision: _____

Appeal Decision:

- ☐ Denial is upheld
- ☐ Denial is modified
- ☐ Denial is reversed

Final Written Decision:

Signature of Managing Official

Date



Department of Public Safety and Correctional Services

Facility Housing and Transfer Request Review Form

Section .01 – Incarcerated Individual Information

Name of Incarcerated Individual: _____

SID Number: _____

CL Number: _____

Current Facility: _____

Current Housing Tier: _____

Gender Identity: _____

Sex Assigned at Birth: _____

Chosen Name: _____

Preferred Pronouns: _____

Date of Gender Identity Interview: _____

Section .02 – Nature of Request

☐ **Intra-facility Housing Reassignment Request**

- ☐ Reassignment to another cell within the correctional facility
- ☐ Reassignment to another unit or tier within the correctional facility
- ☐ Limited term of modified non-restrictive housing as described under § H of OPS.200.0006
- ☐ Consideration for assignment to single-cell housing within a general population housing tier
- ☐ Other (*specify*): _____

☐ **Inter-facility Housing Reassignment Request**

- ☐ Transfer to a male-designated facility
- ☐ Transfer to a female-designated facility
- ☐ Transfer to a gender-affirming or specialized unit (*if available*)
- ☐ Other (*specify*): _____

Please explain why the current housing placement is unsafe or inconsistent with your gender identity, mental health needs, or personal safety preferences. Attach supporting documentation.

[illegible]

Section .04 – Transfer of Housing Request Review

PREA Compliance Manager:

Name: _____

Rank: _____

Interview Completed: ☐ Yes ☐ No

Date Interview Completed: _____

Summary of Concerns and Observations:

Recommendation:

☐ Approve reassignment/transfer

☐ Deny (*specify*): _____

Signature

Date

Facility Managing Official:

Name: _____

Review Date: _____

☐ Approve reassignment/transfer

☐ Denied

Reason for Denial:

Signature

Date

Section .05 – PREA Coordinator Review**Department PREA Coordinator:**

Name: _____

Review Date: _____

Case Review Summary:

Recommendation:

☐ Approve reassignment/transfer☐ Deny (*specify*): __________
Signature_____
Date**Section .06 – Commissioner Review**

Name: _____

Review Date: _____

☐ Approve reassignment/transfer☐ Denied

Reason for Denial:

Signature_____
Date