



Bureau of Community Forensic Services  
Program Guideline

<b>Program(s):</b> <input type="checkbox"/> Outpatient Competency Examination <input type="checkbox"/> Outpatient Competency Restoration <input type="checkbox"/> Conditional Release <input checked="" type="checkbox"/> Supervised Release <input type="checkbox"/> Opening Avenues to Reentry Success (OARS)	<b>Document Number</b> SR-001	
	<b>Original Effective Date</b>	<b>Revised Date</b>
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	<b>Section Chief Approval Date</b> <a href="#">Click here to enter a date.</a>	
<b>Title:</b> <b>Gender Identity Guidelines</b>		
<b>Related Contracted Service:</b> <b>Program-wide</b>		

**Purpose and Background:** To provide guidelines for appropriate treatment and accommodations for clients in the Supervised Release Program who meet the criteria for gender dysphoria.

**Form(s):**

**Definitions:**

SR Program Staff: State employees of the Department of Health Services, Bureau of Community Forensic Services, Supervised Release Program.

Contracted Provider: An entity contracted with the Department of Health Services, Bureau of Community Forensics, and Supervised Release Program.

**Distribution:**  
**Guidance:**

**Section Chief Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Acronyms:**

- Gender Identity: GI
- Sand Ridge Secure Treatment Center: SRSTC
- Supervised Release: SR
- Department of Health Services: DHS

**I. Committee Structure**

- a. The SR Program will form and maintain a GI Committee with the purpose of creating and reviewing guidelines, procedures, and requests related to clients who qualify under this guideline.

**II. Client Qualification**

- a. Clients must be assessed as meeting criteria for a diagnosis of gender dysphoria and approved by the committee to qualify under the GI guideline.

- b. Clients assessed as meeting criteria for a diagnosis of gender dysphoria at SRSTC under policy SR 806 automatically qualify under the Supervised Release Gender Identity Guidelines if they are actively participating in GI treatment within the SR Program at the recommended frequency.
- c. Any client who is not previously assessed as meeting criteria for a diagnosis of gender dysphoria at SRSTC, and who wishes to qualify under these guidelines, must submit a request to the GI Committee.
- d. The GI Committee will request a formal assessment by a contracted GI consultant. The GI consultant will assess if the client meets the diagnostic criteria for gender dysphoria as defined in the latest edition of the American Psychiatric Association's Diagnostic and Statistical Manual (DSM).
  - i. In order to be assessed, the client may be required to sign one or more release of information forms.
- e. If new information becomes available that could significantly affect an earlier recommendation (e.g. prior treatment records become available), the GI Committee may request a new evaluation or reconsider prior decisions.

### **III. Treatment**

- a. GI clients must be in a GI treatment within the SR Program in order to qualify under these guidelines. The amount of treatment required will be decided by the GI treatment provider in conjunction with the clinical manager and DHS.
- b. GI clients may receive counseling with a GI treatment provider qualified to provide gender identity therapy as a part of the SR Program as defined in contract.
- c. A client who qualifies under the GI guidelines may choose not to receive GI treatment. If a client chooses not to actively participate in GI treatment, the client will not be eligible for the accommodations listed in these guidelines. If a client chooses not to receive GI treatment, they must wait a minimum of six (6) months before they can resume GI treatment and qualify for accommodations listed in these guidelines.
- d. No other GI treatment, except for provided by library resources (see below) is provided or paid for through the SR Program.
- e. Hormone treatment
  - i. The SR Program does not pay for hormone treatments.
  - ii. A client may come out on SR from SRSTC on hormone treatment. The SR Program will help facilitate the continuation of this treatment.
  - iii. If a client would like to initiate hormone treatment while on SR, the client should contact a private provider or request resources through the case manager.

### **IV. Name and Pronoun Usage**

- a. Documentation of any kind produced by the SR Program and contracted providers must use the client's legal name.
- b. SR Program staff and contracted providers shall verbally reference a client's name and pronoun in use according to the client's comfort level.
- c. SR Program staff and contracted providers will avoid referring to the client by their preferred name and pronoun in public where doing so might put the client at risk for harassment or harm. In these situations, the SR staff or contracted provider shall refer to the client by their last name and use gender neutral pronouns.

## V. Lending Library

- a. The lending library will provide GI clients an opportunity to access approved GI resources without needing to purchase them using their own resources.
- b. A lending library for GI clients will be managed and maintained by the contracted GI treatment provider. The lending library may include books, DVDs, CDs, and any other material deemed appropriate by the GI Committee.
- c. The lending library does not preclude a client from purchasing their own GI related books, DVDs, and CDs.
  - i. Any of these items purchased directly by a client must be approved by the client's Community Reintegration Team (CRT) in conjunction with the GI treatment provider. The client will follow the SR financial policy to request the item to be purchased, and the GI treatment provider will send an email to the CRT identifying approval of the item as clinically relevant.
- d. The GI Committee will approve items to be purchased for the library, the sex offender treatment provider agency will be reimbursed by the program for purchasing the approved items.
- e. The GI Committee will maintain a list of all reviewed items that is accessible to GI treatment providers.
- f. The GI treatment provider will inform the GI Committee of any approved purchases.
- g. Current approved lending library resources:
  - i. Survival Kit Voice Pack: Finding Your Female Voice Spectrogram Audio Practice.
  - ii. Several transgender-themed movies on DVD.

## VI. Phone Contact Among SR Transgender Clients

- a. A client may wish to have phone contact with other GI clients for support. If a client wishes to have phone contact the request will be discussed with the client in GI treatment.
  - i. The GI treatment provider will make a recommendation to the SR CRT team.
  - ii. If approved, the case managers will help to coordinate the contact.
- b. The process for approval must be consistent with other SR policies and procedures.

## VII. Clothing and Accessories

- a. All clothing items must be proportionate to the client's body size.
- b. Outerwear clothing clients are permitted wear:
  - i. Women's pants and jeans
  - ii. Women's tops that are opaque and torso length or longer
- c. Outerwear items clients are not permitted to wear:
  - i. Hosiery and leggings
  - ii. Dresses and skirts
  - iii. Halter tops, tube tops, cropped shirts
  - iv. Low-rise pants or shorts
  - v. Spandex athletic wear
- d. Sleepwear
  - i. Sleepwear must be cotton or flannel; no lace or silk is allowed.
  - ii. One-piece dress-style sleepwear must be knee length or longer.
  - iii. Two-piece sleepwear must have a top that covers the torso and bottoms that reach the kneecaps or below.

- iv. A cotton or flannel robe must be worn over all sleepwear outside of a client's bedroom. The robe must be kneecap length or longer.
- e. Undergarments
  - i. Underwear, brassieres, and camisoles must always be worn underneath outerwear clothing and covered at all times.
  - ii. Women's underwear
    - 1. Underwear must be labeled as full-coverage briefs or boyshorts.
      - a. Thong and bikini underwear is not allowed.
    - 2. Underwear must be cotton only.
      - a. Underwear may not contain any satin, silk, or lace.
    - 3. Underwear must be a solid color, no prints or patterns are allowed. There may be no writing on the underwear with the exception of the brand label on the waistband.
    - 4. Body shapers as undergarments are allowed under the condition they have 10% or less of spandex, are solid in color, and have only a single layer of material. They must have no additional padding or wires and contain no satin or silk.
  - iii. Brassieres
    - 1. Brassieres must have standard straps.
    - 2. Brassieres must be cotton only.
      - a. Brassieres may not contain any satin, silk or lace.
    - 3. Brassieres may not contain underwire or padding.
      - a. Clients may not add additional padding to their brassier.
    - 4. Brassieres must be a solid color without writing or prints.
  - iv. Camisoles
    - 1. Camisoles must be cotton
      - a. Camisoles may not contain satin, silk, or lace.
      - b. Camisoles must be a solid color without writing or prints.
- f. Accessories
  - i. Make-up will be allowed inside a client's residence only and must be approved by the CRT. The CRT will take into account if a client has a roommate and reserves the right to modify approval based on the relationship with the roommate.
  - ii. Nail polish is permitted.
  - iii. Earrings, bracelets, and necklaces are permitted.
  - iv. Wigs are disallowed.
  - v. Women's shoes are allowed as long as the heels are two (2) inches or less.

## VIII. Exceptions

- a. The GI Committee will consider additional requests and exceptions to these guidelines based on individual needs and safety concerns. The client is encouraged to submit a written request to the GI treatment provider, who will submit the request to the GI Committee.