

Illinois Department of Juvenile Justice	ADMINISTRATIVE DIRECTIVE		Number	04.01.303
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			Effective	6/1/2014
Section	04	Programs and Services		
Subsection	01	General Provisions		
Subject	303	Lesbian, Gay, Bisexual, Transgender and Questioning (LGBTQ) Youth		

I. POLICY

A. Authority

730 ILCS 5/3-2.5-20

B. Policy Statement

The Department shall maintain and promote an environment that provides physical and emotional safety, and effective and culturally competent services and programming, to all youth regardless of their actual or perceived sexual orientation, gender identity, and/or gender expression.

II. PROCEDURE

A. Applicability:

This directive applies to all youth centers and program sites of the Department.

B. Facility Reviews

A facility review of this directive shall be conducted at least annually.

C. Designees

Individuals specified in this directive may delegate stated responsibilities to another person or persons unless otherwise directed.

D. Definitions

Bisexual - a youth who is attracted either emotionally, physically, or romantically to both males and females.

Employee - all persons who provide personal services or delivery of services, including Department employees and contractual employees. This also includes interns who provide services to the Department in connection with an educational program, whether paid or unpaid.

Gay - a male youth who is attracted emotionally, physically or romantically to other males.

Gender expression - the way a youth presents gender (typically, masculine or feminine) through clothing, appearance, behavior, speech, etc. Gender expression is a concept that is distinct from gender identity and sexual orientation. For example, a male may present in an effeminate manner and identify as a heterosexual male.

Gender identity - a person's internal sense or experience of belonging to a particular gender category as a male or a female, and where a youth feels he or she fits in society's male/female structure. Gender identity is a concept that is distinct from sexual orientation. For example, a transgender girl (born biologically male but self-identifies as a girl) may identify as heterosexual, meaning that she is attracted to boys.

Lesbian - a female youth who is attracted emotionally, physically, or romantically to other females.

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LGBTQ youth - youth who self-identify as or are perceived by others as lesbian, gay, bisexual, transgender, or questioning their sexual orientation or gender identity. LGBTQ shall also refer to youth whose gender expression does not conform to the traits typically associated with male/masculine or female/feminine.

Questioning - a youth, often an adolescent, who is exploring or questioning issues of sexual orientation, gender identity or gender expression in his or her life. Some questioning youth may ultimately identify as lesbian, gay, bisexual and/or transgender; others may not.

Sexual orientation - a youth's emotional, physical, or romantic attractions to others.

Transgender - a person whose gender identity (i.e., internal sense of feeling male or female) is different from the person's assigned sex at birth.

Volunteer - a person who is at least 18 years of age and who individually or through an organization will give the time to provide a service for the Department in the performance of an approved function or activity.

E. General Provisions

1. All employees and volunteers shall protect youth from discrimination and harassment by other youth and other employees and volunteers regardless of sexual orientation, gender identity or gender expression. Employees and volunteers shall respond to incidents or reports of discrimination or harassment of LGBTQ youth as provided in Administrative Directive 04.01.304.
2. Department employees and volunteers are expected to model positive behavior when interacting with LGBTQ youth and remind all youth that anti-LGBTQ threats of violence, actual violence or disrespectful language or suggestive comments or gestures will not be tolerated.
3. Youth center libraries shall make available LGBTQ affirming books, magazines, movies and other materials when possible. All youth shall be made aware of these resources and have access to them when requested.
4. During reception and classification, employees shall verbally inform youth of this policy.

F. Requirements**1. Training**

- a. All employees who have direct contact with youth shall be trained on the provisions of this Administrative Directive as part of their annual cycle training. This training shall be developed by a qualified trainer with experience working with LGBTQ youth and shall include working with LGBTQ youth in a positive and respectful manner, supporting positive adolescent development including modeling desired behavior, demonstrating respect for all colleagues and youth, reinforcing respect for differences, encouraging healthy self-esteem, and helping to manage the stigma sometimes associated with difference.
- b. Volunteers shall receive training on the provisions in this Administrative Directive as part of volunteer orientation.

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2. Equal Treatment of LGBTQ Youth

- a. Employees and volunteers shall treat all youth fairly and equally, without bias and in a professional and confidential manner, regardless of sexual orientation, gender identity or gender expression.
- b. Employees and volunteers shall provide LGBTQ youth with access to educational, rehabilitative, recreational and other programming on the same basis as other youth. Youth shall not be denied access to programming because of actual or perceived sexual orientation, gender identity or gender expression.
- c. Employees and volunteers shall use respectful language and terminology that does not stereotype LGBTQ people. In particular, employees and volunteers shall not imply or tell youth that their gender expression, identity, or sexual orientation are abnormal, deviant or sinful or that they can or should change their sexual orientation and/or gender identity.
- d. Clothing and grooming rules and restrictions including rules regarding hair, make-up, nails, shaving, etc. shall be applied consistently within each youth center without discrimination toward LGBTQ youth.
 - (1) Youth shall not be required to have a male or female haircut or to maintain a masculine or feminine hairstyle.
 - (2) A youth shall not be prevented from, or given consequences for, presenting himself or herself in a manner that does not match gender norms unless it is in direct violation of department rules.

3. Youth Disclosure and Privacy

- a. If a youth discloses his or her sexual orientation or gender identity, employees and volunteers should converse with the youth in a non-judgemental manner and provide the youth an opportunity to discuss his or her concerns with a Mental Health Professional.
- b. Employees and volunteers shall not disclose a youth's sexual orientation or gender identity to other youth at the youth center or to outside individuals or agencies, such as a youth's family and friends or healthcare or social service providers, without the youth's permission.
- c. These confidentiality restrictions do not prevent employees from discussing a youth's needs or services with other employees.
- d. Volunteers shall discuss youth disclosures of sexual orientation or gender identity with their immediate supervisor in all cases.

Authorized by:

[Original Authorized Copy on File]

Candice Jones
Director