



CITY OF MADISON POLICE DEPARTMENT
STANDARD OPERATING PROCEDURE
**Interactions with Transgender and
Gender Non-Conforming Individuals**



Eff. Date 08/13/2018

Purpose

The purpose of this SOP is to establish guidelines and expectations for Madison Police Department response for services with the transgender community and gender non-conforming individuals. Consistent with our MPD Core Values, we strive to deliver the highest service possible.

Definitions

Cisgender: A term used to describe people who identify with the sex they were assigned at birth.

Gender Non-Conforming: A term for individuals whose gender expression does not fall within traditional expectations of masculine or feminine gender.

Gender Expression: One's external expression of self, not necessarily related to one's gender identity.

Gender Identity: One's internal sense of their gender.

Sex Assigned at Birth: The assignment of biological sex at birth. The assigned sex may or may not reflect one's gender identity, gender expression, or body presentation.

Sexual Orientation: The type of sexual, romantic, emotional/spiritual attraction one feels for others.

Transgender: An umbrella term for persons whose gender identity or gender expression does not conform to that typically associated with the sex which they were assigned at birth.

Procedure

- A. Employees should address transgender and gender non-conforming individuals by the individual's expressed preference, even if the individual has not received legal recognition of the chosen name.
- B. In addressing or discussing a transgender or gender non-conforming individual, employees should use the preferred personal pronouns for that individual (e.g. she/her/hers, he/him/his, they/them/theirs, etc.). If an employee is uncertain about which personal pronouns to use, the employee should respectfully and mindfully ask the individual which pronouns would be preferred.
- C. Employees shall not use language that a reasonable person would consider demeaning or derogatory; in particular, language aimed at a person's actual or perceived gender identity, gender expression or sexual orientation.
- D. Employees shall not make assumptions regarding an individual's sexual orientation based on the individual's gender identity or expression.
- E. Employees shall not disclose an individual's transgender or gender non-conforming identity to any other person or group absent a proper law enforcement purpose.
- F. Officers should be cognizant of the fact that transgender and gender non-conforming individuals may have unique medical needs and good faith efforts should be taken to facilitate those known/expressed conditions requiring a timely medical response.
- G. All searches shall be done in compliance with the MPD SOP on Searches.

Records: Name and Gender Classification for Data/Report Purposes

- A. For an offender/arrestee, officers shall report the biological sex of the person as it appears on an official government identification. Other names used should be entered as an alias.
- B. For a victim who identifies as transgender, officers shall use the gender with which the victim identifies. If the victim holds identification with another name and gender, this should be recorded as the alias.
- C. When completing narratives that include transgender or gender non-conforming individuals, officers will note the individual's legal information in the report; however, the individual's chosen name and personal pronouns will be used during the body/narrative of the report.

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(Revised: 08/13/2018)

(Reviewed Only: 01/31/2020, 02/04/2022)