1. PURPOSE

This directive establishes guidelines and operating procedures for employees when interacting with transgender, intersex and gender nonconforming individuals.

2. POLICY

The Atlanta Police Department employees will exhibit professionalism and courtesy during all interactions with members of the public and fellow employees including: transgender, intersex, or gender nonconforming individuals.

3. RESPONSIBILITIES

3.1 The Chief of Police is responsible for the Department’s written directive system. This responsibility includes the authority to issue, modify, and approve special orders and standard operating procedures pertaining to employee interactions with transgender, intersex, and gender nonconforming individuals.

3.2 Division commanders will monitor their subordinates’ interactions with the public and other employees to ensure this procedure is followed.

3.3 Supervisors will ensure that this policy is adhered to by all employees under their command. They will set the standard for courtesy and provide a model for their subordinates to follow.

3.4 Employees will conduct themselves professionally and courteously when interacting with the public and fellow employees and shall follow this procedure when interacting with transgender, intersex, and gender nonconforming individuals.
4. ACTION

4.1 Verbal Communication

4.1.1 In accordance with the procedures herein, employees will treat transgender, intersex and gender nonconforming individuals in a manner appropriate to the individual’s gender identity, which may be different from the sex that the individual was assigned at birth or listed on their official government-issued identification.

4.2 Determining an Individual’s Gender Identity

4.2.1 Employees may make an initial assumption about an individual’s gender identity based upon the individual’s general appearance, including clothing, body characteristics, behavior, voice, and hair cut/style.

4.2.2 Employees should use pronouns that match the gender identity of the individual (e.g., “she, her, hers” for an individual whose gender identity is female; “he, him, his” for an individual whose gender identity is male).

4.2.3 Regardless of the individual’s public appearance, employees should classify an individual’s gender identity in accordance with statements or requests made by the individual, such as, if the individual asks the employee to use different pronouns.

4.2.4 If the individual states that their gender identity is neither male nor female:

1. Employees should address the individual by their name, pursuant to subsection 4.25 below;

2. For purposes of completing written documentation, gender classification shall be determined as set forth in section 4.4 below and;

3. For purposes of performing all other official actions or duties, gender classification shall be determined as set forth in section 4.5 below.

4.2.5 When requested, employees should address transgender, intersex, and gender nonconforming individuals by their chosen name rather than the name which is on their government-issued identification.

4.2.6 Questions related to preferred pronouns should be asked in a respectful manner.

4.3 Discriminatory References

4.3.1 Employees shall not refer to any person in a derogatory manner because of their gender identity or gender expression.

4.4 Gender Classification on Documents

4.4.1 Employees preparing or completing a written document regarding a transgender, intersex or gender nonconforming arrestee, victim, witness, reporting party, or any other individual, shall classify the individual’s sex on the document as the individual’s sex listed on their official government-issued identification.
4.4.2 In the event that the individual does not have their official identification (e.g. driver’s license, state ID, passport, etc.) in their possession, employees should ask the individual what sex is listed on their identification. The individual’s answer and the employee’s verification of the information provided by the individual should be used to determine the appropriate manner in which to classify the individual’s sex on the document.

4.4.3 Any name used by the individual other than what is listed on his or her official government-issued identification card, will be recorded as an alias.

4.5 General Gender Classification Procedures

4.5.1 Employees searching, arresting or transporting a transgender, intersex, or gender nonconforming individual, or performing similar official actions or duties (excluding preparation of written documents) in connection with such individuals, shall interact with the individual and apply the appropriate departmental procedures based upon the individual’s gender identity determined as set forth in Section 4.2, except as set forth in subsection 4.5.11 below.

4.5.2 If employees are informed that someone is a female-to-male transgender individual, any searches of the individual shall be performed pursuant to the departmental procedures for women.

4.5.3 If the individual states that their gender identity is neither male nor female, employees shall perform searches, arrests, transport and other official actions and duties (excluding preparation of written documents) in connection with such individuals pursuant to the departmental procedures for women.

4.5.4 Removal of items related to the gender identity of a transgender, intersex, or gender nonconforming individual (such as prosthetics, clothing and wigs) shall be only performed as needed for compliance with established departmental policies and procedures, including without limitation policies and procedures regarding searches, arrests, transport and processing of arrestees. The manner of removal shall comply with departmental policies and procedures, and shall be consistent with the removal of similar items from individuals who are not transgender, intersex, or gender nonconforming.

4.5.5 Where the purpose(s) for removing items are satisfied by temporary removal, the individual shall be permitted to wear the removed items if/when all applicable policies and procedures are complete, and reasonable safety concerns are resolved.

4.5.6 Where permanent removal is required, the handling and storage of the removed items shall be consistent with the handling and storage of similar items pursuant to departmental policy and procedure.

5. DEFINITIONS

5.1 Designated Sex (Synonymous with "Sex Assigned at Birth"): An individual’s sex (male or female) determined at birth based upon the individual’s genitals, reproductive organs and/or chromosomes, and designated on the individual’s birth certificate.

5.2 Gender Identity: An individual’s innate, deeply felt psychological identification as being a man or a woman, which may or may not correspond to the sex assigned to the individual at birth (as listed on the individual’s birth certificate). Everyone has a gender identity.
5.3 **Gender Expression**: An individual’s public manifestation of being male or female through external characteristics and behaviors, such as clothing, haircut, body characteristics, voice and speech patterns. “Gender expression” is determined by using stereotypical notions of what it means to appear as a man, a woman, masculine and feminine. Typically, transgender people seek to make their gender expression match their gender identity, rather than matching their sex assigned at birth.

5.4 **Gender Nonconforming**: A description meaning that an individual’s gender expression is different from the stereotyped expectations of how the individual should look or act based upon the individual’s sex assigned at birth.

5.5 **Intersex**: A general term used to describe a variety of conditions in which a person is born with a variation in sex characteristics, including chromosomes, reproductive anatomy and/or genitals, and therefore cannot be distinctly identified as male or female. For example, a person may be born with genitalia that appear female, but with internal anatomy that is predominantly male. Being intersex is different from being transgender; the term “intersex” is not synonymous with the term “transgender”.

5.6 **LGBT**: An acronym for “lesbian, gay, bisexual and transgender”.

5.7 **Sex Assigned at Birth (Synonymous with “Designated Sex”)**: An individual’s sex (male or female) determined at birth based upon the individual’s genitals, reproductive organs and/or chromosomes, and designated on the individual’s birth certificate.

5.8 **Sex Reassignment Surgery (SRS)**: The surgical procedures used to medically assist an individual’s transitioning from one sex to another. A person can be transgender and not have SRS. Not all transgender people choose to or can afford to have SRS. “SRS” is a preferred term as compared with the term “sex change operation”.

5.9 **Transgender (often referred to as “Trans”)**: An umbrella term for people whose gender identity differs from their sex assigned at birth. The term includes transsexuals, cross-dressers and many gender nonconforming individuals (not everyone whose appearance or behavior is gender nonconforming will identify as transgender).

5.10 **Female to Male (or FTM)**: A transgender person whose sex assigned at birth was female and whose gender identity is male.

5.11 **Male to Female (or MTF)**: A transgender person whose sex assigned at birth was male and whose gender identity is female.

6. **CANCELLATIONS**

APD SOP 6180 Transgender Interactions, effective October 9, 2014

7. **REFERENCES**

APD.SOP.2010 Work Rules 4.2.13 (Discriminatory References)
APD.SOP.6170 Lesbian, Gay, Bisexual, and Transgender (LGBT) Liaison Unit