



TRANS GUIDANCE FOR THE POLICING SECTOR

GLOSSARY OF TERMS



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ALLIES OF TRANS PEOPLE

Usually a cis or non-trans person who supports members of the trans communities.

ACQUIRED GENDER

The law uses the phrase 'acquired gender' to refer to the gender in which a trans person lives and presents to the world. This isn't the gender that they were assigned at birth, but it is the gender in which they live.

BI

Refers to an emotional and/or sexual orientation towards more than one gender.

CISGENDER OR CIS

Someone whose gender identity is the same as the sex they were assigned at birth. Non trans is also used by some people.

CROSS-DRESSER

Someone who wears the clothes usually expected to be worn by someone of the 'opposite' gender. Other terms include 'transvestite' (now becoming a dated term and disliked by some) and 'dual role'. A cross-dresser is unlikely to have a full-time identity as a member of their cross-dressed gender and typically does not seek medical intervention.

GAY

Usually refers to a man who has an emotional, romantic and/or sexual orientation towards men. Also a generic term for lesbian and gay sexuality - some women define themselves as gay rather than lesbian.

GENDER

Often expressed in terms of masculinity and femininity, gender is largely culturally determined and is assumed from the sex assigned at birth.

GENDER BINARY

A binary system allows only two things or states – for example, on/off. In terms of gender, it refers to the either/or categories of male/female that do not allow for, or recognise, other experiences of gender.

GENDER DYSPHORIA

Used to describe when a person experiences discomfort or distress because there's a mismatch between their sex assigned at birth and their gender identity. This is also the clinical diagnosis for someone who doesn't feel comfortable with the gender they were assigned at birth.

GENDER EXPRESSION

How a person chooses to outwardly express their gender, within the context of societal expectations of gender. A person who doesn't conform to societal expectations of gender may not, however, identify as trans.

GENDER FLUID

A person whose gender is not static and changes throughout their life. This could be on a daily/weekly/monthly basis and will be different for everyone.

GENDER IDENTITY

A person's innate sense of their own gender, whether male, female or something else (see non-binary below), which may or may not correspond to the sex assigned at birth.

GENDER REASSIGNMENT

Another way of describing a person's transition. To undergo gender reassignment can include undergoing some sort of medical intervention, but it can also mean changing names, pronouns, dressing differently and living in their self-identified gender. Gender reassignment is a characteristic that is protected by the Equality Act 2010, and it is further interpreted in the Equality Act 2010 approved code of practice.

GENDER RECOGNITION CERTIFICATE (GRC)

This enables trans people to be legally recognised in their affirmed gender and to be issued with a new birth certificate. Not all trans people will apply for a GRC and you currently have to be over 18 to apply. You don't need a GRC to change your gender markers at work or to change your gender on other documents such as your passport. Having a GRC means that information relating to an individual's gender history becomes 'protected information' and disclosure outside of exceptional circumstances (listed in the Gender Recognition Act 2004) is illegal.

INTERSEX

A term used to describe a person who may have the biological attributes of both sexes or whose biological attributes don't fit with societal assumptions about what constitutes male or female. Intersex people may identify as male, female or non-binary. Stonewall works with intersex groups to provide its partners and stakeholders information and evidence about areas of disadvantage experienced by intersex people but doesn't, after discussions with members of the intersex community, include intersex issues as part of its current remit at this stage.

LGBT

The acronym for lesbian, gay, bi and trans.

LESBIAN

Refers to a woman who has an emotional, romantic and/or sexual orientation towards women.

MISGENDERING

You misgender someone when you refer to them using a word, especially a pronoun or form of address, that doesn't correctly reflect the gender they identify with.

NEURODIVERSE

A concept where neurological differences are recognised and respected in the same way as any other human difference.

NON-BINARY

An umbrella term for a person who doesn't identify as only male or only female, or who may identify as both.

OUTED

When a lesbian, gay, bi or trans person's sexual orientation or gender identity is disclosed to someone else without their consent.

PERSON WITH A TRANS HISTORY

Someone who identifies as male or female or a man or woman, but was assigned differently at birth. This is increasingly used by people to acknowledge a trans past.

PRONOUN

Words we use to refer to people's gender in conversation - for example, 'he' or 'she'. Some people may prefer others to refer to them in gender neutral language and use pronouns such as they/their and ze/zir.

QUEER

A derogatory term for LGBT people in the past, it has now been reclaimed by LGBT young people in particular, who don't identify with traditional categories around sexual orientation and gender identity. Some people still find the term derogatory.

SEX

Assigned to a person on the basis of primary sex characteristics (genitalia) and reproductive functions.

SEXUAL ORIENTATION

A person's emotional, romantic and/or sexual attraction to another person.

TRANS

An umbrella term to describe people whose gender isn't the same as, or doesn't sit comfortably with, the sex they were assigned at birth. Trans people may describe themselves using one or more of a wide variety of terms, including (but not limited to) transgender, transsexual, gender-queer (GQ), gender-fluid, non-binary, gendervariant, cross-dresser, genderless, agender, non-gendered, third gender, two-spirit, bi-gender, trans man, trans woman, trans masculine, trans feminine and neutrois.

TRANS MAN

A trans man is a female-to-male transgender person who was assigned female at birth but has a male gender identity.

TRANS WOMAN

A trans woman is a male-to-female transgender person who was assigned male at birth but has a female gender identity.

TRANSITIONING

The steps a trans person may take to live in the gender they identify with. Each person's transition will involve different things. For some this involves medical intervention, such as hormone therapy and surgeries, but not all trans people want or are able to have this. Transitioning may also involve things such as telling friends and family, dressing differently and changing official documents.

TRANSPHOBIA

The fear or dislike of someone based on their being trans, including the denial/refusal to accept their gender identity.

TRANSEXUAL

A more medical term (similar to homosexual) to refer to someone who transitioned to live in the 'opposite' gender to the one assigned at birth. A more common term in the past, it's generally been replaced by trans or transgender.

IN PARTNERSHIP WITH:



Office of the Police and Crime
Commissioner for Surrey



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GLOSSARY OF TERMS

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TRANS GUIDANCE FOR THE POLICING SECTOR

GUIDANCE FOR THE INDIVIDUAL



GUIDANCE FOR THE INDIVIDUAL

As NPCC lead for LGBT issues I see it as extremely important that all officers and staff can come to work and bring their whole self. It makes sense for individuals to be themselves, which is much easier than trying to be someone else, and importantly it makes business sense. We know people perform much better if they feel supported and able to be honest and open about who they are.

Policing must have a diverse workforce if it is to be truly representative of our communities and if we are to provide the best service. Inclusivity for trans staff is as important as for all members of our workforce.

Staff who are transitioning whilst in work will be afforded psychological support as well as the time and flexibility to manage any related absence from the workplace. Career opportunities and progression will not be restricted as a result of the transitioning process and there must be a clear agreement between the member of staff and management about the process and how the individual will be supported.

All trans staff, regardless of their position, can expect ongoing support and protection from adverse treatment in the police force.

ACC Julie Cooke

WHAT DOES THE LAW SAY?

Current legislation allows trans individuals to have their birth certificate changed to reflect their gender identity as male or female (Gender Recognition Act, 2004) and protects those who are planning to undergo, are undergoing or have undergone gender reassignment from discrimination, harassment and victimisation (Equality Act 2010).

WHAT CAN I EXPECT?

As a police force we ensure that everyone is treated with dignity and respect and free from discrimination at work. Our policies and Code of Ethics detail that we extend all protections to everyone under the trans umbrella, regardless of whether they have transitioned or intend to transition. All conversations will be kept confidential, unless prior permission is gained to speak to any third party in the force.

WHO CAN I SPEAK TO?

We would always recommend speaking to your direct line manager in the first instance. If however, you feel unable to do this, the Deputy Chief Constable (DCC), or equivalent rank, in every force has been nominated as the senior single point of contact for you to speak confidentially with. You can email them directly and mark the email as confidential.

Some forces will also have other groups you can speak to, including a diversity team, HR team, LGBT networks or Independent Advisory Groups. Look on your intranet to see if this support is available. If you're a Police Officer your local Federation Rep is there to support you too, and every local Federation Board has an Equality Liaison Officer you can access.

If you're police staff, your trade union representative and the trade union trans and LGBT networks can provide support and advice.

On a national level, you can contact the [National Trans Police Association](#), the National LGBT Police Network or [Stonewall's Information Service](#) for further confidential support.

WHAT SHOULD I SAY?

Your manager may not have received specific training on how to support trans individuals in the workplace, however guidance and support is provided in *Trans Guidance for the Policing Sector: Guidance for the Manager*.

Think about what your manager needs to know. Do you have a timeline for your transition? Would you like this to be communicated to colleagues? If so, how and when? What do you need from your manager?

Everyone's experiences are different and it's important to work with your manager to develop a plan tailored to your needs.

WHAT IF I NEED TIME OFF?

Time off to transition should be marked separately to sickness. It won't count toward frequent sickness totals or result in you being penalised for promotion or specialisation.

WHAT IF I DON'T WANT TO STAY IN MY CURRENT ROLE, OR CAN'T?

Depending on your individual circumstances, you may wish to be redeployed on a temporary or permanent basis. The force should accommodate this where possible and ensure any changes won't have negative effects.

FURTHER INFORMATION AND SUPPORT

Speak with your supervisor or Occupational Health department to access confidential helpline or counselling services.

BEAUMONT SOCIETY – a national self-help body run by and for trans people. The website provides links to a range of information and advice resources.

GENDERED INTELLIGENCE – a community focused organisation whose object is to deliver arts programmes and creative workshops to trans youth from across the UK in order to increase the quality of young trans peoples' life experiences.

GIRES TRANSWIKI – a comprehensive directory of the UK groups campaigning for, supporting and assisting trans and gender non-conforming individuals, as well as their families. Inclusive of those who are non-binary or non-gender.

NATIONAL LGBT POLICE NETWORK – the official national body for LGBT staff in the police.

NATIONAL TRANS POLICE ASSOCIATION – a body that provides support to serving and retired police officers, police staff and special constables on gender identity issues.

RAINBOW PROJECT – the Rainbow Project is an organisation that works to improve the physical, mental and emotional health and well-being of transgender and LGB people in Northern Ireland.

SCOTTISH TRANSGENDER ALLIANCE – an organisation that aims to improve the lives and experiences of trans people living in Scotland.

STONEWALL – Britain's leading charity for lesbian, gay, bi and trans equality, working to create a world where every single person can be accepted without exception. This includes supporting organisations to create inclusive environments through its **Diversity Champions programme**, and providing advice to individuals through its **Information Service**.

UNISON – has an extensive range of resources on trans equality including 'Gender Identity: an introductory guide for reps supporting trans members', 'How to be a good ally to trans people at work', Factsheet on 'Trans workers rights' and others. All of these are at www.unison.org.uk/out

RESOURCES

ACAS: [Supporting trans employees in the workplace](#)

Government Equalities Office/Inclusive Employers: [The recruitment and retention of transgender staff](#)

Home Office/a:gender: [The Workplace and Gender Reassignment](#)

Scottish Trans Alliance and Stonewall Scotland: [Changing for the Better – How to Include Trans People in Your Workplace](#)

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GUIDANCE FOR THE MANAGER



GUIDANCE FOR THE MANAGER

As a manager it's incumbent on each of us to ensure we know our staff and know what we can do to get the best out of them. It's critical that we have a diverse and inclusive workforce as it's the only way that we'll deliver the best service to our communities and it will give us a much better understanding of them.

I have always said that to support people we need to have conversations – make time to talk – but when talking about gender identity, people will often say 'I don't know what to say'. This guidance is designed to help managers to start and continue those conversations, to get to know their staff and to understand what they need to do as managers to support their trans staff. The conversation is the starting point – making sure it's appropriate, supportive and considerate. If you're ever not sure, just remember #maylask.

ACC Julie Cooke

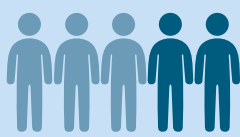
INTRODUCTION

The aim of this document is to provide managers with the tools to have conversations about gender identity in the workplace and to feel equipped with knowledge of what to do when a staff member informs you they are going to transition.

As a manager, your role is to ensure a positive experience for the trans individual and create an inclusive working environment. You must ensure trans people feel welcome and are motivated to perform at their best. To quote Sir Robert Peel, 'the police are the people and the people are the police'.

For most people, their innate sense of being male or female, their gender identity, matches the sex they were assigned at birth and sits comfortably with it. However, for a small number of people their gender identity doesn't match the sex they were assigned at birth. Some will undergo the process of aligning their life and physical identity to match their gender identity. This is known as transitioning. However, some will not. Others may identify as neither male nor female, which may be known as being non-binary. No trans person's journey will be the same as another's, and it's important to recognise these differences.

As part of the process of aligning their life and physical identity to match their gender identity, some trans people may choose to take hormones and have surgery. However, medical intervention isn't part of every trans individual's journey.



2 in 5

Trans people have experienced a hate crime or incident because of their gender identity in the last 12 months



1 in 2

Trans individuals avoid certain bars and restaurants due to fear of discrimination (51 per cent)



1 in 4

Trans people (25 per cent) contacting emergency services in the last year were discriminated against because of their gender identity



1 in 8

Trans employees (12 per cent) have been physically attacked by a colleague or customer in the last year



1 in 2

Trans people (51 per cent) have hidden their identity at work for fear of discrimination

(source: Stonewall's LGBT in Britain report 2017)

WHAT DO I SAY TO THE PERSON INFORMING ME THEY ARE GOING TO TRANSITION?

A member of your team speaking to you about their gender identity is a huge step for the individual and your initial response is extremely important. You don't have to know everything, but you need to listen, be supportive and reassure the individual that all information disclosed shall remain strictly confidential.

Understand that every trans individual's experience is different and no journey will be the same, so work collaboratively to create a plan specific to them and their needs. Agree with them which steps need to be taken before, during and after their transition. For an example of what this may look like please refer to the section entitled Template Examples in the *Trans Guidance for the Policing Sector, Overview* document.

'It's a marathon, not a sprint.'

– Sgt., Response Team

WHAT DO I NEED TO THINK ABOUT?

- The location of your initial meeting: find somewhere private where you won't be disturbed
- Planning for your first meeting: read the documents and policies available to you
- Does the employee need time off for treatment?
- If, when and how does the individual want to inform colleagues?
- Which practical things need to be changed and who is accountable for these? For example, IT systems and warrant cards
- What options are there for redeployment if the individual should wish to do so, ensuring that their career progression is minimally affected, if at all? For example, with fitness tests or personal safety qualifications
- What training might be useful for you and your team?
- Keeping a signed record of everything agreed between you and the individual
- Have any of their details or pictures been previously used on the force social media?
- Have their pictures previously been used on the force social media, website or printed literature?

FACILITIES

These may include showers, toilets and locker rooms.

Individuals will likely use the facilities that align with their gender identity. At different points in their transition, they may however choose to use gender neutral facilities or accessible facilities if gender neutral ones are unavailable.

Think about which facilities you may need to be sure they are available for the individual in different situations, for example, shared accommodation, external courses and showers after physical activities. Ideally, there should be options in all circumstances to ensure the comfort and privacy of the individual.

'There was a general lack of awareness among the policing family as to what transgender meant exactly.'

– PC, Response Team

WHAT LANGUAGE SHOULD I USE?

Please see *Trans Guidance for the Policing Sector: Glossary of Terms*, to better understand language.

Ask the individual which pronouns and name they would like to use at each stage of their transition.

Think about whether the police usage of 'Sir' and 'Ma'am' is appropriate for the individual. Ask them how they would like to be addressed. Could you implement a change whereby people are referred to by their rank?

'I really struggled with being constantly referred to as my former gender on the radio for all to hear. Use of language such as 'she' instead of 'he' and 'her' instead of 'him'. This left me feeling embarrassed and uncomfortable and continued for two years following transition.'

– PC, Response Team

WHAT IF I DON'T KNOW THE ANSWER?

Don't worry. Listen, be honest, provide reassurance and find the answer after the meeting. Tell the individual when you will get back to them and agree by what method this will be done.

Use the support services available to you for advice. However, be mindful of confidentiality and the danger of accidentally disclosing details of the individual concerned when asking for help. Always ensure you gain the individual's written permission before speaking about their gender identity with a third party.

WHAT DO I NEED TO THINK ABOUT AFTERWARDS?

As with any prolonged time off, the frequency and method of keeping in touch should be agreed with the individual. Certain events may cause anxiety, such as the first day back at work, changes to their role, or using different facilities, and discussions should be had to ensure that the individual feels safe, supported and comfortable returning to work.

Offering to crew the individual with a trusted colleague and providing training in different search or conflict techniques may help alleviate some of the concerns.

CONFIDENTIALITY

Where an employee reveals information about their gender identity, the recipient of such information must keep it confidential and must not disclose it to a third party without that individual's consent. This includes information provided to the line manager when the employee is transitioning. Disclosure of this information would constitute harassment and in some cases legal action could be taken.

Additionally, the employer must not disclose information relating to an employee's gender identity to another employer, for example when responding to a reference request, and all documents relating to the individual must be securely stored.

WHERE CAN I FIND SUPPORT?

- Take advice from your Diversity and Inclusion team and/or HR
- Speak to one of the organisations listed at the end of this guidance
- Deputy Chief Constable (DCC) or equivalent rank is the named nominated trans lead in every force

Remember: you can't identify an individual as trans to a third party without that individual's prior permission. Ensure you have this permission in writing before doing so.

Please see Further Information and Support in *Trans Guidance for the Policing Sector: Guidance for the Individual*.

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TRANS GUIDANCE FOR THE POLICING SECTOR

AN OVERVIEW



AN OVERVIEW

We know that the process of transitioning can be extremely challenging for the individual and managers or colleagues alike. It's generally unfamiliar ground for people and the aim of this guidance is to try to give as much help and support as possible. This guidance has been created by pulling together current guidance across the country, looking at real case studies and working closely with Stonewall. We would like to see some consistency across forces, given that we know policing can be viewed very differently to other occupations and, at this point in time, this guidance contains the most up to date support available.

All forces need to understand the business sense for valuing all staff and being inclusive; individuals need to feel recognised and supported and will contribute greater things if they truly feel valued. This guidance will help forces to ensure they are providing the right support for trans colleagues and my plea is that all forces will use this as a resource.

ACC Julie Cooke

INTRODUCTION

For most people, their innate sense of being male or female, their gender identity, matches the sex they were assigned at birth and sits comfortably with them. However, for a small number of people their gender identity doesn't match the sex they were assigned at birth. Some will undergo the process of aligning their life and physical identity to match their gender identity. This is known as transitioning. However, some will not. Others may identify as neither male nor female, which may be known as being non-binary. No trans person's journey will be the same as another's, and it's important to recognise these differences.

As part of the process of aligning their life and physical identity to match their gender identity, some trans people may choose to take hormones and have surgery. However, medical intervention isn't part of every trans individual's journey. For example, individuals may change gender markers on identification documents without any medical intervention.

CONFIDENTIALITY

Disclosure of gender identity isn't a requirement of employment. Some individuals may wish to keep their gender identity private, some may choose to discuss it with select colleagues in confidence, others may be more open about it.

Where an employee reveals information about their gender identity, the recipient of such information must keep it confidential and must not disclose it to a third party without that individual's consent. This includes information provided to the line manager when the employee is transitioning. Unwarranted disclosure of this information would constitute harassment, could be a disciplinary offence and in some cases legal action could be taken.

Additionally, the employer must not disclose information relating to an employee's gender identity to another employer, for example when responding to a reference request.

Police forces should also ensure that employee records are changed where appropriate.

DEMONSTRATING YOUR FORCE'S COMMITMENT TO TRANS INCLUSION

POLICIES

These should contain an explicit commitment to gender identity and expression equality. They should set out what constitutes unacceptable behaviour and state that the organisation has a zero-tolerance approach towards discrimination and harassment based on gender identity. They should specify how any instances of this will be dealt with and refer to the employer's grievance and disciplinary procedures. Details of external sources of advice and support for employees should also be included.

STRATEGY

Support for trans staff should be embedded into your overall Equality, Diversity & Human Rights (EDHR) strategy.

TRAINING

Training all staff on trans identities and inequalities will raise awareness in your force. Your HR team, diversity directorate or staff LGBT+ network will be able to provide you with advice and guidance on this.

VISIBLE COMMITMENT INTERNALLY AND EXTERNALLY

This demonstrates to current trans staff and potential trans staff that you'll support them and value their contribution to your work. For example, include a clear statement of inclusivity and details of your trans policies on your website, communicate inclusive messages across social media channels and on your intranet.

LANGUAGE

Language relating to gender and identity is nuanced, contextual and complex. The language in this document may be reviewed in future to ensure it reflects best practice. For the purpose of clarity, within this document we use the term 'trans' in its most encompassing form to include any person whose gender identity and/or gender expression doesn't conform to conventional ideas of male or female gender, or the sex they were assigned at birth. This includes all binary and non-binary gender identities, as well as those who have an absence of gender identity (for example: agender people).

THE LAW

Current legislation allows trans individuals to amend the gender on their birth certificate (Gender Recognition Act, 2004) and protects those who are planning to undergo, are undergoing or have undergone gender reassignment from discrimination, harassment and victimisation (Equality Act 2010).

Currently there's a lack of clarity around non-binary identities within the current legal framework. Best practice is to ensure that all individuals, including non-binary staff, are treated with respect and aren't discriminated against or harassed.

Police force policies and codes of ethics state that forces extend all protections to everyone under the trans umbrella.

- **Individuals can transition without gaining a Gender Recognition Certificate (GRC) and the majority of trans people don't have or want a GRC.**
- **There's no requirement, legal or otherwise, for trans individuals to inform their employer of their trans history.**





THINGS TO CONSIDER

ADDRESSING INDIVIDUALS

Within the police service Sir and Ma'am are used to differing degrees and if you are unsure how to address someone on this basis, you can consider using someone's rank instead. It is generally good practice in any situation to ask individuals how they would like to be addressed. This might be particularly relevant for those that identify as non-binary, or in the case of police staff where it isn't as straight forward as referring to someone by their rank.

COMMUNICATING WITH THE MEDIA

Given the media interest in the police service, it's possible that forces will be asked about their trans employees by the press or even by the public via social media. Any response mentioning a particular employee should only be provided with the consent of the individual, should be led by the individual in partnership with the relevant Corporate Communications Department, and should reaffirm the force's commitment to equal opportunities and supporting its employees.

It is advisable that your force create a media/communications strategy, in-line with policy, potentially with input from the LGBT+ network, to facilitate any responses to media enquiries.

FACILITIES

Individuals will likely use the facilities that align with their gender identity. At different points in their journey, they may however choose to use gender neutral facilities or the accessible facilities if gender neutral ones are unavailable.

It's important to make sure that appropriate facilities are made available for all individuals, respecting a person's right to use the facilities most comfortable for them. This includes toilets, showers and locker rooms. Available facilities should ideally always include male, female and gender neutral options. Private rather than communal facilities should also be made available if needed.

These considerations should be made internally and for shared accommodation, as well as for external courses and showering after physical activity.

New builds should have these options included as part of their planning. In older buildings, cubicles and non-communal facilities should be built in, in line with best practice.

INFORMING COLLEAGUES

The individual transitioning and the employer should agree if and what information needs to be conveyed to work colleagues.

Each individual's circumstances will differ and the employer should respect their decision with regards to informing others. For example, some employees may wish to inform colleagues about their transition personally, some may wish for their employer to inform colleagues on their behalf and others may not want to inform anyone.

There are a number of different ways to inform colleagues. Examples include by email, in a team meeting or during a casual coffee with individuals. These communications will need to address practical issues, particularly regarding how the individual would like to be addressed (for example: name and pronoun).

IT SYSTEMS AND RECORDS

Personal records for individuals who transition shouldn't refer to a previous name and records made prior to their name change should be updated. One option is to mark the individual down as having left the force and create a fresh record with their new details.

Some records (such as pension and security vetting) will often need to reflect the sex stated on the individual's birth certificate. If the individual hasn't obtained a Gender Recognition Certificate to amend their birth certificate, it will usually state the sex they were assigned at birth due to current HMRC legislation.

Access to these records and any other details associated with the employee's trans status (such as records of absence for associated medical treatment) must be restricted to staff who need to know. These staff may include those directly involved with supporting the individual or involved with the administrative process, but shouldn't be available to a wider HR team.

REDEPLOYMENT

Transitioning individuals may wish to change post or location either temporarily or permanently. The line manager should consult with the individual and take care not to make assumptions about what they may want or pressure them into changing their role.

The individual's decision may be based on factors including:

- Duties that are difficult to undertake during medical treatment
- Questions from the public
- Physical limitations and potential workplace adjustments
- The impact of specific clothing changes, such as wigs or binders (see **Uniform** for further information)

SHOULDER NUMBERS

Some individuals may want to keep their shoulder number and some may wish to change it. The force's policy on this should be flexible where possible, particularly in forces where shoulder numbers are gender specific. Any decision to change shoulder number should be led by the individual, but keep in mind issues that can arise when a new number doesn't match the length of service or when a number is recycled.

SOCIAL MEDIA

Consider whether the individuals' details or photographs have been previously used in any police social media such as on Twitter, Facebook, SnapChat and Instagram. Or in other communications such as press releases or on the intranet. Discuss with the individual what they'd like to be done with these. It's recommended that the individual also consider their own social media and online footprint.

SPEAKING IN COURT

Consider how to manage court appearances and giving evidence. For example, an employee may have written a statement of evidence prior to their transition, then be required to give evidence after their transition. Situations such as this should be appropriately risk assessed and discussed with the individual and the Crown Prosecution Service.

SEARCHING

The law states that chief officers are responsible for providing corresponding operational guidance and instructions for the deployment of trans officers and staff under their direction and control in relation to duties which involve carrying out, or being present at, any of the searches and procedures described in Code A and Code C of [PACE](#). The guidance and instructions must comply with the Equality Act 2010 and should therefore complement the approaches in Annex F, Code A and Annex L, Code C of PACE.

Guidelines are currently being reviewed at a national level in relation to both strip and stop searches and this document will be updated in line with any decisions made.

TIME OFF FOR TREATMENT

The length of time people take to complete their transition will depend on individual circumstances, including possible medical treatment and what this may entail.

Government guidance states employers should record time off for transition separately from sickness absence. Additionally, the Equality Act 2010 states that time off for transition shouldn't be used for absence management purposes. Some employers create a separate transitioning absence process, where all leave for transitioning is treated as special leave.

UNIFORM

As long as what an individual wears complies with regulations, uniform policies should be flexible. Staff should be able to dress in the uniform in which they feel most comfortable, regardless of gender. For operational or comfort reasons, it's best practice to allow individuals to wear variations of the regulation uniform.

It's also important to consider the impact that other aspects of transitioning may have on an individual's role and may inadvertently affect an officer's ability to train or shower in certain environments. For example, consider providing alternative fitness sessions where necessary and possible.

At the early stages of transitioning, some regulations around hair length and shaving may need to be discussed and flexibility given to the individual concerned. Staff may request different uniform due to changes in body shape, or they may wish to cover up hair loss or growth and request long-sleeved tops.

'I had laser hair removal on my arms leaving bald patches, which I had to cover up with long-sleeved shirts prior to transitioning.'

– Sgt., Neighbourhoods

WARRANT CARD AND STAFF IDENTITY CARD

Individuals who transition are likely to want their warrant and staff identity cards updated.

Ensure the force's policy on updating these cards is flexible, as the individual transitioning may need to update these more than once to reflect physical changes. Some staff may request an initial instead of a full first name.

Individuals who identify as gender-fluid (see *Trans Guidance for the Policing Sector: Glossary of Terms*) may require two cards to reflect their gender on different days.

TEMPLATE EXAMPLES

Transitioning is a unique experience and every individual will want to do different things based on their own unique circumstances. A manager should avoid making assumptions about how an employee will transition. The following templates are examples of plans and what they could include. Note: these plans don't necessarily constitute an exhaustive list of all considerations that may need to be made.

TO DO	YES	NO	N/A
Read the force's policy on transitioning at work			
Make a list of all records to be changed and who's accountable for them			
Direct the employee to support systems available inside or outside the force			
Agree any workplace adjustments or redeployment options			
Discuss potential timelines such as name changes on the systems, when to inform colleagues			
Discuss preferred titles and pronouns			
Agree if, when and how the individual would like to inform colleagues			
Consider occupational health referral to discuss medication or surgery and adjustments required			
Consider discussion with conflict trainer on different search and conflict resolution techniques, given changes in strength and gender of those being searched			
Discuss with the individual if the force has used details about them or pictures of them in social media previously and if/how they want these removed e.g. press releases, publicity posters etc.			
Discuss with individuals the force searching policy and any potential issues and possible resolutions to deal with any challenging scenarios.			

TO UPDATE	WHO'S RESPONSIBLE?	WHEN?	DATE COMPLETED
Email address			
Name badge			
Business cards			
Warrant card(s)			
IT systems			
HR systems			
Federation/Union membership			
Pensions scheme			
Uniform store data			
Certificates/awards			
Permits			
NCALT			
Airwave			
Mobile Data Terminal			
Biometric data: DNA/Fingerprints			

MEDICAL APPOINTMENTS AND ABSENCES

(record these separately from sickness)

REASON	DATE

IN PARTNERSHIP WITH:



Office of the Police and Crime
Commissioner for Surrey



TRANS GUIDANCE FOR THE POLICING SECTOR

AN OVERVIEW

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