	<b>Newington Police Department General Order</b>	<b>Number 26.10</b>
<b>Dealing with Transgender Individuals</b>		
<b>Chapter 26 – Rules of Conduct</b>		
<b>Date: April 19, 2018</b>	<b>Revised:</b>	<b>Page 1 of 2</b>

1. Purpose

- A. The purpose of this General Order is to establish guidelines for the appropriate treatment of transgender individuals who come into contact with members of the Newington Police Department. As police interactions with transgender individuals become more common, it is important for members of the department to know the preferable manners of address and appropriate accommodations associated with members of the transgender community.

2. Policy

- A. All Police personnel shall interact with all citizens, including the transgender community, in a manner that is professional, respectful, and courteous.

3. Definitions


- A. Gender: Describes the characteristics that a society or culture delineates as masculine or feminine.
- B. Gender Expression: The actual or perceived identity or behavior of a person as being male or female.
- C. Gender Identity: A person's innate sense of his or her own gender. The gender someone identifies with may be different from the gender assigned at birth.
- D. Transition: The process of changing one's gender from the sex assigned at birth to one's gender identity.
- E. Transgender Individual: A person whose gender identity differs from their assigned sex.
  - 1. Female-to-Male: A person who was a female at birth but identifies as a male.
  - 2. Male-to-Female: A person who was a male at birth but identifies as a female.
- F. Adopted Name: Non-birth name that a transgender individual uses in self-reference (this may or may not be in the individual's legal name).

4. Forms of Address

- A. Employees shall use the adopted name, even if that name is not legally recognized, in all conversations with the transgender individual or with other persons when referring to the transgender individual. In addition, when addressing or referring to a transgender individual, employees will use pronouns preferred by the individual. If employees are uncertain about which pronouns are appropriate, employees will respectfully ask the individual which pronouns are preferred.

5. Searches and Pat Downs

- A. Absent exigent circumstances, at least two officers should be present for pat downs and searches involving transgender individuals. Before performing any level of search, officers will inform the transgender individual of the right to express a preference for the gender of the officer who will conduct the search. If the transgender individual has a preference, at least one officer of the gender requested will conduct the search. Officers must take into account the reasonableness of any delay created by waiting for a second officer. When a pat down or search for weapons is necessary for officer safety, it may be conducted by one officer of either sex.

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6. Prisoner Processing

- A. Employees shall document a transgender individual's legal name and legal gender on all documents to include infractions, misdemeanor summons, Uniform Arrest Reports, warrant affidavits, and in the Records Management System and arrest files.
- B. A transgender person's “adopted name” shall be documented as an alias in the Records Management System and related forms and documents.
- C. The transgender individual is to be booked with the appearance that is consistent with the manner in which that individual was arrested. The removal of clothing, wigs, hair pieces, makeup and other appearance items are not to be taken from the prisoner prior to booking. Removal of appearance items that represent a danger to the prisoner in-cell shall be removed prior to being placed in a holding cell.
- D. Transgender individuals shall be transported and housed separately away from other prisoners.

By Order of: \_\_\_\_\_

Stephen M. Clark  
Chief of Police

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Date