
436.00 TRANSGENDER AND GENDER NON-CONFORMING POLICY FOR SAINT PAUL POLICE DEPARTMENT EMPLOYEES

- I. PURPOSE
- II. POLICY
- III. DEFINITIONS
- IV. PRIVACY
- V. PROCEDURES/RULES
- VI. USE OF RESTROOMS AND LOCKER ROOMS
- VII. VIOLATION/REPORTING/COMPLAINTS

I. PURPOSE

The purpose of this policy is to establish guidelines for Saint Paul Police Department interactions with transgender and gender non-conforming individuals. The policy applies to employees of the Saint Paul Police Department.

II. POLICY

Consistent with the Saint Paul Police Department Workplace Conduct Policy, the department prohibits discrimination against any individual or group on the basis of their actual or perceived sexual orientation, gender, gender expression, or gender identity. Saint Paul Police Department will treat all individuals with respect, dignity, and professionalism and provide trusted service with respect.

III. DEFINITIONS:

- A. **Preferred Name:** A non-birth name that an individual uses to refer to themselves (this may or may not be their legal name).
- B. **Sex:** Refers to the designation of a person at birth as either male or female based on their anatomy (e.g. reproductive organs).
- C. **Gender:** An individual's social characteristics and behaviors (such as appearance, mannerisms, social interactions) that may be perceived as masculine or feminine.
- D. **Gender Identity:** An individual's sense of being a male or a female, or something not traditionally defined as male or female.
- E. **Transgender Individual:** A person who expresses a gender that differs from that person's sex assigned at birth.
- F. **Gender Non-Conforming:** Refers to individuals whose behavior and appearance are perceived by some to be inconsistent with their sex assigned at birth.

IV. PRIVACY

All employees regardless of gender identity or expression may discuss their gender identity or expression openly, or keep that information private. The department will maintain and protect all private data about employees in accordance with the Minnesota Government Data Practices Act.

V. PROCEDURES/RULES WITH SPPD EMPLOYEES

A. FORMS OF ADDRESS

Employees will be addressed by their preferred name and pronouns that correspond to the employee's gender identity, even if the name is not legally recognized. If an employee is unsure of another employee's name or which pronouns are appropriate, the employee may politely ask the other employee how they would like to be addressed. The employee may choose to be addressed by their preferred name and/or pronouns (e.g., "she, her, hers" for an individual who self-identifies as female; "he, him, his" for an individual who self-identifies as male; "they, them, their" for an individual who is gender non-conforming and/or prefers gender-neutral pronouns).

VI. EMPLOYEE USE OF RESTROOMS AND LOCKER ROOMS

A. RESTROOMS

The department will provide all employees with safe and appropriate restroom facilities. Employees in their sole discretion and choice may use a restroom that corresponds to their gender identity, regardless of sex assigned at birth. The decision about which restroom to use will be left to the employee to determine the most appropriate and comfortable option for them. Should an individual request additional privacy, a unisex or single stall restroom will be offered if available.

B. LOCKER ROOMS

The department provides locker rooms for all employees. In their sole discretion and choice employees may use the locker room that corresponds to their gender identity. Employees are not required to provide proof or have undergone any particular medical procedure in order to have access to facilities designated for use by a particular gender. An employee who desires additional privacy may request a reasonable changing area. Should an employee request additional privacy, another option will be offered, if available.

VII. VIOLATIONS OF THIS POLICY/ COMPLAINT PROCEDURES

See General Order 219.00: Discrimination, Violence, Harassment and Offensive Behavior Reporting

Effective October 3, 2018