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	Transgender Procedure
Type of Document:	Procedure
Version:	2.0
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Effective Date:	July 2020
Review Date:	July 2025
Replaces document (if applicable)	PD 030 Transgender/Gender Reassignment Procedure
Linked Documents:	PS 138 Transgender Policy Form G2002 Gender Transition Agreed Arrangements PS147 Attendance Management Policy PS151 Harassment and Bullying Policy

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SECTION 1 VERSION CONTROL

Version No.	Date	Post Holder/Author	Post	Reason for Issue
1.0	June 2012	Sharon Ault	Head of Human Resources and Organisational Development	New procedure
2.0	July 2020	David Lawley	Policy and Wellbeing Partner	Update review

SECTION 2 BACKGROUND

Nottinghamshire Police and the Office of Police and Crime Commissioner (OPCC) are fully committed to ensure that individuals are treated fairly and with dignity and respect in their working environment.

This procedure provides for a framework that details general guidance and support that will be available to police officers, police staff or special constables who live in a gender other than assigned at birth. This procedure replaces PD 030 Transgender and Gender Reassignment Procedure. It provides guidance and advice to managers in this area.

This procedure should be read in conjunction with the Transgender Policy and the Management Guide.

SECTION 3 AIMS / OBJECTIVES

The aim of the procedure is:

- To provide guidance to the manager on supporting an individual undertaking gender reassignment.
- To provide a clear procedure to be followed should an individual wish to undergo gender reassignment.
- To provide an agreement template to be used when an individual advises that

SECTION 4 DETAILS

4.1 Recognition of Gender Identity

Nottinghamshire Police and the Office of Police and Crime Commissioner (OPCC) will recognise the gender in which an individual may choose to disclose their gender identity, although they are not obliged to do so.

4.2 The Transition Process

It is recognised that it can take a considerable period of time for an individual to decide to live in a gender they were assigned at birth. Nottinghamshire Police and the Office of Police and Crime Commissioner (OPCC) will support an individual who has made the decision to gender transition whilst working for the force.

There is no set time for undergoing gender transition and the force will be flexible in agreeing with the individual a realistic timeframe to support their transition. Support and guidance is also available for colleagues and managers.

An individual who has decided to change their gender should contact their line manager and/or the People Services Department to advise them of their decision.

The individual and line manager and/or People Services representative should meet to discuss the support mechanisms available and to discuss and agree how their gender transition will be managed in the work place.

The individual's view of how their gender transition is managed should be respected. Confidentiality must be maintained by all persons involved to ensure the appropriate support and guidance is provided by the force. The discussions must highlight any potential areas of conflict and this should be documented appropriately.

The arrangements template, Form G2002 Gender Transition Agreed Arrangements (available on the NCforms Drive), is designed to provide to support the specific requirements of the individual intending to undergo, are undergoing or have undergone gender reassignment.

It is acceptable for an individual to take a short period of time away from work using the appropriate leave/absence policy and return in their new name and gender role.

4.3 Change in social gender

When the individual is ready to make a social gender role transition, they may wish to change their documentation to reflect their name and gender. Transitioning is often the process by which a public change of gender presentation takes place with accompanying formal change of gender with associated documentation.

It will be the individual's decision when the appropriate point when a form of dress and the use of single sex facilities will be adopted that accord with the new social gender.

Many individuals choose to make a social gender role transition and may also choose to

have medical treatments such as hormones or surgery.

4.4 The use of single sex facilities

The individual must be allowed to use toilets and changing facilities that align with their gender of identity.

4.5 Dress Code

Flexibility must be shown to the individual during the transition with regard to dress code.

There will be a requirement for the individual to wear appropriate clothing suitable to the professional policing environment.

4.6 Informing colleagues, partners and the public

It is not appropriate to inform colleagues, partners and the public that an individual working for Nottinghamshire Police or the Office of Police and Crime Commissioner (OPCC) has undergone gender reassignment. This is a private and personal matter that has no relevance to an individual's ability to carry out their role.

Either the force or the individual can inform people who need to know. It should be agreed in advance who is going to inform the relevant people, when and how this is actioned.

People Services must be made aware so that appropriate support is available to all those involved.

Nottinghamshire Police and the Office of Police and Crime Commissioner (OPCC) will ensure that information with regard to gender reassignment is available.

4.7 Personnel Records

The agreement between the individual and the force will confirm the date when the individual intends to change their gender role.

All personnel records must be updated for the transition. New records, rather than updating old ones, can ensure confidentiality. Data protection principles must be adhered to.

SECTION 5 LEGISLATIVE COMPLIANCE

This document has been drafted to comply with the general and specific duties in the Equality Act 2010; the Gender Recognition Act 2004; General Data Protection Regulations 2018; Freedom of Information Act; European Convention of Human Rights; Human Rights Act 1998; Employment Act 2002; Health and Safety at Work Act 1974; Employment Relations Act 1999, and other legislation relevant to policing.