



CITY OF MADISON POLICE DEPARTMENT
STANDARD OPERATING PROCEDURE
**Interactions with Transgender and
Gender Non-Conforming Individuals**



Eff. Date 03/04/2025

Purpose

The purpose of this standard operating procedure (SOP) is to establish guidelines and expectations for Madison Police Department response for services with the transgender community and gender non-conforming individuals. Consistent with our MPD Core Values, we strive to deliver the highest service possible.

Definitions

Cisgender: A term used to describe people who identify with the sex they were assigned at birth.

Gender Non-Conforming: A term for individuals whose gender expression does not fall within traditional expectations of masculine or feminine gender.

Gender Expression: One's external expression of self, not necessarily related to one's gender identity.

Gender Identity: One's internal sense of their gender.

Sex Assigned at Birth: A label usually applied at birth by a healthcare professional based on examination of the child's external anatomy.

Sexual Orientation: The type of sexual, romantic, emotional/spiritual attraction one feels for others.

Transgender: An umbrella term for persons whose gender identity or gender expression does not conform to that typically associated with the sex which they were assigned at birth.

Procedure

- A. Employees should address transgender and gender non-conforming individuals by the individuals' expressed chosen name and pronouns, even if the individual has not received legal recognition of the chosen name.
- B. In addressing or discussing a transgender or gender non-conforming individual, employees should use the chosen personal pronouns for that individual (e.g., she/her/hers, he/him/his, they/them/theirs, etc.). If an employee is uncertain about which chosen pronouns to use, the employee should respectfully and mindfully ask the individual.
- C. Employees shall not use language that a reasonable person would consider demeaning or derogatory; in particular, language aimed at a person's actual or perceived gender identity, gender expression, or sexual orientation.
- D. Employees shall not make assumptions regarding an individual's sexual orientation based on the individual's gender identity or expression.
- E. Employees shall not disclose an individual's transgender or gender non-conforming identity to any other person or group absent a proper law enforcement purpose.
- F. Officers should be cognizant of the fact that transgender and gender non-conforming individuals may have unique medical needs and good faith efforts should be taken to facilitate those known/expressed conditions requiring a timely medical response.

G. All searches shall be done in compliance with the MPD SOP on Searches.

Records: Name and Gender Classification for Data/Report Purposes

- A. For all subjects, officers shall report the biological sex of the person as it appears on an official government identification. Other names used should be entered into the report/law enforcement records management system (LERMS) as an alias.
- B. When completing narratives that include transgender or gender non-conforming individuals, officers will note the individual's legal information in the report; however, the individual's chosen name and personal pronouns will be used during the body/narrative of the report.

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(Revised: 08/13/2018, 03/08/2024, 03/04/2025)
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