

 <b>Warwickshire POLICE</b>		<b>GUIDANCE</b>
Security Classification	<b>OFFICIAL</b>	
Disclosable under Freedom of Information Act 2000	Yes	

<b>Guidance Title</b>	<b>Gender Reassignment/Transition</b>
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<b>OWNERSHIP</b>	
DIRECTORATE	ENABLING SERVICES
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## Contents

1.0	INTRODUCTION .....	3
2.0	DEFINITIONS .....	3
3.0	GENDER REASSIGNMENT OR TRANSITION.....	3
4.0	LEGAL IMPLICATIONS .....	4
5.0	CONFIDENTIALITY AND DATA MONITORING .....	5
6.0	MANAGING THE TRANSITION.....	6
7.0	EQUALITY IMPACT ASSESSMENTS AND MONITORING .....	10
8.0	ADDITIONAL RESOURCES .....	10
9.0	CONSULTATION.....	10
10.0	DOCUMENT HISTORY .....	11

## **1.0 INTRODUCTION**

Warwickshire Police are wholly committed to employing a diverse workforce that is fully representative of the community it serves. All individuals working for Warwickshire Police have the right to be treated fairly, equitably and with dignity and respect, irrespective of age, disability, gender identity and/or expression, marriage and civil partnership, maternity and pregnancy, race, religion or belief, sex and sexual orientation or any unjustifiable criterion.

The Warwickshire Police Gender Reassignment/Transition guidance is aligned to the National Police Chiefs Council (NPCC) toolkit “Trans Guidance for the Policing Sector” for which the chief officer lead is the Deputy Chief Constable of Warwickshire Police.

This guidance aims to support managers and individuals working within Warwickshire Police to ensure that individuals who are undergoing or have undergone gender reassignment are treated fairly and with respect and dignity.

## **2.0 DEFINITIONS**

Definitions and terminology regarding Trans people is continually evolving and the language in this guidance will be regularly reviewed to ensure it reflects best practice. Within this guidance, the term Trans is used to refer to any person who's gender identity and/or gender expression doesn't conform to conventional views of male/female gender or the sex they were assigned at birth. This includes all binary and non-binary gender identities as well as those who do not identify with any gender. Appendix 1 provides guidance on some of the most commonly used terms. Individuals will self-identify and it is therefore best practice to ask people how they wish to be addressed.

It is important to recognise that gender identity and sexual orientation are not interchangeable terms. Trans people can be bisexual, gay, heterosexual or lesbian and so employees should not assume that a colleague who identifies as Trans has a particular sexual orientation.

## **3.0 GENDER REASSIGNMENT OR TRANSITION**

The term gender reassignment is used to describe the medical process whereby a person with gender dysphoria changes their gender. The term ‘transition’ applies to the process of bringing the persons legal standing and physical appearance in line with their gender identity.

Gender reassignment is the process of transitioning from the sex assigned at birth to the gender the person identifies with. For example, a male member of staff transitions to female and begins to present as female. This may involve medical and surgical procedures which may mean being treated under the National Health Service.

The process starts with a visit to the GP for formal diagnosis. This is followed by counselling and medication designed to affect the body. After a period of time, which will differ from one individual to another, the physical appearance of the individual will begin to change. If an individual has not yet expressed gender (started a period of living in their ‘new’ gender role), they will start to do so around this stage, although they may retain their birth gender at work for a further period.

During the earlier part of the medical process, it is possible that the individual displays characteristics of both genders. Whilst there is no formal requirement to undergo surgery, some individuals may decide to do so, for others surgery may not be an option due to the costs involved, the long delays or other personal/social factors. As a generalisation it is unlikely that surgery would take place within five or six years of hormone therapy. However, all individuals and circumstances are different with some people undergoing surgery before commencing hormone therapy.

It is generally considered that the decision to undergo surgery should be one of personal choice and not part of the process of definition.

## **4.0 LEGAL IMPLICATIONS**

### **4.1 The Gender Recognition Act 2004**

The Gender Recognition Act 2004 (GRA) provides a formal method of legal recognition of acquired gender. The GRA provides that people over the age of 18, who are under medical supervision and diagnosed with gender dysphoria (signed off by two consultants), having lived in their preferred gender for at least two years, will be entitled to apply for a Gender Recognition Certificate (GRC). Where an individual is married they will receive an interim GCR which has the effect of annulling or dissolving their marriage unless a statutory declaration is completed by both partners stating they wish to remain married. For UK citizens the GCR will act as a birth certificate. Changes to the Police National Computer (PNC) and other IT systems will need to be updated to reflect the gender change of successful applicants.

The GRA also creates an offence of disclosing confidential information in the workplace relating to Gender Reassignment (see below section 5). Other than a few exceptions outlined below it is a criminal offence to reveal whether someone has a GRC or to ask to see a person's GRC.

It is important to note that not all trans people will wish to apply for a GRC and employment rights do not depend on whether a person has a GRC nor is the GRC a pre-condition for transitioning at work.

### **4.2 The Equality Act 2010**

The Equality Act 2010 states that it is unlawful for an employer to discriminate (including harass and victimise) an employee, job applicant or contractor on grounds of that person's gender reassignment. Employees will remain individually liable for their own discriminatory acts, even where the organisation is also potentially liable.

The Act also confirms that a person has the protected characteristic of gender reassignment where the person is proposing to undergo, is undergoing or has undergone a process (or part of a process) for the purpose of reassigning gender by changing their physiological or other attributes of sex.

## OFFICIAL

As soon as an individual indicates the intention to commence gender reassignment, they receive legal protection. Discrimination is when a Trans person is treated less favourably than another colleague who is not undergoing gender reassignment.

Protection remains even if the individual decides not to proceed further with transitioning. Protection also covers individuals who are wrongly perceived to be Trans, or who are discriminated against because of their association with trans people. Employers can be held liable under the act where they treat a Trans person less favourably as a result of their sickness absence relating to their gender reassignment.

The act specifically outlaws harassment. It does not matter whether or not a harasser intended their behaviour to be offensive, the effect is just as important. Harassment does not have to be targeted at a particular person who is known or thought to be Trans. It is enough that trans-phobic language, imagery, 'jokes' or actions violate a person's dignity or create a hostile environment.

The employment provisions of the Equality Act also protect Trans individuals with regards to all aspects of employment where there could be detrimental treatment, such as recruitment, transfer, training and promotion, access to work-related benefits, facilities, services and dismissal.

## 5.0 CONFIDENTIALITY AND DATA MONITORING

### 5.1 Prohibition of Disclosure of Information under the GRA Act 2004

Under the GRA, Section 22 (Prohibition of disclosure of information), it is a criminal offence for an individual who has acquired 'protected information', (information relating to a person who has made an application under the GRA) in their official capacity (officer or staff) to disclose this to any other person. Breach is punishable by fine.

Once a person has obtained a GRC there must be no disclosure of information relating to their previous gender unless it is for the following purposes:

- The purpose of instituting, or otherwise for the purposes of proceedings before a court or tribunal
- Preventing or investigating crime
- Where the information does not enable the person to be identified
- Where the person has agreed to the disclosure to be identified
- Where the information is protected information and the person by whom the disclosure is made does not know or believe that a full GRC has been issued;

Management are therefore under a legal obligation to gain formal consent from the individual before they can support that individual with their intention to transition at work.

To protect both the individual and management [Appendix 2](#) and [Appendix 3](#) will assist with formal disclosure and the initial discussion meeting.

Individuals are under no obligation to disclose their gender history and some people may have already undergone gender reassignment before joining the organisation. Warwickshire Police employment applications contain a confidential Equal Opportunities monitoring form which asks applicants if they have been through gender transition or gender reassignment. This information is collected for monitoring purposes to assess the impact of the organisations policies, processes and practices on individuals who are trans. Permission would be required for this information to be further disclosed.

There remains at all times a positive onus on individuals to disclose as a result of employment vetting (i.e DBS) and medical screening. Once the information has been collected, it will remain confidential and access is restricted to those involved in managing the vetting process only.

When providing references the organisation will disclose only the name which will be used in the new job. Former names and identity must not be divulged.

## 5.2 The European General Data Protection Regulations (GDPR) 2018 and Data Protection Act 2018

Warwickshire Police take the security and privacy of your data seriously. We hold and process personal information in accordance with the General Data Protection Regulation (GDPR).

GDPR applies to protecting the handling, recording and storing of information relating to all staff. Data relating to “Protected Characteristic’s” under the Equality Act 2010 and other data relating to political opinion, trade association memberships and biometric data is collectively classed as Special Category data, which is treated with additional sensitivity under the GDPR. Measures are in place to protect the security of your data in accordance with our Data Protection Policy, a copy of which can be obtained from Information Compliance. Further information on confidentiality and data monitoring can be found on Warwickshire Police’s Knowledge and Information Directorates pages on the Intranet and obtained from the HR Business Partner assigned to support individuals who are transitioning at work.

Breaches of confidentiality should be treated seriously and may amount to unlawful harassment which would be addressed formally using the relevant procedures under the appropriate legislation.

## 6.0 MANAGING THE TRANSITION

### 6.1 Meeting with the individual

An individual does not have to notify the organisation of their intention to transition. However, in order to successfully support and manage a member of staff who may be deciding to transition, it would be beneficial for the HR team to be provided with formal notification of their intention to do so using [Appendix 2](#).

Appendix 2 ‘Intention to Transition’ form enables individuals to choose who they wish to disclose to. The person to whom disclosure takes place becomes the “Nominee”. They could be a HR Representative, the relevant Head of Department, the Line

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Manager, a colleague, a LGBT+ Network representative or the Diversity, Equality and Inclusion Co-ordinator.

When an individual communicates their intention to transition within the workplace, the Nominee will have the responsibility to assist the individual with completion of template Appendix 2 and to ensure that the initial Gender Transition Discussion meeting is arranged using [Appendix 3](#). This meeting will be where a plan of support is agreed and documented.

The Gender Transition Discussion meeting will include attendance of those individuals who have been named on Appendix 2. Attendees must include a named HR Officer, the relevant Head of Department and Line Management. Additional individuals involved will be at request of the person transitioning. This document aims to prompt discussion around the key areas relating to the transition. The notes of all meetings should be kept strictly confidential within the individual's personnel file.

To support the pre and post transition process the agreed actions during the discussion meeting should focus on:

- How to support the member of staff should they wish to communicate information about the transition to colleagues
- Maintaining confidentiality at all times
- Importance of not disclosing information about the transition to any other third parties without express permission
- Flexibility in the application of the Uniform and Dress Standards Policy during transition
- Reviewing the Gender Transition Discussion Record on a regular basis to ensure that welfare needs are met
- Adjusting the role as required during transition
- Referring staff to Occupational Health and Welfare (if necessary).
- Being flexible about working hours to allow for medical appointments and treatments
- On request, contact internal support networks.
- Discuss planned absences
- Ensure individuals are treated fairly and that any concerns regarding the conduct of other members of the team, towards the individual, are addressed promptly and monitored.
- Discuss any concerns with the HR Officer

### 6.2 The use of facilities (e.g. Toilets and Changing rooms)

This should be agreed during the Gender Transition Discussion meeting, with a view to agreeing an appropriate date when the member of staff will start to use the facilities for their new gender. Individuals may wish to use the facilities of their new gender on day one of the transition however they may prefer to use private facilities, if they are available.

Difficulties may arise if objections are raised by colleagues. These need to be dealt with sensitively by line management. Any continued objection or inappropriate

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comments by work colleagues may need to be challenged according to the provisions of the Equality Act 2010.

### 6.3 Dress Code

The Appearance and Dress code must be applied, although some flexibility should be allowed to accommodate the change of gender role.

The Trans person is otherwise required to adhere to such a code, dressing appropriately for the acquired job role from the date of transition.

### 6.4 Record changing

This section should be read in conjunction with the Gender Reassignment Policy. Any new records should refer only to the individuals' new name and acquired gender, while records pre-dating transition must be updated. Wherever possible, delete details of previous name and gender; it would be discriminatory not to do so unless their retention is justified and proportionate (e.g., copies of previous years Personal Development Records or disciplinary warnings that have not yet expired) These should be saved in a 'Restricted' folder in the individual's electronic personal file with the instruction "Confidential, HR Only". In these cases, access to records should be restricted to the HR Department, Occupational Health Team and Vetting as appropriate.

Any records, such as medical records, may still record the identity of a Trans person's gender history. For people without a GRC, some records e.g., pay, security ID, telephone listings, pension and insurance records may also include a reference to their current legal sex. These can be discussed in depth during the Gender Reassignment Discussion meeting.

### 6.5 Titles and Forms of Address

Individuals are entitled to change their name at any time and must always be addressed in the terms with which they identify and present themselves. A formal name change may be required to support applications for various documents such as driving licence, changes to bank documents or acquiring of a passport. This will require a statutory declaration (deed poll) which can be drafted by a solicitor, notary public or officer of the court. The statutory declaration will need to be accompanied by a GP letter.

An individual who presents and identifies as male should be referred to as 'Mr' or 'He', and a person who presents and identifies as female as 'Miss', 'Ms', 'Mrs', or 'She'. Some individuals i.e. those who class themselves as non-binary and do not associate with Mr, Miss, Ms or Mrs might adopt the title Mx or They.

### 6.6 Appointments and Sick Leave

Reasonable paid time off will be granted for individuals who may require time off work to undertake treatment in relation to their gender reassignment, e.g. gender identity clinic appointments, voice therapy or facial hair removal. Individuals would be expected to make appointments in their own time or at the start or end of the day



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wherever possible. Treatment should not be regarded as cosmetic or elective. Each individual's circumstances will be assessed on a case by case basis. Organisational support could involve flexible working, redeployment, and special leave. Time off should be recorded on a "Time Off and Special Leave" form and further support and advice regarding the recording of this information should be sought from the HR Officer.

It is recognised that time off for surgery may require significant absence from work. Sickness leave could also relate to psychological factors such as increased anxiety and panic attacks. If an individual requires time off following surgery or is unfit for work during the process (directly related to the process of Gender Reassignment), in all cases the Attendance Management Policy and Procedure will apply and the individual will receive sickness entitlements accordingly. Again advice should be sought from the HR Officer regarding the recording and management of sickness absence directly related to the process of gender reassignment.

The Occupational Health team may be contacted for advice or individuals referred for post-surgery advice which could include temporary workplace adjustments to support the individual to return to work. However, Occupational Health are not a replacement for an individual's own specialist medical advice, assessment and support.

### 6.7 Redeployment

An individual who is transitioning may wish to be redeployed on a temporary or permanent basis as there may be some duties i.e. lifting that could be difficult especially when undergoing medical treatment. Where reasonable the organisation should try to accommodate the individual's wishes.

There should be no pressure placed on the individual to change jobs or assumptions made about their capability.

### 6.8 Risk Assessments

The line manager should ensure that risk assessments are conducted at the appropriate times e.g. when an individual returns to work following surgery.

### 6.9 Conducting Police Searches

For full guidance on conducting Police Searches, please refer to the Stop Search and Safeguard Procedure.

### 6.10 Giving evidence at court

If an individual undergoing transition has to present evidence at court, it is advised that they discuss the case with their immediate line manager who should then contact the relevant CPS Manager in charge of handling the prosecution case at court (please refer to section 5 above "Confidentiality"). There should then be a review and discussion on what further statements and information is required by CPS (NOTE: All evidence and relevant material will be disclosed to the prosecution and defence, therefore if they have previously been submitted in an individual's old identity it needs

to be matched to the new identity of the individual if they are going to be questioned as a witness in court).

If the role of the individual is minor and the evidence provided in the individual's witness statement is not disputed by the defence, it should be considered whether there is a need for the individual to attend court.

Where the individual is required to attend court, the CPS should jointly assess whether there are any special measures that may need to be considered or applied at the court to help and support the individual.

All individuals who are giving evidence at court are classed as witnesses, and all witnesses undergoing a transition are entitled to be treated with the same respect for their privacy.

## **7.0 EQUALITY IMPACT ASSESSMENTS AND MONITORING**

The Equality Analysis (EA) associated with this document is available on request. The Guidance document is monitored regularly by the Diversity and Inclusion Board.

## **8.0 ADDITIONAL RESOURCES**

- A:gender (Civil Service Transgender Support)
- Gender Identity Research and Education Society (GIREs)
- Gender Recognition Panel: [grpenquiries@tribunals.gsi.gov.uk](mailto:grpenquiries@tribunals.gsi.gov.uk)
- National LGBT Police Network
- National Police Chiefs Council (NPCC Toolkit) – Trans Guidance for the Policing Sector
  - Trans Guidance for the Policing Sector, [Glossary](#)
  - Trans Guidance for the Policing Sector, [Individual](#)
  - Trans Guidance for the Policing Sector, [Overview](#)
  - Trans Guidance for the Policing Sector, [Guidance for the Manager](#)
  -
- National Trans Police Association (NTPA)
- Stonewall
- The Gender Trust
- Warwickshire Police Diversity and Inclusion Board
- Warwickshire Police HR Officers
- Warwickshire Police Employee Assistance Programme
- Warwickshire Police Diversity Equality and Inclusion Officers
- Warwickshire Police Federation
- Warwickshire Police Occupational Health Team
- Warwickshire Police LGBT+ Network
- Warwickshire Police UNISON

## **9.0 CONSULTATION**

Critical Friends – September 2018

Diversity and Inclusion Board - September 2018

Equality and Diversity Advisor - August/Sept 2018-08-30

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HR Business Partners – Ongoing 2018  
LGBT Independent Advisory Group - August/September 2018  
Warwickshire LGBT+ Network (LGBT Internal Support Network) - August/September 2018  
Warwickshire Police JNCC

**10.0 DOCUMENT HISTORY**

<b>Date</b>	<b>Author / Reviewer</b>	<b>Amendment(s) &amp; Rationale</b>	<b>Date of Approval / Adoption</b>
Jul 2015	HR	Harmonisation	July2015
Sep 2018	██████████	Reviewed v2.0	JNCC 28/09/2018
Nov 2022	██████████	Removed reference to The Alliance	Nov 2022
June 2023	██████████		

## **APPENDIX 1: GLOSSARY**

### **Acquired Gender:**

Used in the Gender Recognition Act 2004 to describe a person's gender after transitioning. As this is a legal term, many people now prefer to use the term "affirmed" gender.

### **Assigned Gender:**

The gender assigned to someone at birth, based on their physical characteristics.

### **Cross Dresser:**

Someone who chooses to wear clothes not conventionally associated with their assigned gender. "Cross dresser" is now used in preference to the term "transvestite", which is considered to be outdated and can cause offence. Cross dressers are generally comfortable with their assigned gender and do not intend to transition.

### **Drag queens and drag kings:**

Being a drag king or drag queen is about the occasional portrayal of the opposite gender with an emphasis on performance and fun. Most people who enjoy being drag kings or drag queens have gender identities that completely match their birth gender and most do not consider themselves to be transgender.

### **Gender Dysphoria:**

This is a recognised medical condition where the individual experiences severe discomfort and anxiety because their gender identity does not align with their biological sex.

### **Gender Expression:**

How someone manifests their gender identity in society, for example through their appearance and behaviour.

### **Gender Identity:**

A person's internal perception of their gender. Their sense of self. For transgender people, their gender identity does not match the gender they were assigned at birth.

### **Gender Reassignment (or Transitioning):**

Process where an individual changes their expressed gender, to live fully in the gender with which they identify. For example, a person who was born female decides to take steps to live the rest of their life as a man. Gender reassignment does not require medical treatment and is a protected characteristic under the Equality Act 2010.

### **Intersex:**

An intersex person is born with ambiguous genitalia and/or sex chromosomal variations, making it difficult to classify their biological sex. There are many different intersex conditions. An intersex person may self-identify as a man or a woman or neither.

**Non-Binary:**

An inclusive term to describe people whose gender identity is "fluid" and not exclusively male or female. A non-binary person may identify as neither male nor female or may feel that they embody elements of both genders, or that they are something different. They may have created new words to describe themselves, the most common being androgyne, polygender, gender queer or third-gender, although other terms are occasionally used. Self-definition is the most important criteria. People who call themselves androgyne, polygender, and gender queer or third gender will also range in desire to transition. The terms intersex and non-binary are not interchangeable.

**Sexual Orientation:**

Gender identity and sexual orientation are recognized as separate protected characteristics. Gender refers to who you are, while sexual orientation refers to who you are attracted to. Transgender people can be straight, gay/lesbian, bisexual or asexual just the same as everyone else. e.g Male-to-female transsexual women can be described as straight if they are attracted to men, lesbian if they are attracted to women or bisexual if they are attracted to both men and women.

**Transgender (or Trans):**

Umbrella term. Describes the diverse range of people who experience gender dysphoria. Their gender identity or gender expression differs from the gender they were assigned at birth. The term can encompass individuals who are transsexual, cross dressers or non-binary.

**Transsexual:**

A transsexual person has the protected characteristic of gender reassignment and is defined in the Equality Act 2010 as someone who is "proposing to undergo, is undergoing or has undergone gender reassignment". Gender reassignment is a protected characteristic under the Act. It is not necessary for a transsexual person to have to be under medical supervision to be protected in law from discrimination.

**Transphobia:**

The fear of, or a dislike of transgender people. It is based on prejudice and misunderstanding and can involve verbal abuse, physical violence and other forms of harassment

**Appendix 2.****NOTIFICATION OF INTENTION TO TRANSITION****PERSONAL DETAILS**

<b>To (Nominee)</b>	█
<b>Current Name</b>	█
<b>Declaration</b>	<b>I wish to give formal notification of my intention to undertake permanent gender reassignment</b>
<b>Effective Date of Change</b>	█
<b>I wish to be known as</b>	█

**DISCLOSURE**

I authorise Warwickshire Police to amend all my internal records and ask that my new identity is used when dealing with external agencies.

For purposes of supporting me in the process of my gender reassignment at work, I consent to the following named individuals to be informed of my intention to transition and a Gender Transition Discussion Meeting to be arranged to include:

- Head of Department █
- HR Officer █
- Line Manager █
- Other █

My consent is provided on the understanding that the individuals informed will be made aware of the legal consequences of further disclosure.

**GENDER TRANSITION DISCUSSION RECORD**

During my transition, my employment will be managed in accordance with the process outlined in the Warwickshire Police Gender Reassignment / Transition Guidance and the associated plan set out in the Gender Transition Discussion Record (Appendix 3) as agreed with management and HR.

I understand the Gender Transition Discussion Record will be reviewed regularly and at each significant stage of my transition process.

<b>First Review Date</b>	█
<b>Minimum review date thereafter</b>	█

**DATA PROTECTION**

Warwickshire Police takes the security and privacy of your data seriously. We hold and process personal information in accordance with the General Data Protection Regulation (GDPR). We have measures in place to protect the security of your data in accordance with our Data Protection Policy, a copy of which can be obtained from Information Compliance.

Where we process “special categories” of information relating to your racial or ethnic origin, political opinions, religious and philosophical beliefs, trade union membership, biometric data, sexual orientation, we will always obtain your explicit consent to disclose this information unless we are required to do so in an emergency to protect your health or under the provisions set out in Section 22 of the Gender Recognition Act 2004. Where we are processing data based on your consent, you have the right to withdraw that consent at any time.

**DECLARATION**

<b>Name (current)</b>	
<b>Signature</b>	
<b>Date</b>	





<b>Appendix 3</b>	<b>GENDER TRANSITION DISCUSSION RECORD</b>
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**It is recommended that this document is reviewed every three months or as circumstances change and new information is confirmed.**

The following topics should be discussed when an individual decides that they intend to undergo gender reassignment (i.e. begin transition to a new gender). Based on discussions, the individual, line manager, head of department and designated HR Officer will agree actions and record decisions and responsibilities relating to the gender transition.

This document aims to prompt and record regular discussions around key areas relating to the transition. The meeting should be reminiscent of a monthly one-to-one, the only difference being that both parties are encouraged to sign the document to indicate agreement with actions and evidence that they have engaged in during discussions.

<b>ATTENDEES (Name Collar and role)</b>
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<b>1. TRANSITION DATE and LINE MANAGEMENT SUPPORT</b>
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Date when individual will transition at work	
Preferred Name	

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Will the individual take leave and return to work in their new gender?	
During absence, is the line manager at work and able to make the necessary changes?	
Approximate timescale of medical/surgical procedures (if any)	
Date of name change, personal details, ID badge etc.	
Flexibility regarding the Uniform Policy during transition	
<b>2. WELFARE</b>	
Level of support required from Warwickshire Police	
Set out approximate frequency of meetings with line manager (minimum 3 monthly)	
Is Occupational Health support required i.e Welfare Officer, EAP etc? i.e to support individual through surgery	
Advise individual that other support may be available to them i.e. LGBT+, UNISON, Police Federation and National groups	

(See Section 8 guidance document)	
<b>3. TIME OFF</b>	
Time off for medical treatment & planned appointments	
Workplace adjustments required. Please refer to Workplace adjustments Policy and procedures.	
Sickness absence relating to gender transition	
How are absences recorded	
Time off to attend LGBT+ network or other internal or National groups (See section 8 Guidance document)	
<b>4. DUTIES AND JOB ROLE</b>	
Revised duties required?	
Remain in current workplace?	
Remain in current role?	
Agreed Search Criteria for Individual	

<p>Liaison with Crown Prosecution Service or Legal Services re current cases and confidentiality issues</p>	
<p><b>5. FACILITIES</b></p>	
<p>Anticipated point at which the individual wishes to use single sex facilities of their new gender (toilet and changing room) guidance for managers</p>	
<p>Unisex facilities available in the interim?</p>	
<p><b>6. COMMUNICATING</b></p>	
<p>Timing of communications (e.g. Timing to inform line managers/colleagues and contacts within the organisation)</p>	
<p>How does the individual wish to disclose to colleagues i.e. letter, face-to-face, individual-led, line manager-led or led by LGBT+ Network representative or other?</p>	
<p>Content of the communication i.e The name the person wishes to be known by, the correct pronoun to be used (he, she, they) How and where to seek further information (See section 8 Guidance document)</p>	

<b>7. ON TRANSITION DATE ENSURE AS FOLLOWS</b>			
Rules around disclosure of the information have been complied with			
Issue new ID/warrant card			
All computer records have been updated			
Transfer paper records to HR Support for confidential storage			
Remove from file all indication of change			
Update Forensic Fingerprint and DNA			
Remove SNT photograph			
<b>8. DECLARATION</b>			
Staff Name, Collar and Role		<i>Signature</i>	
<b>Date</b>			
Line manager Name, Collar and Role		<i>Signature</i>	
<b>Date</b>			
HR Officer Name, Collar		<i>Signature</i>	
<b>Date</b>			
Head of Department, Name, Collar and Role		<i>Signature</i>	

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<b>Date</b>			
Other Name, Collar and Role		<i>Signature</i>	
<b>Date</b>			

**Data Protection**

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