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OPERATIONS MANUAL

STANDARD INSTRUCTION 14 ADMINISTRATIVE

SECTION 03 TRANSGENDER AND GENDER NON-BINARY INDIVIDUALS

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<b>TITLE</b> OPERATIONS MANUAL	<b>STANDARD</b> <b>INSTRUCTION 14</b>		<b>DEPARTMENT</b> FIRE-RESCUE
<b>SUBJECT:</b> ADMINISTRATIVE TRANSGENDER AND GENDER NON-BINARY INDIVIDUALS	<b>SECTION</b> 03	<b>PAGE</b> 2 of 3	<b>EFFECTIVE DATE</b> 21 September 2021

**I. PURPOSE**

To establish guidelines for interacting with transgender and gender non-binary individuals.

**II. SCOPE**

This policy shall apply to all San Diego Fire-Rescue Department (SDFD) personnel.

**III. AUTHORITY**

The fire chief authorizes the information within this policy.

**IV. DEFINITIONS**

- A. Biological Sex: Refers to the objectively measurable organs (internal or external), gonadal, hormonal characteristics and chromosomal make-up of an individual.
- B. Cisgender: Refers to a person whose gender identity corresponds with the sex the person had or was identified as having at birth.
- C. Gender Binary: The gender binary, also referred to as gender binarism, is the classification of sex and gender into two distinct, opposite and disconnected forms of masculine and feminine. This is the idea that a person who is male is masculine and a person who is female is feminine.
- D. Gender Non-Binary: A term used to refer to a person who is not exclusively masculine or feminine and whose gender identities are thus outside of the gender binary. A gender non-binary individual may not identify as male or female and may not abide by the social constructs of masculine or feminine. Often but not always, gender non-binary individuals prefer pronouns such as they, them, and theirs.
- E. Gender expression: The manner in which a person represents or expresses one's gender identity to others; for example, external characteristics and behaviors that are socially defined as either masculine or feminine, such as dress, grooming, mannerisms, speech patterns, and social interactions. Social or cultural norms can vary widely and some characteristics that may be accepted as masculine, feminine, both, and/or neutral in one culture may not be assessed similarly in another.
- F. Gender identity: A person's sense of being a man, a woman, both, and/or neither.
- G. Intersex: A person who has both male and female sex organs, gonadal or other sex characteristics.
- H. LGBT: Lesbian, Gay, Bisexual and Transgender
- I. Sexual Orientation: A term describing a person's physical and/or emotional attraction to members of the same sex or gender and/or a different sex or gender.

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- J. Transgender: An umbrella term used to refer to a person who is born with the genetic traits and anatomy of one gender (i.e., male or female) but self-identifies as another gender (i.e., feminine or masculine). A transgender person can be pre-operative, post-operative, non-operative, or a person who is engaged in any degree of gender expression as the opposite gender.

**V. POLICY**

- A. The following procedures shall apply during interactions with transgender and gender non-binary individuals:
1. When referring to or talking about a transgender individual's status, the correct term to be used is "Transgender".
  2. Address transgender individuals by their preferred name and use their preferred gender binary or gender non-binary pronouns appropriate to the individual's gender self-identity and expression, if known.
- B. Any training for Department personnel on the subject of LGBT diversity shall be consistent with California State Assembly Bill (AB 2504).
- C. Department personnel shall not assume a person's transgender status or sexual orientation based solely on their appearance. Personnel may receive visual or verbal cues about a person's gender identity during their interaction with transgender or gender non-binary individuals.
- D. If Department personnel obtain any of the following visual or verbal cues and becomes aware of an individual's transgender or gender non-binary status, the following shall apply:
1. When a person identifies himself/herself as transgender or gender non-binary, personnel shall accept their expressed gender identity and shall not question it.
  2. When a person identifies as transgender or gender non-binary, refer to them by the pronoun that matches their gender identity or by which they would like to be referred (she/her/hers, he/him/his, or they/them/theirs).
  3. A government-issued form of identification is not acceptable as initial proof of an individual's gender identity as it can often reflect the gender from which the individual is transitioning (as part of the transition process) and not the biological gender or gender identity the individual possesses.
  4. Government-issued forms of identification are acceptable as initial proof of gender identity in the absence of self-identification by the individual or in the absence of some other obvious visual cues of expression of gender identity.

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5. Any information obtained about an individual's transgender status or gender non-binary status (e.g., preferred name and pronoun) should be documented and provided to relevant Department personnel for the purpose of ensuring continuity of proper treatment and interaction.
  6. The person's legal gender or legal name shall not be included in the narrative of any generated report if the individual requests a preferred name and gender be used.
    - a. The preference shall be documented in the narrative.
    - b. For example, the reporting party Smith identifies as a transgender female and will be referred to as her preferred name, Smith, and as a female throughout this report.
  7. The mention of the transgender status should be noted in the report to avoid confusion if the individual's presentation, legal name, and gender differs from their gender identity or gender expression.
  8. Under no circumstances shall Department personnel disclose to non-involved persons an individual's transgender or gender non-binary status. A "need to know" basis shall guide decisions about the disclosure to other Department personnel.
- E. A transgender or non-binary individual may use the restroom, bathroom, locker room or any other kind of facility of their choice. This decision is independent of the transgender or non-binary individual's biological sex, transition status, or gender expression. Additionally, this choice shall be governed by the following guidelines:
1. All persons within the State of California are free and equal, and no matter what their sex, race, color, religion, ancestry, national origin, disability, medical condition, genetic information, marital status, sexual orientation, citizenship, primary language, or immigration status are entitled to the full and equal accommodations, advantages, facilities, privileges, or services in all business establishments of every kind whatsoever [Cal. Civ. Code §51(b)]. California Civil Code section 51(e)(5) defines the following:
    - a. "Sex" includes, but is not limited to, pregnancy, childbirth, or medical conditions related to pregnancy or childbirth.
    - b. "Sex" also includes, but is not limited to, a person's gender.
    - c. "Gender" means sex and includes a person's gender identity and gender expression.
    - d. "Gender expression" means a person's gender-related appearance and behavior whether or not stereotypically associated with the person's assigned sex at birth.

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2. California Civil Code section 51(b) also applies to all persons who are within any city facility.
- F. Often transgender individuals take medications as part of their transition.
1. Missing doses or coming off those medications can be life threatening to the individual.
  2. On medical aid incidents, crews are to make every reasonable attempt to recover medications and give the medications to the transporting unit. If crews cannot retrieve the medications, a list of current medications should be gathered and given to the transporting unit.