

Memorandum

TO: ALL DEPARTMENT PERSONNEL

FROM: Anthony Mata
Chief of Police

**SUBJECT: TRANSGENDER, GENDER NON-
CONFORMING, AND NON-BINARY
EMPLOYEE GUIDE (2023)**

DATE: November 21, 2023

APPROVED

Memo #2023-028

BACKGROUND

It is the policy of the City of San Jose and the San José Police Department to not tolerate or condone discrimination or harassment. The Department is committed to providing a work environment that is free of discrimination and harassment, including but not limited to sex, gender, sexual orientation, and gender identity and/or expression.

Department members may identify as transgender, gender non-conforming, or non-binary and may express interest in transitioning while employed. Therefore, the Transgender, Gender Non-Conforming, and Non-Binary Employee Guide (2023) has been established.

This guide does not anticipate every possible situation. The needs of each employee must be assessed on a case-by-case basis. In all cases, the goal of the Department is to provide assistance to the employee and the employee's workgroup to affect a smooth and positive adjustment to an employee's gender identity change, as needed.

The distribution of this memorandum is concurrent with Memo #2023-029 Duty Manual Revision: C 1311 – Behavior Involving Discrimination or Harassment.

ANALYSIS

The Transgender, Gender Non-Conforming, and Non-Binary Employee Guide (November, 2023) can be viewed [here](#).

The employee guide will be modified and maintained by Research and Development as directed by the Chief of Police.

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ORDER

Effective immediately, the Department will operate according to the information and procedure of the most current version of the Transgender, Gender Non-Conforming, and Non-Binary Employee Guide.

A handwritten signature in black ink, appearing to read 'A. Mata', is positioned above the printed name and title.

Anthony Mata
Chief of Police

AM:PH:DK