

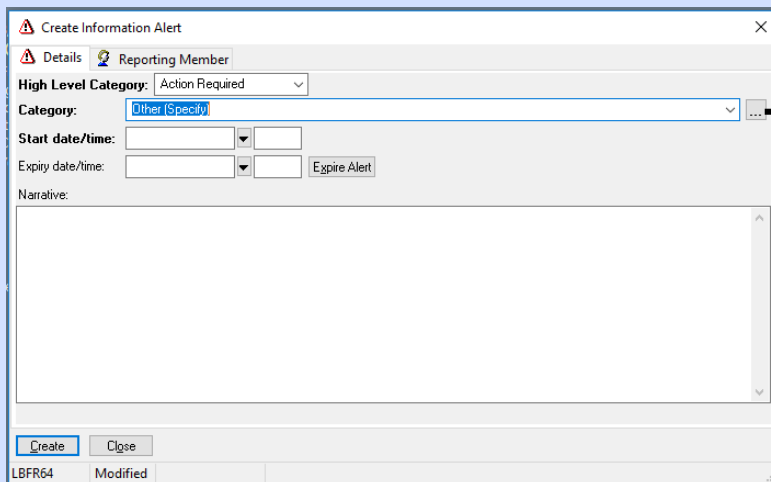
Using appropriate language is very important when interacting with a person who identifies themselves as LGBTQIA+ or a Rainbow person. You need to address the person using their correct pronouns and name the person identifies with. The following templates have been developed to assist you with updating name and gender details in NIA.

If a person has a NIA ID only i.e. no PRN you can change their 'real name' and gender marker. Email FMC with the details. Their previous name becomes an alias.

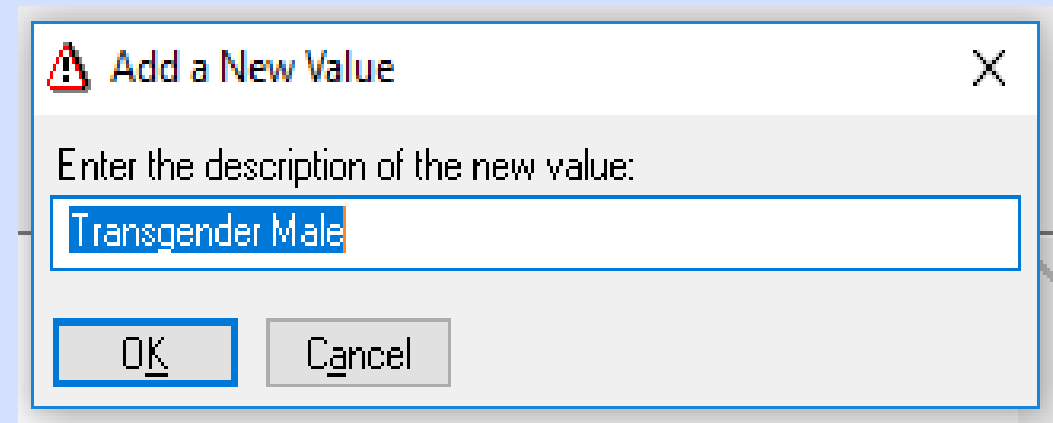
If a person has a PRN you cannot change their 'real name'. You can change their gender marker. Enter their correct name as an alias, then create a NIA noting with their preferred name and pronouns.

To create an Information Alert in the person's Record View:

Step 1: edit the category by clicking the three dots next to the category field



Step 2: enter the appropriate heading e.g. Name Change/Transgender Female/Transgender Male/Non-Binary Name Change



TEMPLATE 1: Transgender Male

EXAMPLE:

(Name) is a transgender male.

(Name) identifies as male and uses he/him pronouns.

Please do not refer to (Name) using female pronouns or by his birth name (Previous Name).

Please be aware that (Name) is currently taking hormone medication by injection as part of his transition. If (Name) is in Custody please do not withhold this medication from him.

TEMPLATE 2: Transgender Female

EXAMPLE:

(Name) is a transgender female.

(Name) identifies as female and uses she/her pronouns.

Please do not refer to (Name) using male pronouns or by her birth name (Previous Name).

Please be aware that (Name) is currently taking hormone medication by injection as part of her transition. If (Name) is in Custody please do not withhold this medication from her.

TEMPLATE 3: Non Binary Name Change

(Name) identifies as non-binary i.e. they do not identify as either male or female.

(Name) uses they/them pronouns.

(Name) can be searched by either male or female officers, please ask (Name) which they prefer.

If you have any questions about these templates or working with LGBTQIA+ communities please contact DLOs@police.govt.nz

Using appropriate language is very important when interacting with a person who identifies themselves as LGBTQIA+ or a Rainbow person. You need to address the person using their correct pronouns and name the person identifies with.

The following templates have been developed to assist you with writing information up in Summary of Facts, Statements etc.

IMPORTANT: Remember to **explain the reason** for your questions is to ensure that Police obtain the correct details for them and if required, amend anything in our system that needs to be corrected.

NOTE: It is best to **check the wording** you use with the person who it is about to ensure that they are comfortable with it, and the language is **appropriate**.

TIP: While these templates support a consistent approach, it's important to recognise that **one size does not fit all**. They may need adjusting to suit individual circumstances.

TEMPLATE 1: Summary of Facts (SOF) / Memo to the crown

EXAMPLE:

(Name) is gender diverse and has changed their name from (Name given at Birth) to (Name). (Name) identifies as (female/male/transgender/non-binary/gender diverse) and their pronouns are (she/her, he/him, they/them).

*(Name) was assigned (female/male) at birth and has (female/male) anatomy (**only added if required to prove charge**).*

TEMPLATE 2: Pros 258 - to clarify NIA name and new name/gender identity

EXAMPLE:

Please note that this victim/witness/defendant is (female/male/transgender/non-binary/gender diverse). Their correct name is (Name), please do not refer to them with their birth/dead name (previous name). (Name) identifies as (female/male/transgender/non-binary/gender diverse) and their pronouns are (she/her, he/him, they/them).

REMEMBER: A person may identify as more than one gender identity e.g. non-binary and transgender male.

TEMPLATE 3: Statement - to clarify NIA name and preferred name

Having explained why you are asking this information ask:

- Whether they have changed their name, legally or otherwise. If so, ensure change is recorded. Use the name that they identify themselves as throughout the statement.
- What gender do they identify as e.g. male/female/non-binary? (Use this throughout the statement).
- What pronouns do they use e.g. she/her, he/him, they/them? Use these throughout the statement.
- If it is required to identify their genitalia because of the charge (e.g. rape, violations, indecent assault) use respectful language and humility when asking this. **It is essential that you explain to them first why you are asking what genitals they have i.e. because of the wording of the charge.**

EXAMPLE:

My full name is (Name). My legal/birth name is/was (previous name).

I identify myself as (female/male/transgender/non-binary/gender diverse). My pronouns are (she/her, he/him, they/them).

*I have (female/male genitals) (**only added if required to prove charge**).*