

# SANTA CLARA POLICE DEPARTMENT GENERAL ORDER 16.5

## NON-SWORN EMPLOYEES

ISSUED APRIL 2006

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### 16.5.1 Non-Sworn Employees

Positions within the Police Department that require skills, knowledge and training other than those of a sworn police officer will be designated as non-sworn positions and staffed accordingly.

The following positions within the Santa Clara Police Department are staffed by non-sworn personnel:

- Records Manager
- Communications Operations Manager
- Communications Technical Services Manager
- Administrative Analyst
- Crime Analyst
- Management Analyst
- Records Supervisor
- Senior Dispatcher
- Records Specialist (I and II)
- Communications Dispatcher (I, II and III)
- Communications Technician (I and II)
- Office Specialist (II, III and IV)
- Community Service Officer (I and II)
- Jail Service Officer
- Forensic Coordinator

In conjunction with the development of the annual budget, the Police Department management staff will review and assess the appropriate classification of existing non-sworn positions to assure that police officers are assigned only to positions requiring law enforcement authority.

Training of non-sworn employees will be done in conjunction with Santa Clara Police Department Administrative [General Order 33.7](#), "Civilian Training."