

# **SANTA CLARA POLICE DEPARTMENT GENERAL ORDER 33.7**

## **CIVILIAN TRAINING**

**ISSUED APRIL 2006**

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### **33.7.1 Training of Newly Hired Civilian Employees**

All civilian employees will receive training upon hire or transfer/promotion to a new assignment that requires specialized training. The training may be in conjunction with the orientation provided by the City of Santa Clara Personnel Department, and will include:

- Orientation to agency role, purpose, goals, policies, and procedures;
- The working conditions, rules, and regulations for the position and general conduct;
- The responsibilities and rights of the employee.

### **33.7.2 Pre-Service and In-Service Training**

In addition to the orientation training given upon hire or promotion, employees assigned to new specialized assignments will receive specialized training for their duties. All civilian employees will receive additional training as directed by law mandates, Department procedures, or as deemed necessary.

Non-sworn employee positions that require the completion of a work-specific training period prior to working independently include:

- Records Specialist
- Records Supervisor
- Community Service Officer
- Jail Service Officer
- Communications Dispatcher