



**CEDAR PARK POLICE DEPARTMENT
GENERAL ORDER**

Professional Support Staff Training

NUMBER: 3.08.01

EFFECTIVE: 09-01-2011

APPROVED: *Mue Ham*
Chief of Police

I. POLICY

It is the policy of the Cedar Park Police Department to provide professional support staff with essential information and training regarding their specific job. New professional support staff shall receive agency orientation as well as required training regarding their essential job tasks.

II. PROCEDURE

The agency shall identify all civilian, non-sworn professional staff positions that require state or agency pre-service and/or in-service training or certifications and provide the necessary training.

All positions of the police department and the IS department will receive the appropriate level of training required for access to information from restricted access databases.

Biennially, all professional support staff will receive ethics training in a format determined by the training coordinator.

Additional pre-service and/or in-service training requirements are identified as follows:

Animal Control Officers – Animal Control personnel shall complete Criminal Justice Practitioner training, and are required to complete a “Basic Certification” course, provided by the Texas Department of State Health Services. The Cedar Park Police Department has also adopted the animal control training manual, provided by the Texas Department of State Health Services. The purpose of the training manual is to assist the animal control officers in performing their duties in a professional, safe, and humane manner.

Crime Analyst – The crime analyst shall receive in-service training regarding the following: restricted access databases, reports and analysis.

Evidence Personnel – Evidence personnel shall receive training regarding the following: restricted access databases.

Records Personnel – Records personnel shall receive in-service training regarding the following: uniform crime reporting, public notary laws, Texas Public Information Act, restricted access databases, and record retention protocols in accordance with federal, state, and local standards.

Telecommunicators – Telecommunications training is covered in section GO 3.18.01.