

CIVILIAN RULE 1

APPOINTMENT AND REAPPOINTMENT

Section 1-1 **Policy**

No applicant or employee shall be discriminated against or favored, with the respect to hire, tenure, terms conditions or privileges of employment or any matter directly or indirectly related to employment because of race, color, sex, religion, national origin, ancestry or disability. Each applicant and employee will be limited only by their own abilities and qualifications and the Department will endeavor to select, hire and maintain in its employ only the best qualified persons available for any particular position.

Section 1-2 **Applications**

Applications shall be submitted on-line utilizing the State's electronic job bank system and shall be retained in the on-line system.

Section 1-3 **Appointment**

- A. Entry level vacancies will be advertised so that qualified employees desiring to transfer can submit a request for transfer.
- B. New employees appointed to entry-level positions will be approved by the Superintendent or a designee.
- C. Whenever there is urgent need of an employee for a temporary period, a temporary appointment may be authorized for a period not to exceed 90 working days. Successive temporary appointments of the same person shall not be made. However, an employee may be reappointed at a later date if the total employment in a temporary position does not exceed 90 working days in a 12-month period.
- D. Appointments to temporary positions will be approved by the Superintendent or a designee.
- E. Any temporary employee appointed to fill the position of an employee granted maternity, military or special sick leave shall be terminated when the incumbent returns.
- F. Probationary Period Required.

All appointments of newly hired state police employees and appointments of permanent employees to different classifications shall be subject to a probationary period.

The length of such probationary period shall be as follows:

1. For employees who work on a full-time basis, the probationary period shall be six (6) months, except employees assigned to technical positions who shall serve a probationary period of one (1) year.

2. Upon written request of the commander of the probationary employee, with accompanying job related reasons, the Superintendent may extend the probationary period by an additional period not exceeding the original probationary period.

3. Newly hired employees who are on probation shall be subject, without recourse, to termination at any time during the probationary period by the Superintendent.

4. Technical positions shall be defined as outlined in [HMR-020 Probationary Period Reports](#).

Section 1-4 **Job Qualifications and Classifications**

All applicants for employment shall be high school graduates or possess a GED equivalent, meet all qualifications, and be able to perform all essential functions outlined in the job description of the position for which they apply.

Section 1-5 **Oath and Affirmation**

Before employment, all prospective employees must sign a statement, upon their oath and affirmation, attesting that they are not now and have never been, members of, or otherwise affiliated with, any organization, association or body which advocates the overthrow of the United States Government or its several subdivisions, by force or violence or illegal means.

Section 1-6 **Appointment to Motor Carrier Inspector (MCI) Positions**

A. Prior to appointment, applicants selected for Motor Carrier Inspector positions shall:

1. Be at least 20½ years old;
2. Be required to pass the Motor Carrier Inspector background investigation;
3. Possess a valid Indiana driver's license.

B. Applicants will be required to pass an approved job related physical examination after employment is offered.

C. Prior to awarding enforcement powers, Motor Carrier Inspectors shall:

1. Successfully complete a formal MCI School that has been approved by the Superintendent;
2. Pass any written examination and/or other performance criteria approved by the Superintendent;
3. Be at least 21 years old.

Section 1-7 **Background Investigations**

A comprehensive background investigation will be conducted on all applicants selected for employment. Applicants will not be employed until after a background investigation has been completed.

Section 1-8 **Reemployment of Employees Who are Receiving Benefits from the Police Pension Fund**

A. Retired employees who desire to be reemployed will be required to compete with other non-Department applicants in accordance with the procedures outlined in Sections 1-1 through 1-8 above.

B. The salary offered shall be as described in [Civilian Rule 2](#), Section 2-1.

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