

**CAPITOL POLICE SECTION  
OFFICER RULE 5  
PROMOTIONS**

Section 5-1 Advertising Vacancies and Application Process

A. The Assistant Chief of Staff (AC/S) Human Resources and Administration (HRA) upon becoming aware that a vacancy exists, or will exist on a specific date, will, with the approval of the Superintendent, publish a notice of such vacancy including, at a minimum:

1. The position title and rank;
2. The location of assignment for the position;
3. A description of eligibility requirements, including any special requirements;
4. The responsibilities and duties of the position; and
5. Notification that the interview process will be conducted:
  - a. Within 60 days after the notice of vacancy expires, and
  - b. Between the hours of 0800 and 1700.
6. This vacancy notice shall be sent to Capitol Police Section (CPS) Commander. Notices of vacancies shall be published for a minimum of five (5) business days.

B. The CPS Commander shall cause all members of CPS to be notified of the vacancy notice.

C. All eligible employees interested in being considered for a vacancy shall submit:

1. By e-mail, [Part I](#) of the Indiana State Police Application for Promotion to the Department Personnel Officer, within the Human Resources Division, with a cc to the employee's supervisor, by 4:30 pm (state time) on the date of posted vacancy closing. It is the individual employee's responsibility to ensure [Part I](#) is received by the Department Personnel Officer; and

Note: If [Part I](#) is not received prior to the closing of the vacancy the employee shall not be eligible for the vacancy.

2. Submit [Parts II](#) (commanders' endorsements) and [III](#) (essay) of the Application for Promotion to their commanding officer. [Part III](#) shall consist of a 500-word essay, in memorandum format, to the Superintendent explaining why the applicant is qualified for and desires the vacant position.

D. To be eligible to apply, a person must:

1. Have successfully completed the probationary officer's requirements and moved from probationary to permanent status;
2. Hold a rank not more than two grades below that of the vacancy;
3. The employee may not be in an unpaid leave status; and
4. Shall meet any additional special requirements outlined in the announcement.

E. The applicant's commanding officer upon receiving the application shall:

1. Forward an email to the AC/S HRA no later than the close date on the vacancy announcement identifying those personnel within that command who have submitted an application; and
2. Forward [Parts II](#) and [III](#) of the application to the AC/S HRA no later than ten (10) calendar days after the notice for the vacancy has closed. [Part II](#) shall also include a statement as to the duty status of the applicant (e.g. Full duty or limited duty).
3. All officers who declared intent, who meet the minimum qualifications for the vacancy and who successfully pass any screening examination, shall be interviewed. The interview committee shall consist of majors, captains and a chairperson as designated by the AC/S HRA who have been trained in the Structured Interview Process.
4. Those officers who do not meet minimum qualifications shall be notified, in writing, by the Human Resources Division Personnel Officer explaining the criteria the applicants failed to meet; and
5. The interview committee shall consider all information concerning the officers interviewed which is available to them and with due consideration for the requirements of the position to be filled, the interview chairperson shall forward the completed interview packet to the AC/S HRA.

B. Promotions shall be made by the Superintendent after consideration of the recommendations of the Primary Staff.

C. To be eligible for promotion, the officer must be able to perform the essential functions of the position being sought.

#### Section 5-2 Promotion, Reassignment

Officers may be reassigned or transferred as a result of promotion.

#### Section 5-3 Appointment to Grades of Captain and Above

Appointments to the grades of captain and above shall be made by the Superintendent.

#### Section 5-4 Probationary Periods

Officers who have been promoted in rank, grade or position (except for permanent appointment to the rank of CPS Officer from the rank of probationary CPS Officer) and except in the case of spot assignments, shall:

1. Serve a probationary period of at least one (1) year from the date of promotion, but may be extended for cause for not more than one (1) additional year of active service in the new rank, grade or position before such rank, grade or position becomes permanent;
2. Be subject, without recourse, to reduction by the Superintendent to the permanent rank, grade or position held prior to promotion at any time during the probationary period, and it shall not constitute a demotion. As a condition to promotion, a waiver shall be signed acknowledging that such reduction may be made as herein described; and
3. Automatically assume permanent status in the new rank, grade or position provided no action for reduction has been taken by the Superintendent during the probationary period.

#### Section 5-5 Spot Promotions

A. A spot promotion may be made in cases in which the duty to be performed may be particular in nature. The Superintendent designates positions as spot assignments. Spot assignments may involve temporary increases in rank.

The following conditions shall apply to spot assignments:

1. Procedures determined by the Superintendent and outlined in the vacancy announcement shall be followed; and
2. Any officer so assigned may be returned, by the Superintendent, to the Officer's former permanent rank, grade or position at any time, without recourse, and the Officer shall sign a waiver to that effect as a condition to such spot assignment. Such return shall not constitute a demotion.

B. When any classification or rank, above the grade of Officer, is vacated because of illness, injury or approved leave for a period of 30 days and the prognosis or probability is that the employee assigned to such rank will not return to duty within an additional period of 30 days, the Superintendent shall have the authority to fill such temporary vacancy with a spot assignment.

#### Section 5-6 Vacancies

The foregoing provisions shall in no manner restrict the Superintendent's right to reassign or reallocate personnel or positions prior to determining the vacant position the Superintendent will fill under this rule.