

## **POLICE RULE 1**

### **APPOINTMENT**

#### Section 1-1 Policy

No applicant or employee shall be discriminated against or favored, with 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, disability, national origin or ancestry. 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 Appointment Procedure

All police employees shall be appointed to the Department:

- A. By the Superintendent with the approval of the Indiana State Police Board;
- B. Only after satisfactory completion of the selection and training procedures prescribed by the Superintendent and the Board;  
Probationary Troopers shall be assigned to fill vacancies to meet the needs and best interests of the Department;
- C. For a probationary period of at least one (1) but not more than two (2) years, during which time the probationer may be discharged by the Superintendent without the right of hearing before the Board, in accordance with the provisions of [IC-10-11-2-12](#); and
- D. Permanently by the Superintendent and the Board upon the satisfactory completion of the probationary period.
- E. If appointed, employees must be willing to refrain from engaging in any political activity that is prohibited by law and/or that would create a conflict of interest as an employee of the Department.

#### Section 1-3 Applicant Standards

Only those applicants for the position of Trooper, who meet certain initial standards, will be considered.

A. Traditional Academy Initial Standards:

- 1. Must be a United States citizen.
- 2. Must be at least 21 and less than 40 years of age, when appointed as a Trooper.
- 3. Must meet a minimum vision standard (corrected or uncorrected) of 20/50 acuity in each eye and 20/50 distant binocular acuity in both eyes.

4. Must possess a valid driver's license to operate an automobile.
5. Must be willing, if appointed, to reside, and serve any place, within the state of Indiana, as designated by the Superintendent.
6. Must be a high school graduate, as evidenced by a diploma, general equivalency diploma (GED), or High School Equivalency (HSE) diploma.
7. In addition to the high school requirements, must meet one of the additional requirements listed below:
  - a. Must have attained sixty (60) college credit hours from an accredited institution prior to the application deadline, bachelor's degree preferred. Credit hours must be evidenced by a certified transcript.
  - b. Have a minimum of two years' active military service having a favorable discharge or currently serving.
  - c. Have a minimum of three (3) continuous years of full-time, paid, law enforcement experience (sworn or merit) having graduated from a state accredited police academy (entry level law enforcement basic training curriculum with a minimum of 600 training hours); in which the essential job functions were performed at a satisfactory or above level, as witnessed by the employer or documented by employee evaluations.

*Note:* Paid law enforcement experience does not include employment as a reserve officer, special deputy, jailer or matron, radio operator, etc., even if these duties were performed as a sworn or merit officer; it includes only full time, paid employment as a sworn or merit officer performing true law enforcement functions.

#### B. Lateral Academy Initial Standards:

1. Must be a United States citizen.
2. Must be at least 21 and less than 40 years of age, when appointed as a Trooper.
3. Must meet a minimum vision standard (corrected or uncorrected) of 20/50 acuity in each eye and 20/50 distant binocular acuity in both eyes.
4. Must possess a valid driver's license to operate an automobile.
5. Must be a high school graduate, as evidenced by a diploma, general equivalency diploma (GED), or High School Equivalency (HSE) diploma.
6. Factors that the Department will consider for placement into a lateral academy:
  - a. Probationary Troopers must be willing to be assigned to fill vacancies to meet the needs and best interests of the Department.

b. Must have a minimum of three (3) continuous years of full-time, paid, law enforcement experience (sworn or merit) having graduated from a state accredited police academy (entry level law enforcement basic training curriculum with a minimum of 600 training hours); in which the essential job functions were performed at a satisfactory or above level, as witnessed by the employer or documented by employee evaluations.

*Note:* Paid law enforcement experience does not include: employment as a reserve officer, special deputy, jailer or matron, radio operator, etc. even if these duties were performed as a sworn or merit officer; it includes only full time, paid employment as a sworn or merit officer performing true law enforcement functions.

c. Must be currently working as a law enforcement officer and may not have a lapse of employment as a law enforcement officer in the three (3) years prior to the application deadline.

d. Non-Resident applicants graduating from a law enforcement academy outside the state of Indiana must complete the Indiana Law Enforcement Academy/Law Enforcement Training Board waiver process as determined by the Superintendent.

#### Section 1-4 Selection Process

Applicants meeting the applicable initial standards in Section 1-3 above are subject to additional selection criteria as prescribed by the Superintendent and as outlined in [HMR-028 Selection Process](#). Only those applicants who successfully meet or exceed these criteria will be considered for employment.

A. Applicants shall have a character and reputation that are acceptable to the Department.

B. Applicants shall conform to the physical standards prescribed by the Superintendent and the Board, as evidenced by a physical examination conducted by the Department's consulting physician(s).

#### Section 1-5 Oath and Affirmation

Before employment, all prospective employees must sign a statement upon their oath or affirmation, to enforce the law and uphold the Constitution of the United States and the Constitution of the State of Indiana, and attesting that they are not now and have never been, a member 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, violence or illegal means.