

## **POLICE RULE 5**

### **PROMOTION**

#### **Policy**

Regular and Spot Promotion of employees to ranks of Lieutenant and below shall be accomplished as outlined in this rule and the current edition of the Indiana State Police Promotion System Guide. The ranks of Captain and above shall be appointments.

#### **Section 5-1 Appointments (Refer to definitions in [Regulation 3](#))**

A. Appointments to the ranks of Captain and above shall be made by the Superintendent, subject to the approval of the Indiana State Police Board; such positions shall not become permanent.

#### **Section 5-2 Regular and Spot Promotions**

A. All Regular Promotions shall proceed through the following steps outlined below. At the discretion of the Superintendent selected Spot Promotions may be filled utilizing the steps outlined below.

#### **Section 5-3 The Promotion System**

A. The promotion system consists of five (5) separate parts.

1. Written Test/Specialized Requirements
2. Resume Evaluation
3. Structured Oral Interviews
4. Civilian College Education/Military Service
5. Longevity

B. These parts will be weighted as listed below.

1. 25 Points Written Test/Specialized Requirements
2. 5 Points Resume Evaluation
3. 50 Points Structured Oral Interviews
4. 10 Points Civilian College Education/Military Service
5. 10 Points Longevity

Component	Maximum Points
Written Examination (Maximum/Raw Score = 100%)	25 points (25%)
Resume Evaluation	5 points (5%)
Oral Interview (Maximum/Raw Score = 100%)	50 points (50%)
Education Credit/Military Service	10 points (10%)
Longevity/Seniority	10 points (10%)
<b>TOTAL</b>	<b>100 points possible</b>

#### Section 5-4 Requirements

A. Employees who wish to be considered for regular promotion to ranks below captain must first meet specific requirements. The exact requirements to be completed will depend upon the specific position in which the applicant is interested. The requirements consist of a written test and/or specialized requirements such as a commercial pilot's license, a college degree, etc. At the discretion of the Superintendent, employees may be laterally transferred in the best interests of the Department.

B. An employee whose present position is reclassified as outlined in [HMR-025](#) shall not be required to meet established requirements to be eligible for promotion.

C. The Promotion System Guide contains the specific requirements for all positions in the Department below the rank of captain.

#### Section 5-5 Advertising Vacancies and Application Processing

A. The Human Resources Director, 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 (e.g. GHQ, area, a district, etc.) 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,

b. Between the hours of 0800 and 1700; and

6. This vacancy notice shall be sent to all commanding officers. Notices of vacancies shall be published for a minimum of five (5) business days.

B. Each commanding officer receiving a notice of vacancy shall cause all members of their respective commands to be notified.

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

1. Online Application (Part 1) as outlined in the announcement, with an email notification 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 Human Resources Division; 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.

3. Prepare and submit a resume by attaching it to the online application in PDF format. The resume should be constructed to clearly and concisely document job-related elements to include:

a. Relevant leadership roles, assignments, and supervisory experience

b. Education, degrees, certifications, and specialized training

c. Military service (if applicable)

d. Instructor roles, specialty certifications, or collateral duties

e. Community engagement, professional development, and continuing education

f. Awards, commendations, and notable achievements

g. Contribution towards advancing Department objectives

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. Have scored at least 70% on the written test required as outlined above;

3. Hold a rank not more than two grades below that of the vacancy, with the exception of applicants holding the rank of trooper who shall be eligible to apply for vacancies up to and including the rank of first sergeant;

4. The employee may not be in an unpaid leave status; and

5. Shall meet any additional special requirements outlined in the announcement.

E. The applicant's commanding officer receiving the applications shall forward Parts II and III of the application to [swornpromotions@isp.in.gov](mailto:swornpromotions@isp.in.gov) no later than ten (10) calendar days after the notice for the vacancy has closed.

F. The Human Resources Division shall:

1. Collect all applications;

2. Determine the eight (8) applicants whose scores on the written test are the highest;

- a. If multiple vacancies (with the same job description) are posted within a single vacancy announcement, interviews shall be conducted concurrently to fill each of the vacancies.
- b. When two (2) vacancies (for a single posting-as stated above) are announced, the nine (9) applicants having the highest written test scores shall be eligible for interview. If three (3) vacancies are announced on one posting, then ten (10) applicants are eligible, and so on; and
3. Deliver a list of eligible applicants to the chairperson of the interview committee and inform the chairperson of any problems concerning eligibility and/or qualifications.

#### **Section 5-6 Interview Process**

- A. The Human Resources Director shall designate interview committees composed only of those majors and captains who have been trained in the Structured Interview Process. In addition, a chairperson shall be named.
- B. The chairperson of the interview committee shall:
  1. Determine the time and place for conducting the interviews in accordance with the above procedures;
  2. Be responsible for causing all eligible applicants to be notified of the interview;
  3. Ensure all associated documents are present at the interview site;
  4. Preside over the interviews and resume evaluations; and
  5. Deliver the results of the interviews to the Human Resources Division.
- C. All eligible applicants shall appear before the interview committee at the designated time and place. Those applicants, who fail to do so, after having received the notification, may be eliminated from consideration for the position.
- D. The interview committee shall:
  1. Interview all applicants who present themselves at the designated time and place;
  2. Begin each interview with the presentation of the applicant's resume, and score the resume as objectively as possible using the resume scoresheet;
  3. Ask only those questions that are approved for the structured oral interview for the vacant position;
  4. Judge all applicants' potential, as objectively as possible, using only the information brought out during the structured interview; and

5. Use the Promotion Interview Forms to determine and record a numerical value for each area considered.

#### Section 5-7 Calculation of Final Score

- A. The Human Resources Director shall forward the military service calculation, education credit calculation and longevity calculation to the Department testing consultant for a final score.
- B. The Department testing consultant will compile the final scores for each applicant in a rank order listing and will forward the list to the Human Resources Division, who will then compile and forward the information to the Superintendent.
- C. Applicants will be provided feedback, in writing, from the Human Resources Division after the vacancy has been filled.

#### Section 5-8 Selection

- A. The Superintendent shall designate, subject to approval of the Indiana State Police Board, the applicant to be promoted from the top three (3) on the list, except:
  - 1. When multiple vacancies (with the same job description) are posted in one announcement, as noted above, the Superintendent may designate the applicant to be promoted from:
    - a. The top four (4) on the list when two (2) vacancies are announced, or
    - b. The top five (5) on the list when three (3) vacancies are announced and so on.
  - B. To be eligible for promotion, the employee must be able to perform the essential functions of the position being sought.

#### Section 5-9 Regular Promotion Probationary Periods

A. Employees who have been elevated by regular promotion in rank, grade or position below the rank of captain (except for permanent appointment to the rank of trooper from the rank of probationary trooper) 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; 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 5-10 Spot Promotions

- A. May be made in cases in which the duty to be performed may be particular in nature. Upon recommendation of the Superintendent, the Indiana State Police Board may designate positions as spot assignments. Spot Promotion may involve temporary increases in rank.
- B. Procedures determined by the Superintendent and outlined in the vacancy announcement shall be followed; and
- C. Any employee so assigned may be returned, by the Superintendent, to the employee's former permanent rank, grade or position at any time, without recourse. The affected employee shall sign a waiver as a condition of a spot assignment. Any such return shall not constitute a demotion.

## 5-11 Return to Previous Rank

- A. If an employee is promoted (Permanent or Spot) or appointed to a position, and is unable to satisfactorily perform the requirements of the new position, the Superintendent may return the employee to their previous rank, previous position (if it has not been filled), or to another position at the Superintendent's discretion that is in the best interests of the Department. If this is in relation to a permanent promotion it shall occur within the respective probationary period. This action shall not be considered a demotion.