

POLICE RULE 4

REAPPOINTMENT

Section 4-1 **Procedure**

A. Former employees seeking reappointment to the Department as a police officer shall submit a letter of request to the Superintendent stating the reasons reappointment is being sought.

B. Police employees may be re-employed as civilians after retirement, as outlined in the Personnel Rules for civilian employees.

1. The Superintendent may deny the request or refer it for further processing.
2. If the request for reappointment is to be considered further, a comprehensive background investigation shall be conducted.
3. Former employees may be scheduled to appear before the ISP Board for an interview.
4. Former employees seeking reappointment shall meet all the requirements for police employees as specified in [Police Rule 1, Section 1-3](#) and [240 IAC 1-4-18](#).
5. Before being reappointed, former employees shall have demonstrated, in their activities with the Department and their record since leaving the Department, that they are outstanding in character and ability, and that they would be of greater value to the Department than a new employee.
6. The reappointment of former employees is subject to the approval of the Superintendent and the ISP Board.
7. Reappointed former employees shall be required to comply with the provisions of [TRA-003 Return to Duty Retraining Requirements](#).
8. Former employees may, at the discretion of the Superintendent, be required to attend the next session of the Department's recruit training school.
9. Former employees that are approved for reappointment shall be given an adjusted accrual date to show their time of service with the agency. This adjusted accrual date shall be calculated by using the date the employee returns and subtracting the time of prior service with the agency.
10. The rehire date shall be used as the appointment date to be displayed on the official Department photo identification. The rehire date shall be used to determine the earning of personal leave and sick time.
11. Reappointments shall begin with a zero vacation balance. During the first calendar year, from the reappointment date to the end of that calendar year, vacation shall be accrued based on the reappointment date. Total time of service will determine the total number of days to be accrued. As of January 1 of the following calendar year vacation time shall be accrued based on the adjusted accrual date and as outlined in the [Police Rule 6-Vacation](#).

12. The total time of service shall be used to determine the employee's rate of pay and shall follow the pay matrix step that is in effect at the time of reappointment.

13. The total time of service with the Department may not be reflective of total pension service credit.