

INDIANA STATE POLICE

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This section outlines the Indiana State Police's internal review of DEI position, departments, activities, procedures, and programs as required by Executive Order 25-14.

DEI Department

The State Police did not have a department dedicated to DEI initiatives.

DEI Staff Positions

The Indiana State Police had an Office of Equity and Inclusion under Superintendent Doug Carter. Superintendent Anthony Scott assumed responsibility of the Indiana State Police and immediately removed that position from the organizational chart.

Mission Statement or Value Statement

- The State Police do not have a mission or value statement involving DEI.

Programs Administered to the Public

- The Standard Operating Procedure HMR-027 – Recruitment for Trooper Trainee.¹

Grant Conditions

- The State Police does not have any DEI grant conditions.

Training/Instruction Administered to the Employees

- The Standard Operating Procedure HMR-028 – Selection Process for Trooper, Capitol Police, and Motor Carrier Inspector.²
- Police Rule 5 – Promotions. The SOPs are currently in the process of being reviewed and will be changed. Police Rule 5 is currently being reviewed and will be presented to the Indiana State Police Board for approval. (See IC 10-11-2-9)³


Job Applicant Requirements

- The State Police does not have any job applicant requirements for DEI.

¹ Standard Operating Procedure HMR-027 – Recruitment for Trooper Trainee. This SOP is under review and is anticipated for update by the end of 3d quarter 2025 to remove references to minority diversity and inclusion offices of colleges, minority owned businesses, and affirmative action policies.

² Standard Operating Procedure HMR-028 – Selection Process for Trooper, Capitol Police, and Motor Carrier Inspectors. This SOP is anticipated for update by the end of 3d quarter 2025 to remove references to affirmative action policies.

³ Police Rule 5 – Promotions. This Police Rule is under review and is anticipated for submission to the Indiana State Police Board for approval at the July 2025 meeting. The update removes language from the Rule requiring the inclusion of minority candidates in the promotional process and allowance for promotion of minority candidates, regardless of their final position in the promotional process.

	STANDARD OPERATING PROCEDURE <small>State Form 39870(R/S-06)</small>	Reference Number HMR-027
	Subject Recruitment for Trooper Trainee	
	Special Instructions Replaces PIO-003 dated March 1, 2015	Effective Date April 24, 2024

I. PURPOSE

Establish guidelines for a program to recruit qualified applicants for the position of Trooper Trainee.

II. POLICY

The Department shall seek qualified applicants for the position of Trooper Trainee to fill actual and forecasted vacancies. Recruitment shall be conducted in accordance with the Department's plan for Equal Employment Opportunity and Affirmative Action and under the provisions of the Americans with Disabilities Act. The Department shall advertise as an equal opportunity employer in all employment announcements and recruiting literature.

III. PROCEDURE

A. The Department's recruiting program shall be administered by the Human Resources Division. The Human Resources Division shall plan, organize and manage all recruiting activities.

B. The Department shall actively participate in all phases of its recruitment program; whether functioning by itself and/or in cooperation with other agencies/organizations.

1. The Department may seek recruitment assistance, referrals and advice through various community organizations and/or military branches.

2. The Human Resources Division shall establish and maintain contact with:

- a. The minority affairs/diversity and inclusion offices of Indiana colleges and universities and Indiana minority owned newspapers and radio stations;
- b. Applicable community organizations;
- c. News media outlets to provide the public information on employment opportunities;
- d. May participate in "Career Days" and "Job Fairs" as a means of recruiting at educational institutions, military bases and community events, both in state and out of state; and/or
- e. Social media platforms - i.e. Instagram, X, YouTube, Face Book, etc.

C. The Department shall involve all personnel in various recruitment activities on a routine basis, as all personnel are dedicated to identifying and seeking qualified applicants.

1. Individuals shall be knowledgeable in personnel matters, especially the Equal Employment Opportunity and Affirmative Action policies of the Department, as well as related provisions of the Americans with Disabilities Act.

2. Whenever possible, minority personnel fluent in the community's languages and are aware of the cultural environment, shall be actively involved in the Department's recruitment program.

D. The Assistant Chief of Staff Human Resources and Administration or a designee, shall upon request, prepare and submit to the Primary Staff:


1. A progress report to document all recruiting activities during the requested period of time; and
2. An annual recruitment evaluation report containing information on the following elements:
 - a. A measurement of recruitment activities against quantitative objectives;
 - b. An analysis of the effectiveness or ineffectiveness of recruitment; and
 - c. Recommendations for improvements.

E. Public notice of employment vacancies shall be made at least ten (10) working days prior to any official application-filing deadline.

F. Human Resources Division shall:

1. Maintain an application database containing all "Preliminary On-line Trooper Applications";
2. Return to an applicant any application containing omissions or deficiencies;
3. Maintain contact with each applicant, providing the applicant with information concerning the various phases of selection; and
4. Provide locations for administering the selection process testing for all applicants at a date, time and location so designated by the Department.

G. This procedure is to be used in conjunction with all relevant Department regulations, rules, policies, and procedures.

	STANDARD OPERATING PROCEDURE State Form 39870(R/S-06)	Reference Number HMR-028
	Subject Selection Process for Trooper, Capitol Police and Motor Carrier Inspector	
	Special Instructions Replaces HMR-028 dated March 1, 2015	Effective Date April 24, 2024

I. PURPOSE

Establish all policies, procedures and materials utilized in the selection process for applicants who desire to become Troopers, Capitol Police Section Officers or Motor Carrier Inspectors.

II. POLICY

All policies, procedures and materials utilized in the selection process for Troopers, Capitol Police Officers or Motor Carrier Inspectors shall be documented in the Selection Process Manual. The manual shall be the only official source of information for the interpretation or explanation of the selection process within the agency. Personnel who are assigned duties associated with the selection process shall refer to the Selection Process Manual for guidance.

III. PROCEDURE

A. The Selection Process Manual shall identify the legal requirements of the selection process and the position of authority responsible for the implementation of such policies, duties and responsibilities of that position.

B. The Assistant Chief of Staff (AC/S) Human Resources and Administration shall:

1. Be responsible for the administration of the selection process for applicants for these positions and shall ensure that all testing and evaluating components, within the selection process, conform to the legal requirements that govern hiring standards for these positions;
2. Direct the development of a comprehensive selection process for each position. Every effort shall be made to ensure that the selection process utilizes components that have been documented as having validity, utility and a minimum adverse impact for Equal Employment Opportunity (EEO) for protected classes who make application for employment;
3. Maintain all records, documents, files and manuals that describe the administration of the selection process, in part or whole. Such documentation shall be retained in accordance with the record retention policies of the Department and shall be made available, upon proper request, to any person or agency that desires to inspect the documentation for the purpose of determining compliance with the Affirmative Action Plan and requirements for Equal Opportunity Employers;
4. Ensure the selection process is administered in a fair and impartial manner, with every effort to minimize the occurrence of adverse impact to any person or group of people. This requires all elements of the selection process to be administered, scored, evaluated and interpreted in a uniform manner;

5. Ensure staff members and officers assigned to assist with the administration of any components of the selection process are knowledgeable of the Department's Affirmative Action Plan and requirements for Equal Opportunity Employers;

6. Submit the names of personnel to be used during the various stages of the selection process to the Chief of Staff, for approval. Personnel representative of different races, sex and ethnic groups within the Department shall be utilized;

7. Make an annual review of the selection process to ensure all aspects of testing and screening are valid and minimize adverse impact.

a. The report shall include recommendations to correct or minimize the occurrence of adverse impact and shall offer solutions that may be instituted to address deficiencies.

b. The report shall be directed to the Superintendent no later than 90 days upon completion of a selection process; and

8. Make available a copy of the Selection Process Manual when requested by Department personnel.

C. This procedure is to be used in conjunction with all relevant Department regulations, rules, policies, and procedures.

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](#) under Promotions)*

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

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 or as described in Section 5-10 of this rule.

Section 5-3: The Promotion System

A. The promotion system consists of four (4) separate parts.

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

B. These parts will be weighted as listed below.

1. 40 Points Written Test/Specialized Requirements
2. 40 Points Structured Oral Interviews
3. 10 Points Civilian College Education/Military Service
4. 10 Points Longevity

Component	Maximum Points
Written Examination (Maximum/Raw Score = 100%)	40 points (40%)
Oral Interview (Maximum/Raw Score = 100%)	40 points (40%)
Education Credit/Military Service	10 points (10%)
Longevity/Seniority	10 points (10%)
TOTAL	100 points possible

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 Promotional 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 Assistant Chief of Staff (AC/S) 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 (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 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. 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. Have scored at least 70% on the written test required in Section 5-3 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 the Personnel Officer 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.

3. Provide to the Superintendent the identity of the two highest scoring qualified minority applicants for the vacant position when underutilization of minorities exists in the vacant rank and minorities are not represented in the eligible applicant group; and

4. 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.

G. In addition to the eligible applicants mentioned in E-2 above, when underutilization exists, the Superintendent may include in the interview process up to two qualified minorities who have scored the highest and who have applied for the vacant position.

Section 5-6 Interview Process

A. The AC/S Human Resources and Administration 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 within the guidelines of Section 5-3 (A) 2;
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
5. Deliver the results of the interviews to the Personnel Officer.

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. Ask only those questions that are approved for the structured oral interview for the vacant position;
3. Judge all applicants' potential, as objectively as possible, using only the information brought out during the structured interview; and
4. 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 AC/S Human Resources and Administration 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 it has been determined that there is an underutilization of minorities in the vacant rank. When that has been determined, the Superintendent may designate a minority for promotion into the vacant position subject to approval of the Indiana State Police Board, regardless of the minorities' position on the list; or
 - 2. When multiple vacancies (with the same job description) are posted in one announcement, as noted in section 5-5, F-2-b, 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

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. 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 5-10 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

If an employee is promoted (Permanent or Spot) or appointed to a position and after all initial and remedial training has been utilized 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 probation period. This action shall not be considered a demotion.