

REGULATION 3

DEFINITIONS

The following terms, unless otherwise qualified, shall be defined as follows:

A. **Administrative Assistant** – Employee of the Department so designated by the Superintendent.

B. **Administrative Board** – Any board appointed by the Superintendent to perform a specialized administrative function including, but not limited to: Personnel Board; Crash Review Board; and Board of Survey. The Pension Advisory Board, for the purpose of this definition, shall also be considered an administrative board.

C. **Administrative Duty** – Refer to section on Duty Status.

D. **Administrative Leave** – Refer to section on Duty Status

E. **Alternative Work Schedule** – An approved schedule outside the civilian 7.5 hour schedule, the Capitol Police Section (CPS) 8.0 hour and trooper/ISP 8.5 hour schedule that remains in compliance with the normal pay period requirements.

F. **Appointing Authority** – The Superintendent.

G. **Area** – Geographic section of the state as determined by the Superintendent for administration, command, and control of districts and related criminal investigations.

H. **Area Commander** – An ISP captain designated by the Superintendent, under supervision of a zone commander, to exercise command authority over a designated grouping of districts and personnel.

I. **Area Investigative Commander** – An ISP lieutenant designated by the Superintendent to exercise command authority, under supervision of an Area Commander, over the investigative personnel assigned to districts within the area.

J. **Assistant Chief of Staff (AC/S)** – Refer also to Staff: Primary Staff

K. **Assistant District Commander** – An ISP first sergeant designated by the Superintendent to assist the district commander, as directed, in the administration of a district.

L. **Assistant Superintendent** – See Chief of Staff.

M. **Board** – The Indiana State Police Board, unless otherwise defined.

N. **Calendar year** (current) – The calendar year as of today's date.

O. **Calendar year** (previous) – The calendar year prior to the current year (e.g., if today was August 4, 1999, the previous calendar year would be 1998).

P. **Chief of Staff** – An ISP colonel designated by the Superintendent, with the approval of the Indiana State Police Board, to exercise command authority over the Department and perform other specific duties as directed by the Superintendent (formerly titled Assistant Superintendent).

Q. **Class** or **Class of Position** – Group of jobs in the Department, all of which are sufficiently alike in duties, authority, and responsibility, that the same qualifications may be required and the same pay schedule applied.

R. **Civilian Employee** – Employee of the Department who has not been vested with the authority or duties of a police employee.

S. **Compensatory Time** – Time off granted in lieu of pay for working beyond a regularly scheduled shift.

T. **Day** – A Calendar day, except where otherwise indicated.

U. **Day Off** – Regularly scheduled day off, unless otherwise stated.

V. **Demotion** – Change of an employee from one class to another having a lower maximum salary.

W. **Department** – The Indiana State Police Department.

X. **Deputy Commander** – An ISP Captain designated by the Superintendent to exercise command authority over a division and to perform other duties as directed by the appropriate Assistant Chief of Staff or Major Subordinate Commander.

Y. **Directive** – An order issued by the proper authority.

Z. **Disciplinary Action** – A suspension without pay, demotion, or termination of employment.

A1. **Disciplinary Hearing Board** – Appointed by the Superintendent to review disciplinary actions taken on police employees by their commanders. Such board shall consist of not less than three (3) nor more than five (5) Primary Staff members, one of which shall be designated chairperson by the Superintendent.

B1. **Disciplinary Review Board** – Appointed by the Superintendent to review disciplinary actions taken on civilian employees by their commanders. Such Board shall consist of one civilian supervisor and not less than three (3) nor more than five (5) Primary Staff members, one of whom shall be designated Chairperson by the Superintendent.

C1. **District** – An administrative and geographic section of the state.

D1. District Commander – An ISP lieutenant designated by the Superintendent to exercise command authority over a district and to perform other duties as directed by the appropriate zone commander.

E1. District Duty Officer – An officer assigned command of a district during a shift in the absence of and with the authority of the district commander.

F1. District Investigative Commander – An ISP first sergeant under supervision of an area investigative commander designated by the Superintendent to exercise command authority over the criminal investigations personnel assigned to the district.

G1. Division – Administrative subdivision of General Headquarters.

H1. Division Commander – An ISP Major or civilian employee (Director) designated by the Superintendent to exercise command authority over a division and to perform other duties as directed by the Chief of Staff.

I1. Duty Status:

(1) **Administrative Duty** – A work status indicating the employee is only permitted to perform support job functions (e.g. duty officer or clerical functions) removing the employee from performing otherwise expected essential job functions.

(2) **Administrative Leave** – A work status indicating the employee is temporarily relieved of official police duties and responsibilities. This status may be with or without pay.

(3) **Full Duty** – A work status indicating the employee is capable of performing all essential job functions without physical or psychological limitation.

(4) **Limited Duty** – A work status indicating the employee is restricted from performing portions of their essential job functions due physical or psychological limitation.

(5) **Post Critical Incident Duty** – A work status indicating the employee has been involved in a situation where a significant physical or psychological crisis has been experienced and is now not required to perform their respective essential job functions. The employee may be placed on administrative leave or assigned administrative support duties until such time as they can perform essential job functions.

Note: Police powers may be suspended for sworn personnel while on administrative duty or leave or on Post Critical Incident Duty status, if so determined by the Superintendent.

(6) **On-Duty** – When an employee calls on or reports for duty as scheduled or otherwise directed; or, when an employee who was not “on-duty” becomes involved in a duty-related action.

(7) **Off-Duty** – Any period of time an employee is not on-duty.

J1. Emergency Overtime – Overtime that is necessary to maintain a required level of police operations support.

K1. Employee – Any employee in the regular paid service of the Department who has not terminated the employer/employee relationship, or any employee who has not been otherwise lawfully terminated by the Department.

L1. Employee Beneficiary – An ISP police employee who has completed an application to become a member of the state police pension and benefit programs and who has authorized payroll deductions as required in the Pension Trust Agreement, and those civilian employees presently participating in the pension and benefit programs.

M1. Employee-in-Charge – Any employee who has been placed in a position of supervisory responsibility over any activity or function of the Department.

N1. Employee's Family – Husband, wife, father, mother, son, daughter, brother, sister, grandparent, grandchild, or spouse of any of these, or a person living in the same household as the employee. For married employees, these members of the spouse's family are included. Steps or greats of the above listed relatives are also covered.

O1. Final vacation – Refer to section on Separation of Employment.

P1. Full Duty – Refer to section on Duty Status.

Q1. General Headquarters – The central administrative and executive offices of the Department.

R1. Good Standing (In) – Refer to section on Retiree

S1. Holiday – Official state holiday included in the annual Governor's Holiday Schedule.

T1. Immediate Family – Spouse or child (that is biological, step, adopted, or foster); or, an endangered adult or parent who resides with and is dependent upon the employee for care and support.

U1. Last Day of Employment – Refer to section on Separation of Employment.

V1. Last Regular duty Work Day – Refer to section on Separation of Employment.

W1. Limited Duty – Refer to section on Duty Status.

X1. Line Commander – A police employee whose primary responsibility is to exercise command supervisory control over subordinate personnel.

Y1. Major Subordinate Commander – Refer to section on staff.

Z1. **Military** – Components of the military service of the United States and/or State of Indiana.

A2. **Motor Carrier Inspector** – A civilian employee authorized to perform tasks related to the enforcement of commercial vehicle regulations and vested with all necessary enforcement powers provided in IC 10-11-2-26.

B2. **On-Duty** – Refer to section on Duty Status.

C2. **Off-Duty** – Refer to section on Duty Status.

D2. **Out-Processing Day** – Refer to section on Separation of Employment.

E2. **Overtime, Premium** – Hours of work in excess of 171 hours in a 28-day work period.

F2. **Overtime, Straight time** – Hours in excess of the normal work day, or hours of work on a scheduled day off that does not qualify as premium overtime.

G2. **Pay Period** – A time period, of 14 calendar days for payroll purposes, used to compute compensation due an employee.

H2. **Per Diem** – Daily travel expenses authorized by the state of Indiana travel regulations and Department procedures.

I2. **Personal Leave** – Absence from duty with pay for personal reasons that are not recorded as vacation or compensatory time.

J2. **Personnel Board** – An administrative board within the Department whose function is to advise the Superintendent on personnel matters. The Personnel Board shall consist of at least three (3) members of the Primary Staff and the Chief of Staff for a total of four (4) members which shall constitute a quorum for conducting business. In addition, the Personnel Officer, or if absent, a member of the Personnel Board, shall act as secretary.

K2. **Police Officer (Capitol)** – An employee who has been duly sworn and vested with all necessary police powers provided in IC 10-11-2-28.

L2. **Policy** – A statement of a definite course or method of action.

M2. **Position** – A job that exists independently of the presence of a person in it.

N2. **Post** – Building which houses the administrative office of the district.

O2. **Post Critical Incident Duty** – Refer to section on Duty Status.

P2. **Primary Staff** – Refer to section on staff.

Q2. Probationary Employee – An employee of the Department who has not received permanent status in rank or classification.

R2. Promotion:

(1) **Regular Promotion** – An elevation in rank (lieutenant or below) or grade or change in position that is competed for through the promotion system and may become permanent after successfully completing the prescribed probationary period as determined by the Superintendent.

(2) **Spot Promotion** – 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.

(3) **Appointment** – An elevation in rank (captain or above) made by the Superintendent, subject to the approval of the Indiana State Police Board; such positions shall not become permanent.

S2. Ranking Officer – Officer of the highest grade or rank present.

T2. Reclassification – Change of an individual position by raising it to a higher class, reducing it to a lower class, or moving it to another class in the same pay level on the basis of significant changes in the kind of work, difficulty, or responsibility of the work performed in such position. It does not require the change of an employee from one position to another.

U2. Regulations – Directives that define principles, values, or behaviors. Orders of the Superintendent prescribed and adopted by the Board for the government of the Department;

V2. Relative – See Employee’s Family.

W2. Retiree – An employee who separates service (in good standing) from the Department under applicable guidelines (listed below):

(1) An employee in the police pension eligible to receive a retirement benefit within one month of ceasing service that has not been reduced due to years of service; or,

(2) A civilian employee after 20 years service and is eligible for an unreduced pension benefit under PERF; or

(3) A Capitol Police Section Officer after 20 years as a CPS Officer and is eligible for an unreduced pension benefit under PERF.

(4) In order to separate from the Department in good standing, an employee must:

(a) Separate voluntarily from service with the Department,

(b) Complete the necessary notice and out-processing procedures required by SOP HMR-004, unless waived by the Superintendent, and

(c) Must not be the subject of a formal internal investigation or a documented criminal investigation at the time of separation.

This requirement is intended to specifically exclude employees who resign in an attempt to avoid potential criminal charges or Departmental administrative discipline.

X2. Rules – Orders of the Superintendent which govern management and administration or, control the conduct and actions of Department personnel.

Y2. Section – Normally a subdivision of a general headquarters division.

Z2. Section Commander – Employee designated by the Superintendent to exercise command authority over a section and to perform other duties as directed by the Chief of Staff or appropriate assistant chief of staff, major subordinate commander, or division commander.

A3. Separation of Employment and related definitions:

(1) **Final vacation** – Vacation time used when permanently separating from the Department. The amount of time used will have no effect on the employee's scheduled out-processing day.

(2) **Last Day of Employment** – The day (date), as determined by the Human Resources Division, that an employee is considered employed by the Department and is on payroll.

(3) **Last Regular duty Work Day** – The last day in which an employee is required and expected to report for and perform their required duties.

(4) **Out-Processing Day** – The workday (as determined by the Human Resources Division) designated for equipment turn-in and the completion of administrative functions associated with the termination of employment. Out-processing day shall not be construed to be the last regular duty workday.

(5) **Pension Benefit** – Provided to an employee who is vested in the Department pension program.

B3. Separation of Employment (Notice of) – A written notice of intent to end employment with the Department, through channels, to the Superintendent; submitted at least three (3) weeks prior to the employee's last regular duty work day.

C3. Sick Leave – Absence from duty of any employee because of personal illness, injury, or legal quarantine of the employee or of a member of the employee's immediate family.

D3. Special Investigations Deputy Commander – An ISP captain designated by the Superintendent to exercise command authority over the Special Investigations Command personnel as designated by the Special Investigations Commander.

E3. **Squad Leader** – A police employee with direct first line supervision over subordinate police employees.

F3. **Staff:**

(1) **Command Staff** – Shall consist of major subordinate commanders designated by the Superintendent to exercise command authority over designated areas of the Department.

(2) **Primary Staff** – Shall consist of personnel designated by the Superintendent to serve as the assistant chiefs of staff for the purposes of advising the Superintendent and Chief of Staff, as well as providing the command staff with a resource to resolve complex issues or issues possibly involving or impacting multiple areas within the Department.

(3) **Major Subordinate Commanders (MSC)** – An ISP major designated by the Superintendent, under supervision of the Chief of Staff, to exercise command authority in the following areas of responsibility; North and South Zone Commands, Special Investigations Command, Commercial Vehicle Enforcement, and Special Operations Command. MSC shall have direct access to the Superintendent and the Chief of Staff; however, MSC should seek out and include the Primary Staff when dealing in complex issues or issues possibly involving or impacting multiple areas within the Department.

(4) **Superintendent's Personal Staff** – Shall consist of:

- (a) The Chief Legal Counsel;
- (b) Executive Assistant;
- (c) Chaplain;
- (d) Public Information Officer (Department spokesman); and
- (e) The Protocol Officer.

G3. **Standard Operating Procedures** – Statement of methods outlining the way policies of the Department are to be accomplished. Such procedures are issued by the Superintendent and shall not conflict with any Board policy, statute, regulation, or rule.

H3. **Superintendent** – Appointee of the Governor, who shall be the chief administrative officer and shall have general control and management of the Department.

I3. **Termination** – Retirement, resignation, or other official final separation from the Department.

J3. **Termination Date** – Last and final day on the Department payroll as an employee.

K3. **Tour of duty** – The period during which an employee is on duty. It may be a scheduled or unscheduled period.

L3. **Transfer** – Change of an employee from one position to another in the same class or similar class with essentially the same basic qualifications and same maximum salary.

M3. **Uniformed Personnel** – All Department employees wearing an issued Department uniform.

N3. **Vacation** – Earned leave with pay according to Department vacation policy.

O3. **Work Period** – Any Department established and regularly recurring period of work of 28 consecutive days.

P3. **Work Day** – A regular scheduled workday; except, as otherwise indicated

Q3. **Work Schedule (Rotating Shift)** – Where days off vary and are not necessarily Saturday and Sunday (unless otherwise indicated).

R3. **Work Schedule (Standard Shift)** – Where employees normally work five days (5) on and two (2) days off. Days-off are normally Saturday and Sunday (unless otherwise indicated).

S3. **Work Week** – 2400 hours Saturday to 2400 hours the following Saturday.

T3. **Work Week (Hours)** – Any Department established and regularly recurring period of work of 42.5 hours, including a lunch period for ISP police employees; 40.0 hours inclusive of a lunch period for CPS police employees; and 37.5 hours exclusive of a lunch period for non-police employees.

U3. **Written and Verbal Orders** – All such Department orders issued by the Superintendent and/or other authorized personnel.

V3. **Zone Commander** – An ISP major designated by the Superintendent, under supervision of the Chief of Staff to exercise command authority over a designated grouping of areas, districts, and personnel.

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