

**CAPITOL POLICE SECTION
OFFICER 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 his 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 Procedures

All Capitol Police Section Officers (CPS) shall be appointed to the Department:

- A. By the Superintendent;
- B. Only after satisfactory completion of the selection and training procedures prescribed by the Superintendent;
- 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; and
- D. Permanently by the Superintendent upon the satisfactory completion of the probationary period.

Section 1-3 Applicant Standards

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

- 1. Must be a United States citizen.
- 2. Must be at least 21 years of age, when appointed as a Capitol Police Section Officer.
- 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 drivers' license to operate an automobile.

5. Must be a high school graduate, as evidenced by a diploma or General Equivalency Diploma (GED).

6. 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 1-4 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](#). 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 a Department consulting physician.

C. Successful applicants may be appointed to the Department and retained as a CPS officer, or placed on a reserve list for filling future vacancies, or dropped from further consideration as a prospective Capitol Police Section Officer.

Section 1-5 Oath and Affirmation

Before employment, all prospective Capitol Police Section Officers 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.