



COLORADO PEACE OFFICER STANDARDS and TRAINING (POST)

TITLE: POST Academy Renewal Application Review Process

Originator: Cathy Rodriguez	Reviewer:	Approver: POST Board
Original Effective Date:	Policy Number:	Last Revision Date: 11/22/2023

Purpose and Scope:

POST is statutorily responsible for ensuring compliance for law enforcement training academies. The number of POST academies has surpassed the staffing ability of POST to ensure compliance efficiently and effectively (i.e. more academies continue being approved but POST staffing remains the same and the compliance expectation remains the same legislatively). POST ensures compliance by doing the following for each POST academy:

- Reviewing individual hours of academy schedules
- Reviewing all documentation verifying recruits are eligible for certification
- Proctoring certification exams and issuing certificates
- Coordinating and conducting audits and inspections
- Providing technical assistance to academies

POST Rule 21 requires all continuing academies to submit a renewal application to the POST board every five years when notified by POST Staff they are required to do so.

Policy:

1. Selection:

POST compliance staff uses the following to help determine order of renewal:

- Academy statistics ranking (for past three years)
- Compliance issues (for past three years)
- Academy schedule

There should not be repeat renewal processes (i.e. the same academy should not have to reapply more than once in the five-year period). If an academy is selected for renewal and has submitted documents for approval for spring/fall session, one process should not impact the other unless there are compliance issues. *Please note that each year at least one Reserve and/or Refresher academy should be included in the selection process. Since these academies may not be reflected in the academy statistics data, random selection may be necessary.*

2. Notification:

POST compliance staff selects up to eight academies to be reviewed each year, based on the aforementioned criteria. POST will notify at least two of the eight selected academies per quarter. A written notice will be provided requiring a renewal application (see form) with the accompanying documentation:

1. Five curriculum lesson plans to be determined by POST compliance staff.
2. Statistical data detailing the need for continuing the POST academy along with pertinent information to assist the POST board in making a determination, which may include:
 - Total number of academies completed in the past five years
 - Success rate (graduation rate, pass rate for POST exam, FTO and employment rates, etc.)
 - Occupancy rate (i.e. percentage of recruits attending vs. total possible recruits allowed to attend)



- Nearest POST academy in the region

3. Response:

Provide deadline of 60 days to submit all required documentation to POST compliance staff.

4. Processing:

POST compliance staff processes/reviews information submitted for each academy and reviews POST files for any compliance issues. If documentation is incomplete, POST staff will contact the academy and request missing documentation providing a seven day-deadline.

5. Review:

When documentation is complete, POST staff will provide it to the sub-committee of the POST board and the Curriculum SME Committee. The Curriculum SME Committee should make a recommendation regarding Rule 21 lesson plan adherence to the subcommittee within 21 days. When the Curriculum SME Committee provides written lesson plan feedback to the academy, the revisions should be submitted for further review to POST within 21 days. Academies are encouraged to attend the POST Academy Application Subcommittee meetings and may be required to at times. The subcommittee of the POST Board will vote to approve, deny, or table for more info. The subcommittee may impose requirements of the academy on a “case by case” basis to include training and suspension of further academies for failure to complete the renewal process. Any finding to decertify an academy will automatically be sent to the full post board for review and a vote.

6. Communicate Decision:

POST staff will provide extension, probation, approval and denial decisions in writing to the academy.