



## COLORADO PEACE OFFICER STANDARDS and TRAINING (POST)

### TITLE: New Academy Notice of Intent Review Process

<b>Originator:</b> Cathy Rodriguez	<b>Reviewer:</b>	<b>Approver:</b> Erik Bourgerie
<b>Original Effective Date:</b>	<b>Policy Number:</b>	<b>Last Revision Date:</b> 9/20/21

### **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

POST Rule 21 now requires all organizations to submit to the POST board for approval prior to applying to host a POST law enforcement training academy. Please submit the following notice of intent for review by the POST board to make a determination regarding your ability to host a POST academy.

### **Policy:**

1. POST compliance staff receives correspondence from agency/school that wants to start a POST academy. POST staff communicates steps and directs them to submit the notice of interest.
2. The notice of interest form provides the following information:
  1. Reason they are seeking approval to submit an application for a new academy.
  2. Specific reasons they cannot utilize an existing post academy.
  3. Who will be staffing the academy and how will they be selected? (i.e. POST Rule requires full skills instructors for each skill at an academy).
  4. How they will ensure compliance with POST Rules.
  5. A feasibility study (POST Rule 21 c ii). The study must demonstrate the academy can be successful, demonstrate the need for the academy, and mitigate the workload on POST staff and volunteer subject matter experts required to inspect academies. Include relevant data to assist the POST board in making an informed decision.
3. POST compliance staff reviews information submitted.
4. If documentation is incomplete, POST staff contacts agency/school and requests missing documentation and provide seven day-deadline. Correspondence should indicate delays in providing requested information can delay decision making (i.e. approval). If documentation is complete POST staff provides it to sub-committee of the POST board for review.
5. Electronic review of information by the sub-committee.
6. POST schedules a meeting, either via video-conference or in person, of the subcommittee.
7. Subcommittee votes to approve, deny, or table for more info.
8. Provide written decision to the agency/school.
9. Applying organization may appeal the subcommittee decision to the full POST board for final agency action.