

CURRICULUM SME COMMITTEE

Membership Information - 2021

- I) Minimum qualifications for the Curriculum SME Committee
 - A) Time to devote to the committee
 - B) Minimum of three (3) years of training experience or its equivalent
 - C) Knowledge of current law enforcement practices
 - D) Experience with working with a lesson plan.

- II) Preferred Qualifications
 - A) Minimum of three (3) years of full-time training experience or its equivalent; and
 - B) Associates degree or 60 hours or higher in education, psychology, human resource development, criminal justice or other fields at the committee's discretion; and
 - C) Experience developing curriculum, lesson plans, or in a position of responsibility in a law enforcement training academy, or agency training unit

- III) Expectations of membership, for the Curriculum SME Committee
 - A) Attendance. Members are expected to attend a majority of the regularly scheduled Committee meetings, including meetings to review curriculum and inspections as assigned.
 - B) Inspections. Members are expected to assist POST staff with on-site academy inspections, as assigned.
 - C) Curriculum Reviews. Members are expected to review the course materials for all new academies and for ongoing academies as assigned by POST.
 - D) Update the POST curriculum on at least an annual basis

IV) Documents to submit to POST, for the Curriculum SME Committee

A) Application

Completed SME Application for Membership

B) Resume

Current resume that includes your professional goals, employment, education, relevant training and professional affiliations.

C) Letter of interest

Letter of interest that describes why you want to become a member of the Curriculum SME Committee, how your training and experience will benefit POST and the greater law enforcement community, what experience you have with developing instruction, and what experience you have with academies. Please address this letter to the Chair of the Curriculum SME Committee.

D) References and background

- 1) Letter of support from your Chief Executive Officer (e.g., Chief or Sheriff) or his or her designee stating that the agency you represent supports your selection to the Curriculum SME Committee and that you will be afforded the time to actively participate in monthly Committee meetings and additional activities/assignments, as needed. Please request that your CEO address this letter to the POST Director. POST prefers that you include the letter with your application materials. However, your CEO may mail this letter directly to the POST Director if he or she prefers.
- 2) If currently a certified peace officer in good standing in Colorado, you must continue to be qualified to serve as a peace officer.

- 3) If not a certified peace officer, you must be able to pass a background check and provide references from law enforcement or other entities with knowledge of your relevant experience.

V) Application process for the Curriculum SME Committee

- A) Submit the completed application and requested documents to POST at the address listed on the SME Application for Membership.
- B) Applications are accepted continuously but are reviewed only during regularly scheduled SME meetings. For an application to be reviewed at a regularly scheduled meeting, the completed application and all requested documents must be received at POST by 4:00 p.m. at least seven (7) calendar days prior to the date of the meeting.
- C) If there are no vacancies on the committee, applications will be held on file until a position opens.
- D) Regularly scheduled meeting dates for the SME committees are listed on the POST website, or you may contact POST to inquire about upcoming meeting dates.
- E) After your application has been reviewed by the Curriculum SME Committee, you will be notified of the status of your application within approximately two (2) weeks from the date that your completed application was reviewed. Also, you may be invited to appear in person for an interview with the Committee before a final decision is made regarding your application.
- F) The application packet with the committee approval form will be submitted to the Attorney General for final approval.

VI) Important notes

- A) A maximum of one (1) representative from an agency or organization may serve on the Curriculum SME Committee at any one time.
- B) Anyone who is interested in applying for membership on the Curriculum SME Committee is encouraged to attend a regularly scheduled meeting prior to applying. As a courtesy to POST and the Committee and for scheduling purposes, please contact POST at least one week prior to the meeting and provide your name and the date of the meeting you plan to attend.
- C) For additional information regarding SME Committees and membership, please refer to the POST website. You may also contact POST at phone 720-508-6721 or via e-mail at post@coag.gov. Thank you for your interest in applying for membership on the Curriculum SME Committee.