

## **FIREARMS SME COMMITTEE**

### **Membership Information - 2023**

- I. Minimum qualifications – PREFERRED, for the Firearms SME Committee**
  - A. Currently certified as a peace officer in the State of Colorado with a minimum of five (5) years' experience, or a retired, in good standing certified peace officer who is currently active as a firearms instructor in a Colorado POST approved academy; and
  - B. Full skills firearms instructor as defined in POST Rule 23 for a minimum of three (3) years, and
  - C. Minimum of four times as many hours as POST academy firearms program hours of academy instruction time in a POST approved academy as a full skills instructor for firearms; and
  - D. Documentation of advanced or continuing training in firearms related topics.
  
- II. Expectations of membership, for the Firearms SME Committee**
  - A. **Attendance.** Members are expected to attend a majority of the regularly scheduled Committee meetings.
  - B. **Inspections/test-outs.** Members are expected to assist POST staff with a minimum of two (2) academy inspections or POST test-outs per year.
  
- III. Documents to submit to POST, for the Firearms SME Committee**
  - A. **Application**  
Completed SME Application for Membership
  - B. **Resume**  
Current resume that includes your professional goals, employment, education, training, courses specific to firearms, and professional affiliations.
  - C. **Letter of interest**  
Letter of interest that describes why you desire to become a member of the Firearms SME Committee and what you have to offer to POST and the greater law enforcement community. Please address this

letter to *Mr. Chairman, Firearms SME Committee*.

**D. Agency letter of support**

Letter of support from your Chief Executive Officer (e.g., Chief or Sheriff) or his or her designee stating that the department you represent supports your selection on the Firearms SME Committee and that you will be afforded the time to actively participate in Committee meetings, test-outs, inspections and activities/assignments. Please request that your CEO address this letter to the *POST Director*. POST prefers that you include this letter with your application materials. However, your CEO may mail this letter to the POST Director if he or she prefers.

**E. Lesson plan and course of fire**

Submit a firearms training lesson plan and a course of fire that you have developed and used, including any handouts and test materials.

**F. Training/certificates**

1. Certificate of completion from a relevant approved skills instructor training program. I.e., forty (40)-hour basic firearms instructor program; and
2. Certificate of completion from an approved forty (40)-hour instruction methodology program (aka Intro to Instruction, Train the Trainer); and
3. Documentation to substantiate completion of a minimum of four times as many hours as POST academy firearms program hours of instructional experience as a full skills instructor (firearms) at a Colorado POST approved academy; and
4. A comprehensive list of training classes including copies of training certificates that you have completed **and** that are relevant to the Firearms SME Committee. Please do **not** submit copies of certificates from all training you have ever attended.

**NOTE:** Please make sure the documents you submit substantiate that you meet the required minimum qualifications for membership as referenced in Paragraph I.

**IV. Application guidelines for the Firearms 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. In order 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. 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.
- D. After your application has been reviewed by the Firearms 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.

**V. Important notes**

- A. Only one person per agency or academy may serve as a member of the Firearms SME Committee at any one time.
- B. Anyone who is interested in applying for membership on the Firearms SME Committee is encouraged to attend a regularly scheduled meeting *prior* to submitting an application. 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](mailto:post@coag.gov) .

Thank you for your interest in applying for membership on the Firearms SME Committee.