

CURRICULUM SME COMMITTEE

Membership Information - 2018

- I. **Minimum qualifications - PREFERRED, for the Curriculum SME Committee**
 - A. Bachelor's degree or higher in education, psychology, human resource development, criminal justice or some other related field; and
 - B. Minimum of three (3) years of full-time training experience or its equivalent; and
 - C. Knowledge of current law enforcement practices.

- II. **Expectations of membership, for the Curriculum SME Committee**
 - A. **Attendance.** Members are expected to attend a majority of the regularly scheduled Committee meetings.
 - B. **Inspections.** Members are expected to assist POST staff with academy inspections, if needed.

- III. **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, training and professional affiliations.
 - C. **Letter of interest**
Letter of interest that describes why you desire to become a member of the Curriculum SME Committee and what you have to offer to POST and the greater law enforcement community. Please address this letter to *Mr. Chairman, Curriculum 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 Curriculum SME Committee and that you will be afforded the time to actively participate in Committee meetings 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.

IV. Application guidelines 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. 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 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.

V. Important notes

- A. A maximum of two (2) representatives 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 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 .

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