



POST  
SME Committee Member Policy  
September 2019

Subject Matter Expert (SME) Committees fulfill a number of invaluable purposes for the Peace Officer Standards Training (POST) Board and staff. SME members are advisory to the POST Board and hold a certain level of authority due to their expertise in varying topics in the field of law enforcement and role in compliance. Members have regular meetings, conduct the skills portion of test outs, and complete inspections at POST academies. SME members are volunteers and do not receive monetary compensation for participation. They contribute greatly to the field and keep their skills refined by assisting others in adhering to Rule and best practices. As a result, committee membership is for elite law enforcement professionals and should be held by actual experts in the field who wish to serve others.

Pursuant to POST Rule 4, Subject Matter Expert Committees, there are specific requirements and expectations of SME Committees and Members. The purpose of this policy is to provide guidance and further detailed clarification from the POST Board.

Rule 4(a): The Board or its designee shall appoint committees of Subject Matter Experts to provide professional technical support in the areas of academic curriculum, arrest control, firearms and law enforcement driving.

*Pursuant to 24-31-303(1)(o)(II)(A), C.R.S. The POST Chair (i.e. the Attorney General) is responsible for appointing SME members. Committees will review membership applications and may interview candidates. The committee will then make a recommendation to the POST Director on whether or not the applicant should be appointed to the committee. The POST Director will review the recommendation of the committee, add their own recommendation, and route the packet via the Department of Law chain of command to the Attorney General, who will make the final appointment determination.*

Rule 4(b): The number of members in each committee will be determined by the Board and include the Director or the Director's designee who shall serve as the chairperson, a vice-chairperson elected by the members, one member of the Board, and other Subject Matter Experts from the law enforcement community. If available, each subject matter committee shall include at least two non-law enforcement members who have law enforcement expertise or expertise in providing effective training through professional expertise or subject matter training. 24-31-303 C.R.S.

*SME Committees are currently capped at 20 members, including the committee chair.*

Rule 4(c): A majority of the total members of each committee shall constitute a quorum for purposes of conducting official business.

*A quorum constitutes more than 50% of total committee membership. Official business can be conducted in person or via telephone. Voting by proxy is **not** permitted. No official business can be conducted without a quorum.*

Rule 4(d): Any person wishing to be appointed, either active or retired peace officer or SME from the law enforcement community, and who meets the minimum qualifications for membership, may apply for membership at any time throughout the calendar year.

*SME membership requirements depend on the respective skill or academia. Only one representative per law enforcement agency is permitted to be appointed to a SME Committee to promote agency diversity.*

*Details about application for SME membership is available on the POST website at:*

<https://www.colorado.gov/pacific/post/sme-committees>

Rule 4(e) Appointments will be made upon the applicant's merits and at the discretion of the Director and each of the committee chairs.

*Pursuant to 24-31-303(1)(o)(II)(A), C.R.S., diversity factors including age, gender, race, professional experience, and geographic location shall also be considered.*

Rule 4(f) Members serve for a term of up to one year that is automatically renewed in December of each year provided the member remains in good standing with the Board, and the member's agency or employer, as applicable, continues its' support of the member. There is no maximum number of terms that a member may serve.

*SME committees will vote annually regarding the SME Chair and Vice Chair positions. To remain in "good standing" with the Board, members should display professional conduct and demonstrate good attendance. The POST Chair and POST Director have the ability to remove individuals from committee membership if they are not in "good standing" or if they are not abiding by any of POST Rules, especially Rule 4 (i.e. following expectations of membership).*

Members of the committees shall receive no compensation for their services; however, may be reimbursed for actual and necessary expenses incurred in the performance of their official duties.

*SME members are not paid for attending meetings, performing test outs or conducting inspections, but can submit requests for reimbursement to the Department of Law for expenses related to travel.*

*Membership to the committee is voluntary; hence participation in the associated activities are a privilege and expectation of committee membership.*

Rule 4(g) Duties of the Committees include, but are not limited to:

1. Developing skills training programs, academic curricula and POST Board Rules;
2. Reviewing documents and providing recommendations to POST Board and staff to approve or deny academy programs, lesson plans, training sites, instructor programs, skills instructors, and other courses or programs that pertain to the establishment and maintenance of standards for peace officer training; and
3. Assisting POST Board and staff with academy and instructor program inspections and skills test-outs.

*Committee Participation: Each SME Committee should determine the appropriate frequency for meetings to conduct official business, but shall not meet less than on a quarterly basis. SME members are expected to attend 75% of meetings in their entirety, either in person, by telephone or via email. Members should attend a minimum of biannual meetings in person if they are typically attending via*

telephone. This ensures all members are actively participating and sharing perspectives, assists in relationship building among SME members, helps spread workload of reviewing referrals for committee membership and skills instructors, and reduces burnout among members.

Skills Test-Outs: Members are expected to participate in (a minimum of) one skills test out per calendar year. Test-outs are typically conducted at Flatrock in Commerce City but are subject to occur elsewhere. The actual time commitment for a test out at the academy is up to three hours (not including travel time). Participation helps build comradery among SME members, assist new members of law enforcement, and ensures SME members retain expertise in their respective skill area.

Skills Inspections: Members are expected to participate (in a minimum of) one skills inspection per calendar year. The actual time commitment for an inspection at an academy is two to three hours (not including travel time). Participation helps build comradery among SME members, share expertise and guidance with others, and ensures SME members retain expertise in their respective skill area.

Committee Best Practices Policy: Each SME Committee should create a Best Practices policy for their respective field. This policy helps others know what practices are in the best interest of the field, but not necessarily required in POST Rule or statute. This can be useful in comparing practices and performing test-outs and inspections. The policy should be regularly reviewed and kept up to date with relevant law enforcement practices.