

## **DRIVING SME COMMITTEE**

### **Membership Information - 2018**

- I. **Minimum qualifications - PREFERRED, for the Driving SME Committee**
  - A. Currently certified as a peace officer in the State of Colorado **OR** retired as a certified peace officer and who remains active with law enforcement driving training in Colorado; and
  - B. Full skills driving instructor (or equivalent) as defined in POST Rule 23 for a minimum of three (3) years.
  
- II. **Expectations of membership, for the Driving 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 Driving 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 Driving SME Committee and what you have to offer to POST and the greater law enforcement community. Please address this letter to *Mr. Chairman, Driving 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 Driving 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. Training and certificates**

Comprehensive list of training classes (with copies of certificates attached) that you have completed **and** that are relevant to the Driving SME Committee. Please do **not** submit copies of certificates from all training you have ever attended.

**F. Full skills instructor status** (POST Rule 23, *Academy Skills Instructors*)

Please include copies of the following documents, as applicable, so the Committee can determine your status as a full skills instructor for driving.

1. Certificate of completion from a relevant approved skills instructor training program. (I.e., instructor level course in law enforcement driving); 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 eighty (80)-hours of instructional experience as an assistant driving instructor at an approved basic or reserve training academy.

**IV. Application guidelines for the Driving 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 Driving 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 Driving SME Committee at any one time.
- B. Anyone who is interested in applying for membership on the Driving 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 Driving SME Committee.