



Idaho Peace Officer Standards and Training Policies and Operating Procedures

Section # 5	Regional Coordinators	Origination Date: October 6, 2011
Procedure # 3	Subject: Subject Matter Expert Instructor Applicant Approval Process	
Reference:	Idaho Code	19-5109(e)
	IDAPA Rule	11.1101.251.09
	ISP Policy	N/A
	IPOST Policy	5.1; 5.2
Commentary:	<p>POST is responsible for providing competent instruction to peace officers, law enforcement officers and dispatchers under the authority of the Peace Officer Standards and Training Council. The primary factor in producing competent instruction is locating experts who can provide quality instruction to others. This policy endeavors to set forth the minimum standards for the certification of POST subject matter expert instructors, and to insure that exemptions from the instructor certification process are properly managed by POST and the POST Council.</p> <p>The following is effective immediately:</p>	
Policy:	<p>It is the policy of Idaho Peace Officer Standards and Training (POST) that applicants for POST subject matter expert instructor exemption shall submit to an application process, documenting their qualifications and then demonstrating their ability to teach under the authority of the POST Council.</p>	
Purpose:	<p>To clearly state to an individual with expertise within a training subject contained within POST basic or in-service program, and other persons, the process for applying for and achieving POST subject matter expert instruction approval.</p>	
Definitions:	<p>“Subject Matter Expert” (SME) – means an individual defined in IDAPA 11.1101.251.09 who either by experience or knowledge demonstrates the requisite ability to provide course instruction, grading of performance-based testing, provide expertise in determining proper lesson plan materials or provide advice regarding training development and/or projects.</p>	
Procedure:	<p>1. A non-peace or law enforcement officer who is a member of law enforcement agency, or others who are deemed useful to providing competent training within the POST basic or in-service training programs, shall have a procedure to document competence, knowledge, and expertise in their field for instruction.</p>	

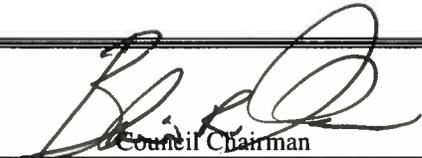
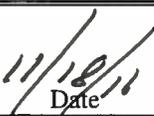
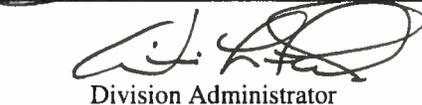


<p>R.A.C.I.</p> <p>1. Agency Admin' trator or POST Academy Training Manager or POST Regional Coordinator</p> <p>2. Regional Training Coord.</p>	<p>2. Subject matter experts shall not be required to successfully complete an approved POST instructor development course.</p> <p>3. Individuals seeking subject matter expert status shall be recommended by an agency administrator, the POST Academy Training Manager or a POST Regional Training Coordinator..</p> <p>4. An Instructor Application may be obtained from POST Headquarters, a POST Regional Office, or the POST web site at: www.post.idaho.gov.</p> <p>5. The Instructor Application shall be accompanied by required information, to include:</p> <ul style="list-style-type: none"> a. A completed POST Instructor Application Form, signed by: (1) the applicant, and (2) his/her agency admininstrator (if employed by a law enforcement agency); b. Three letters recommending the applicant as a subject matter expert for a given topic(s); c. Resume showing experience and education pertinent to topic(s) to be taught; d. Lesson plan for the topic to be deemed as a subject matter expert: <ul style="list-style-type: none"> i. as developed by the instructor; or ii. a company lesson plan if the applicant is to instruct on a product (e.g., taser, etc.) <ul style="list-style-type: none"> 1. if the company lesson plan is on file at POST, the front page and table of contents should be attached to the application; or iii. if the applicant is to be approved to instruct in a POST basic academy topic, identification of the listed POST lesson plan is acceptable; listing the appropriate POST lesson plan title and date of approval or revision. <ul style="list-style-type: none"> 1. the POST lesson plan can be acquired from a training program manager, but does not need to be submitted with the application. e. A signed Instructor Code of Ethics form. <p>6. Completed instructor certification applications shall be submitted to a POST Regional Training Coordinator.</p> <p>7. The Regional Training Coordinator will review all items in #5 above, and based on credibility of the topic and instructor(s) and subject matter content, either approve or reject the application.</p>
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8. The Regional Training Coordinator will conduct a cursory background investigation on the applicant to insure that the applicant meets the minimum character standards required of a POST instructor. (Criminal history needs to be checked minimally).
9. Once the POST Administrator has reviewed the subject matter expert application packet and the work of the Regional Training Coordinator, he shall either approve or reject the request for subject matter expert status.
10. Upon approval, the POST Administrator shall provide a letter to the applicant authorizing instruction in POST approved training programs.
11. If approved, the Regional Training Coordinator (or a POST designee) will observe the applicant teaching a class as an assessment or evaluation of the applicants ability to teach others and teach from a lesson plan.
12. Subject matter expert approval may be recinded if the applicant fails to meet and maintain POST instructional competency or character standards.

Approving Authority	POST Council	Chairman Blair Olsen	 Council Chairman	 Date
Operational Authority	POST Staff	Division Administrator	 Division Administrator	 Date
Revision Dates:				Last Revision:



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