

Rule 19 – Vehicle Identification Number Inspectors

Effective January 1, 2011

Any person seeking certification as a Vehicle Identification Number Inspector must meet each of the following requirements:

- (a) Currently serving as a peace officer recognized in Title 16, Article 2.5 of the Colorado Revised Statutes or as “Inspector” defined in Title 42 Article 5 of the Colorado Revised Statutes; and
- (b) Successfully completes and submits his/her certificate of completion from an approved Vehicle Identification Number course; and
- (c) Pay to the P.O.S.T. Board a certification fee of twenty-five dollars (\$25.00) in the form of a certified check, money order or agency check; and
- (d) Completes and submits the P.O.S.T. Form 9 – *Application for VIN Inspector Certification*; and

Rule 21 – Basic and Reserve Training Academies

Revised December 3, 2010 Effective March 1, 2011

- (a) Academy approval.
 - (I) All aspects of an academy must be in compliance with P.O.S.T. Rules and Program requirements before academy approval will be considered.
 - (II) Only an academy that is approved by the Board may provide training required for certified peace officer status; and
 - (III) Each scheduled academy class of an approved training academy must be approved prior to the start of instruction.

- (b) Continuing academies.
 - (I) A continuing academy is an approved basic or reserve academy that conducts and completes at least one approved academy class every three (3) years and operates in compliance with these Rules.
 - (II) If a continuing academy does not complete at least one approved academy class in any consecutive three (3) year period, approval of the academy shall expire. An expired academy must reapply for approval as a new academy and be approved prior to providing any academy instruction.
 - (III) Other than as referenced in the preceding paragraph (II), a continuing academy may remain approved until its status is surrendered, suspended or revoked.
 - (IV) The academy director must ensure that the following documents are received at P.O.S.T. at least thirty (30) days, but no more than sixty (60) days, prior to the start of instruction for each scheduled academy class:
 - (A) A completed P.O.S.T. Form 7, *Application for Academy Approval*; and
 - (B) A completed “*Scheduling Request for P.O.S.T. Exam*” form (basic academies only); and
 - (C) A complete and accurate academy schedule with the following information clearly noted on the schedule.
 - (1) All courses, dates and times in chronological order for each course, major exams and the name of the primary instructor for each course; and
 - (2) All dates and times when arrest control drill training, night driving and dim light shooting will be instructed; and

- (3) For arrest control and firearms training, if the schedule shows more than eight (8) hours of instruction in any one day, then the schedule must denote lab or lecture hours, as appropriate; and
 - (4) If multiple courses are listed within the same block of time on the schedule, then either the schedule itself or accompanying documents must specify the amount of time that will be instructed for each course.
 - (V) No later than 5:00 p.m. on the next business day following the first day of each approved academy class, the academy director shall ensure that an accurate enrollment roster is received at P.O.S.T. See also P.O.S.T. Rule 14, *Fingerprint-Based Criminal History Record Check*.
 - (VI) The academy director shall notify P.O.S.T. prior to the occurrence of any change of the academy's start date or end date, to include cancellation of the academy, as submitted to P.O.S.T. on the Form 7, *Application for Academy Approval*.
 - (VII) Each college academy and private occupational school academy shall establish an advisory committee that consists of law enforcement officials and administrators to assist with providing logistical support and validation of training.
- (c) New academies.
- (I) A new academy is either a basic or reserve academy that has never conducted approved training, or a basic or reserve academy that has not conducted approved training within the previous three (3) years.
 - (II) The academy director of a proposed new academy shall contact P.O.S.T. at least six (6) months prior to the anticipated start date of the new academy to ascertain application procedures and deadlines for submitting documents for new academy approval.
 - (III) The following types of academies are considered separate academies that must be individually approved:
 - (A) Basic and reserve academies even if operated by the same agency, organization or academic institution.
 - (B) Academies located either on a satellite campus, or at a different physical location than the primary academy.
 - (IV) The proposed formal name of an academy must neither misrepresent the status of the academy, nor mislead law enforcement or the public.
 - (V) Required documentation that must be submitted for new academy approval includes, but is not limited to, a videotape or DVD of all proposed sites where

academic instruction and skills training will take place, site safety plans, lesson plans for all academic courses and all skills training programs that are required by the Basic or Reserve Academic Training Program, resumes for all academic instructors, and documentation of qualifications for all skills instructors.

- (VI) Once a proposed new academy begins the approval process by submitting any of the required documentation listed in the preceding paragraph (V) to P.O.S.T., the proposed new academy shall have a maximum of twelve (12) months to complete the new academy approval process.
 - (VII) The director of a proposed new academy shall also ensure that the documents required to be submitted by continuing academies, as listed in paragraph (b)(IV) of this Rule, are received at P.O.S.T. at least thirty (30) days, but no more than sixty (60) days, prior to the start of instruction.
 - (VIII) Prior to approval, the proposed new academy must pass an on-site pre-approval inspection conducted by the Board or its designated representative(s).
- (d) Training sites, site safety plans and equipment.
- (I) An academy shall have the following training sites and facilities:
 - (A) For academics: A classroom with adequate heating, cooling, ventilation, lighting, acoustics and space, and a sufficient number of desks or tables and chairs in the classroom for each trainee; and
 - (B) For firearms: A firing range with adequate backstop and berms to ensure the safety of all persons at or near the range, and some type of visual notification (range flag, signs, lights, or other) whenever the range is being utilized for live fire; and
 - (C) For driving: A safe driving track for conducting law enforcement driving; and
 - (D) For arrest control: An indoor site for instructing arrest control training with sufficient space and mats to ensure trainee safety; and
 - (E) For practical exercises: Appropriate and safe locations for all practical exercises.
 - (II) Training sites.
 - (A) All new training sites for academic classroom instruction and skills training must be approved by P.O.S.T. in consultation with the appropriate subject matter expert committee prior to conducting any training at the site.

- (B) Each academy is responsible for obtaining approval for all of its training sites of academic instruction and skills training.
- (C) Academy directors shall ensure that all sites for practical training are safe and that appropriate training can be accomplished at the site to achieve the course objectives or performance outcomes.
- (D) Presumed approval or use of a specific site by one academy does not extend to automatic approval of the site for use by other academies.
- (E) If an approved site is not utilized during any consecutive three (3) year period by any academy for the type of training for which the site was initially approved, then site approval expires. In order to resume training at an expired site, the site must be resubmitted for approval and approved.
- (F) The following items must be submitted to P.O.S.T. in order for approval of a new or expired training site to be considered:
 - (1) A VHS-format videotape (or DVD video on a DVD-R disk that will play through a set-top DVD player to a TV) that accurately depicts the site where instruction is to take place; and
 - (2) A detailed description of the site must be included, either as verbal narrative on the videotape or DVD, or as a written supplement; and
 - (3) An up-to-date written site safety plan.
- (G) If an approved site has been in continuous use by at least one approved academy for at least the previous three (3) consecutive years and an additional academy seeks approval of the same site, then the director of the additional academy may submit a written request to P.O.S.T. that includes the location and/or description of the site, in lieu of the VHS or DVD, along with an up-to-date written site safety plan.

(III) Site safety plans.

- (A) Each site of skills training and academic or classroom instruction must have an up-to-date and approved written site safety plan present on site during any academy training at the site; and
- (B) Copies of all site safety plans must also be on file at the academy at all times; and
- (C) Each site safety plan shall include procedures for managing medical emergencies, injuries, or accidents that are probable or likely to occur at the site; and

(D) All academy staff members, instructors and trainees shall be familiar with the content of each site safety plan as it pertains to the nature and scope of their involvement with the academy.

(IV) Equipment.

(A) An academy shall have and maintain the necessary equipment and instructional aids in sufficient quantities for conducting all aspects of the required academy training program; and

(B) All training sites and facilities, equipment, books, supplies, materials and the like shall be maintained in good condition.

(C) The following items shall be present at each training site during any academy training at the site:

(1) An effective means of summoning emergency medical assistance; and

(2) A first aid kit that contains appropriate supplies to treat medical emergencies or injuries that are likely to be sustained at the site.

(e) Academy directors.

(I) Qualifications. Each academy shall designate an on-site academy director whose qualifications, based upon education, experience and training, demonstrate his or her ability to manage the academy.

(II) Compliance. The academy director shall ensure that the academy operates in compliance with all P.O.S.T. Rules.

(III) Records. The academy director shall be responsible for establishing and maintaining a records management system that includes, but is not limited to, enrollment rosters, P.O.S.T. Form 11-E's, trainee files, trainee manuals, attendance records, lesson plans, source material, instructor files, instructor/course evaluations and site safety plans.

(IV) Change of director. The academy director or authorized representative of an academy shall notify P.O.S.T. as soon as practicable of any change of academy director or any change of the academy director's electronic mailing address.

- (f) Curriculum requirements.
 - (I) Academic standards.
 - (A) All training academies shall meet or exceed the required course content and minimum number of hours for each academic course of instruction and for each of the skills programs as required by the Basic Academic Training Program or Reserve Academic Training Program.
 - (B) Successful completion required.
 - (1) Trainees must successfully complete the Basic Academic Training Program or Reserve Academic Training Program with a minimum score of seventy percent (70%); and
 - (2) Trainees must successfully complete all skills training as required by the Arrest Control Training Program, Law Enforcement Driving Program and Firearms Training Program.
 - (3) If an academy applies a higher standard than what is required by the preceding paragraphs (1) and (2), the higher standard must be described in the Trainee Manual and in the respective skills lesson plans or course materials, as applicable.
 - (II) Attendance.
 - (A) For all hours of all skills training programs, 100% attendance and participation are required except as specified in Rule 24(b)(VIII).
 - (B) Attendance is required for all hours of all academic classes. Any trainee who is absent for any portion of an academic class shall make up the missed class content in accordance with the academy's rules and regulations.
 - (C) Written attendance records are required.
 - (1) For trainees: Written daily attendance records that are accurate and up-to-date shall be kept for all trainees enrolled in all academic classes and all skills training classes.
 - (2) For skills instructors: Written attendance records that are accurate and up-to-date shall be kept for all instructors who teach any portion of a skills training program.

(III) Lesson plans.

- (A) All basic and reserve training academies shall develop and maintain up-to-date formal written lesson plans that are on file for each academic course of instruction and for each of the skills training programs.
- (B) Each lesson plan and/or an accompanying lesson plan cover sheet must include at least the following information, as applicable:
 - (1) Course title; and
 - (2) Number of hours for the course required by the P.O.S.T. Academic Training Program and the number of actual course hours that will be instructed; and
 - (3) Learning goals, course objectives and/or performance outcomes for the course; and
 - (4) Method of instruction; and
 - (5) Instructional content of the course that substantiates the stated goals, objectives and/or outcomes of the course; and
 - (6) A copy of any handouts, multimedia and/or PowerPoint presentations that will be used during the instruction.

(IV) Daily schedules.

- (A) For all skills training programs, daily schedules are required that contain the information referenced in each of the skills training programs.
- (B) The format, number of pages and organization of information on the daily schedules shall be at the discretion of the primary skills instructor and/or academy director.

(V) Source material.

- (A) For source material identified as required source material in the current P.O.S.T. Curriculum Bibliography, at least one (1) copy of each of the publications or sources must be maintained at the place of academic instruction. For those sources that are referenced with a website address, providing the trainees with readily available Internet access is acceptable in lieu of maintaining at least one (1) copy of each of the publications or sources.

(VI) Academy examinations.

- (A) All academies shall administer written, oral or practical examinations periodically during each academy in order to measure the attainment of course objectives or performance outcomes as specified in the Basic Academic Training Program or Reserve Academic Training Program.
- (B) The academy director shall prescribe the manner, method of administration, frequency and length of academy examinations.
- (C) The time allotted for academic examinations shall be in addition to the number of Required Minimum Hours for each course as specified in the Basic Academic Training Program or Reserve Academic Training Program.

(VII) Certificates of completion.

- (A) The academy director shall issue a certificate of completion to each trainee who successfully completes all requirements of the approved academy within two (2) years of enrollment.
- (B) The academy director shall not issue a certificate of completion to any trainee who has not attended and successfully completed 100% of all required skills training.
- (C) Each certificate of completion shall contain the following information:
 - (1) Trainee's name; and
 - (2) Name of the approved academy; and
 - (3) Type of academy (basic or reserve); and
 - (4) Date of academy completion (month, day, year); and
 - (5) Total number of hours of the completed academy; and
 - (6) Signature of the academy director and/or agency or academic representative.
 - (7) Reserve academy certificates of completion shall additionally state whether the total number of academy hours does or does not include the approved law enforcement driving program.

- (g) Instructors.
 - (I) Minimum qualifications.
 - (A) Academic instructors shall possess the requisite education, experience and/or training necessary, as determined by the academy director, to competently instruct specific academic courses or blocks of instruction.
 - (B) Skills instructors shall meet the minimum qualifications as described in Rule 23, *Academy Skills Instructors*.
 - (II) Instructor files.
 - (A) A record or file that contains at least the following information shall be maintained for each instructor who teaches any portion of an academic class or skills training class:
 - (1) A resume or certificates of completion and/or other documentation that substantiates the instructor's qualifications.
 - (2) Current contact information for the instructor that includes a work, home or cellular telephone number, and a work, home or electronic mailing address.
 - (B) Exception. Licensed attorneys from the same office or firm may be included in one instructor file, as long as the file contains the names of all attorneys from that office or firm who provide instruction at the academy.
 - (III) Instructor/course evaluations.
 - (A) Trainees shall complete written evaluations for each instructor and/or course of instruction for all academic courses and skills training programs of the approved academy.
 - (B) Either the P.O.S.T. Form 10, *Instructor/Course Evaluation*, or comparable academy forms and/or documents may be used for this purpose.
 - (C) The academy director shall determine the most meaningful format and method of administration of the instructor/course evaluations in order to monitor instructor quality and course content and to meet the needs of the individual academy.
- (h) Duty to report.
 - (I) In addition to any notifications that may be required administratively or under federal, state or local law, it shall be the duty of every academy director or the

academy director's designee to report the following events to P.O.S.T. immediately or as soon as practicable after the event:

- (A) Any death, gunshot wound or serious bodily injury that occurs to any person whose death, gunshot wound or serious bodily injury was either caused by, or may have been caused by, any training or activity associated with the academy; or
 - (B) Any bodily injury that occurs to any person who is not affiliated with the academy, *i.e.*, an innocent bystander, whose bodily injury was either caused by, or may have been caused by, any training or activity associated with the academy.
- (II) Training to cease.
- (A) In the event of any death or gunshot wound as described in paragraph (h)(I)(A) of this section, all training shall immediately cease at the training site where the death or gunshot wound occurred.
 - (B) Training may resume only after the Board or its designated representative(s) have ensured that the program is operating in compliance with P.O.S.T. Rules.
- (III) Serious bodily injury means those injuries as defined in § 18-1-901(3)(p), C.R.S.
- (IV) Bodily injury means those injuries as defined in § 18-1-901(3)(c), C.R.S.
- (V) All instructors shall be familiar with the information contained in this Section (h) as it pertains to the nature and scope of their involvement with the academy.
- (i) Academy records requirements.
- (I) Trainee file. During the academy, a file shall be maintained for each trainee or a systematic filing system must exist that contains at least the following records:
 - (A) Trainee's full legal name and date of birth; and
 - (B) Photocopy of the trainee's high school diploma or high school equivalency certificate; and
 - (C) Photocopy of the trainee's valid driver's license; and
 - (D) Form 11-E, *Enrollment Advisory Form*.
 - (II) Trainee manual.

- (A) Each academy shall maintain an up-to-date trainee manual that contains relevant and accurate information. At a minimum, the trainee manual shall contain the academy's rules and regulations, academic requirements, attendance policies and site safety plans.
 - (B) Upon entry into the academy, each trainee should be issued a copy of the trainee manual and acknowledge receipt of the manual in writing.
- (III) The following records shall be maintained at the academy and shall be readily available for inspection at any reasonable time by the Board or its designated representative(s).
- (A) A completed Form 11-E, *Enrollment Advisory Form*, for each trainee enrolled in the academy in progress; and
 - (B) Current trainee manual; and
 - (C) Current lesson plans; and
 - (D) Current source material; and
 - (E) Instructor files for current instructors; and
 - (F) Copies of all site safety plans; and
 - (G) Trainee files for the academy in progress and the previously completed academy; and
 - (H) Attendance records for the academy in progress and the previously completed academy; and
 - (I) Instructor/course evaluations for the academy in progress and the previously completed academy.
- (IV) All academy records must be retained for at least the three (3) year period as required by the Uniform Records Retention Act, § 6-17-101, et seq., C.R.S.

Rule 23 – Academy Skills Instructors

Revised December 3, 2010 - Effective July 1, 2011

- (a) Recognition of academy skills instructors.
 - (I) A skills instructor may be recognized to teach at an approved academy as either an assistant skills instructor or a full skills instructor in each of the three (3) required skills training programs: arrest control, law enforcement driving, and firearms.
 - (II) All skills instructors who teach any portion of a skills training program at a P.O.S.T. approved basic or reserve training academy shall be qualified and approved as required by this Rule.
 - (III) Each academy shall maintain the applicable certificates of completion and/or documentation for all skills instructors.
 - (IV) New academies requesting P.O.S.T. approval and P.O.S.T. approved academies that have not conducted an academy within the previous three (3) years shall submit the appropriate documentation to P.O.S.T. and obtain approval for all assistant skills instructors and all full skills instructors.

- (b) Assistant skills instructors.
 - (I) An assistant skills instructor may instruct under the direction and in the presence of a full skills instructor and assist in evaluating and coaching trainees.
 - (II) Minimum qualifications for an assistant skills instructor:
 - (A) In order to begin serving or to serve as an assistant skills instructor, a person must have successfully completed the relevant approved skills instructor training program (See Rule 1, *Definitions.*); and
 - (B) For arrest control skills instructors, the relevant approved skills instructor training program shall be the same recognized discipline for arrest control training in which the person will be instructing.
 - (III) Approval of assistant skills instructors.
 - (A) Effective March 1, 2011, assistant skills instructors for firearms, arrest control and driving do not need to have certificates of completion reviewed by P.O.S.T. if the academy director or new assistant skills instructor is certain that the instructor has completed the relevant approved skills instructor training program.

- (B) P.O.S.T. will review certificates of completion and/or documentation for assistant firearms, arrest control, and driving assistant skills instructors if an academy director or new assistant skills instructor applicant is not certain that a particular instructor training program qualifies as the relevant approved skills instructor training program.
 - (C) Either the academy director or the assistant skills instructor applicant may submit the certificates of completion and/or documentation to P.O.S.T. for review.
- (c) Full skills instructors.
- (I) A full skills instructor may develop, implement, and evaluate a skills training program. In order to begin serving or to serve as a full skills instructor, a person must have satisfied the three (3) minimum qualifications listed in the following paragraph (II).
 - (II) Minimum qualifications for a full skills instructor:
 - (A) Successful completion of the relevant approved skills instructor training program (See Rule 1, *Definitions.*); and
 - (B) Successful completion of an approved forty (40) hour instruction methodology training program or possession of a Colorado Career and Technical Education Credential; and
 - (C) Completion of a minimum of eighty (80) hours of instructional experience as an assistant skills instructor at a Colorado P.O.S.T. approved academy in the corresponding skills training program: arrest control, law enforcement driving, or firearms. For arrest control training, the eighty (80) hours may be completed in any recognized discipline(s) for arrest control training in which the instructor has completed the relevant approved skills instructor training program. For firearms training, the eighty (80) hours as an assistant skills instructor shall be completed within the previous five (5) years prior to application.
 - (III) Approval of full skills instructors.
 - (A) All new full skills instructors must be approved by the Board in consultation with the corresponding subject matter expert committee(s) for arrest control, law enforcement driving or firearms prior to serving as a full skills instructor.
 - (B) To apply for approval as a full skills instructor, either the academy director or the full skills instructor applicant, if the applicant has no current academy

affiliation, may submit the appropriate documentation to P.O.S.T. to substantiate that the minimum qualifications have been satisfied.

- (C) A written statement from the director of the academy where the applicant served as an assistant skills instructor is acceptable documentation as it applies to the eighty (80) hour requirement. The statement must include the applicant's full name, the dates that the applicant instructed and number of hours on each of those dates showing the applicant's instructional experience.
- (D) Instructional experience completed at other than a Colorado P.O.S.T. approved academy may be considered as part of the eighty (80) hour requirement. However, the full skills instructor applicant must request a variance in accordance with P.O.S.T. Rule 7, *Variances*, and the applicant may be required to appear in person before the appropriate subject matter expert committee to demonstrate skills instructional proficiency.
- (E) The completed documents received at P.O.S.T. will be reviewed by P.O.S.T. in consultation with the appropriate subject matter expert committee during the committee's next regularly scheduled meeting.
- (F) P.O.S.T. will provide written notification to the academy director or the full skills instructor applicant who submitted the documents as to whether the applicant was approved or denied approval as a full skills instructor.

(d) Lead skills instructors.

- (I) A lead skills instructor is a full skills instructor who may be designated by the academy director to oversee or coordinate the administration of a specific skills program of a particular academy class.
- (II) Lead skills instructors require no additional approval by P.O.S.T. beyond approval as a full skills instructor.
- (III) P.O.S.T. will review certificates of completion and/or documentation for lead skills instructors only as such documentation pertains to approval as a full skills instructor.

(e) Any applicant denied approval under section (b) or (c) of this Rule may appeal such denial in writing to the Director within ten days of notification of denial.

**Rule 24 – Skills Training Safety and Skills Program Requirements
for Basic and Reserve Academies**

Revised December 3, 2010 - Effective July 1, 2011

- (a) For ALL skills training programs: arrest control, law enforcement driving and firearms.
 - (I) A daily schedule is required.
 - (A) The daily schedule shall be in addition to the lesson plan requirement of Rule 21, *Basic and Reserve Training Academies*.
 - (B) The daily schedule shall contain the information described in each of the skills training programs: Arrest Control Training Program, Law Enforcement Driving Program, and Firearms Training Program.
 - (C) The format, number of pages and organization of information on the daily schedule(s) shall be at the discretion of the primary skills instructor and/or academy director.
 - (II) Written daily attendance records are required.
 - (A) Written attendance records for all dates of skills training shall be maintained for all trainees enrolled in the skills training program AND for all skills instructors who teach any portion of the skills training program; and
 - (B) Attendance records shall be accurate and up-to-date and must be available during P.O.S.T. inspections of the skills program in progress.
 - (III) Site safety plans are required.
 - (A) Each site of skills training must have an up-to-date and approved written site safety plan present on site during any academy training at the site; and
 - (B) All academy staff members, instructors and trainees shall be familiar with the content of each site safety plan as it pertains to the nature and scope of their involvement with the academy.
 - (IV) For all hours of all skills training programs, except as specified in (b)(VII), 100% attendance and participation are mandatory.
 - (V) There must be at least one full skills instructor present at the site of instruction for each skills training session, excluding lecture-only sessions conducted in a classroom setting.
 - (VI) Successful completion is required.

- (A) For the Arrest Control Training Program and the Law Enforcement Driving Program, the minimum requirement for successful completion is seventy percent (70%); and
 - (1) Each academy may apply a higher standard for successful completion of any portion of the skills training program that is greater than seventy percent (70%); and
 - (2) If such a higher standard is applied, the higher standard must be described in the respective skills lesson plan and in the Trainee Manual.
- (B) For the Firearms Training Program, effective July 1, 2010, the mandatory minimum requirement for successful completion shall be one hundred percent (100%).

(b) Arrest control training.

- (I) There must be at least one arrest control instructor for every ten (10) trainees (*i.e.*, 1:10 ratio) during any practicum or lab session.
- (II) No practicum or lab session may exceed eight (8) hours in any one-day.
- (III) Mats or mat coverings must be serviceable and cleaned on a regular basis with an appropriate cleansing agent and/or disinfectant.
- (IV) Only those arrest control disciplines that have been reviewed and approved as recognized disciplines for arrest control training are acceptable instruction for the Arrest Control Training Program.
- (V) Each academy shall ensure that all arrest control instructors maintain current certification for the academy's arrest control discipline in accordance with the standards for recertification, if any, of the recognized discipline for arrest control training.
- (VI) All students must successfully complete a skills test out and written examination in accordance with the discipline being taught. If the program does not have a student test out then each student at a minimum must successfully complete the arrest control skills test as used in the provisional/renewal of certification process.
- (VII) All students must attend 100% of the required sixty-two (62) hours of Arrest Control Training and no less than 95% of the hours of any course exceeding the established sixty-two hour requirement.

(VIII) All academy Arrest Control Training programs must be comprised of at least 60% lab hours.

(c) Law enforcement driving training.

- (I) There must be at least one driving track vehicle and one law enforcement driving instructor for every six (6) trainees (*i.e.*, 1:6 ratio) during any instruction at the track.
- (II) No track exercise and/or practicum may exceed twelve (12) hours in a 24-Hour period.
- (III) Academy directors shall ensure that no trainee be permitted to participate in a law enforcement driving program unless the trainee possesses a valid driver's license.
- (IV) There must be at least one (1) fully charged five (5) pound size or larger, dry chemical, Class ABC fire extinguisher on site during any instruction at the track.
- (V) Prior to receiving any nighttime Law Enforcement Driving Program instruction at the track, each trainee shall receive a minimum of twelve (12) hours of daylight driving instruction at the track.

(d) Firearms training.

- (I) There must be at least one firearms instructor for every four (4) trainees enrolled in the program (*i.e.*, 1:4 ratio) anytime a trainee is handling an operable firearm, whether loaded or unloaded, at any location, including in the classroom and at the range, except as noted in the following paragraph (III). This 1:4 instructor to student ratio shall not include the instructor running the range exercise. For live fire tactical exercises, drills, and dim light shooting that requires movement, the instructor to student ratio shall be 1:4 with an emphasis on the four (4) rules of firearms safety.
- (II) No range exercise and/or lab session may exceed eight (8) hours in any one day.
- (III) For all decisional shooting scenarios, there must be an instructor to student ratio of 1:1.
- (IV) Only P.O.S.T. approved firearms instructors and not agency trained safety officers may be utilized to satisfy the minimum ratios of firearms instructors to trainees.
- (V) Prior to receiving any dim light firearms instruction at the range, each trainee shall receive a minimum of forty (40) hours of Firearms Training Program instruction, to include at least eight (8) hours of classroom lecture and thirty-two (32) hours of daylight live range instruction.

- (VI) Only high-visibility, fluorescent colored “dummy” ammunition may be used for any weapons handling other than actual live fire shooting.
- (VII) Trainees must be provided written and oral reminders over the course of the training of the four (4) rules of firearms safety:
 - (A) All weapons must be treated as if they are always loaded; and
 - (B) Never let the muzzle of a weapon point at anything you are not willing to destroy; and
 - (C) Keep your finger off the trigger and out of the trigger guard until the sights are on the target and you are prepared to shoot; and
 - (D) Always be certain of the target and beyond.
- (VIII) All trainees must be familiar with the four (4) rules of firearms safety prior to handling any operable firearm.
- (IX) Firearms ranges must display some type of visual notification (range flag, signs, lights, or other) whenever the range is being utilized for live fire.
- (X) Each trainee must fire a minimum of one thousand and five hundred (1,500) live rounds of handgun ammunition in a single weapons system, revolver or semi-automatic, before completing the program.

Rule 25 – Academy Instructor Training Programs

Revised December 3, 2010 - Effective March 1, 2011

- (a) Only the following four (4) Colorado P.O.S.T. academy instructor training programs shall be recognized under this Rule:
 - (I) Instruction Methodology Program; or
 - (II) Arrest Control Instructor Program; or
 - (III) Handgun Instructor Program; or
 - (IV) Law Enforcement Driving Instructor Program.
- (b) Each scheduled training class of a recognized academy instructor training program must:
 - (I) Contain a minimum of forty (40) hours of instruction; and
 - (II) Be approved prior to the start of instruction.
- (c) Continuing academy instructor training programs.
 - (I) A continuing academy instructor training program is one that has been approved, conducts and completes at least one approved program every five (5) years, and operates in compliance with this Rule.
 - (II) The program director of a continuing academy instructor training program must ensure that the following documents are received at P.O.S.T. at least thirty (30) days but no more than sixty (60) days prior to the start of instruction for each scheduled training class of the approved continuing academy instructor training program:
 - (A) A completed P.O.S.T. Form 8, *Application for Academy Instructor Training Program Approval*; and
 - (B) If instruction will take place other than during normal weekday business hours, a schedule that accurately displays the dates and times when instruction will be conducted.
- (d) New academy instructor training programs.
 - (I) A new academy instructor training program is a recognized instructor training program that has either never conducted approved training, or a previously approved academy instructor training program that has not conducted approved training within the previous five (5) years.

- (II) The program director of a proposed new academy instructor training program shall submit the following items to P.O.S.T. at least ninety (90) days prior to the anticipated start date of the program:
 - (A) A comprehensive lesson plan that details the course material to be instructed as required by the applicable academy instructor training program; and
 - (B) Any handout materials, publications and multimedia, such as PowerPoint presentations, that will be utilized during instruction; and
 - (C) A detailed explanation of the pass-fail or grading criteria; and
 - (D) A list of all instructors and documentation to substantiate compliance with the minimum instructor qualifications identified in the applicable academy instructor training program; and
 - (E) For skills training sites, a VHS-format videotape (or DVD video on a DVD-R disk that will play through a set-top DVD player to a TV) that accurately depicts the site where instruction will take place along with an up-to-date written safety plan, if the site has not been utilized for P.O.S.T. approved training within the previous three (3) years.
 - (III) The program director of a proposed new academy instructor training program shall also ensure that the documents listed in paragraph (c)(II) of this Rule are received at P.O.S.T. at least thirty (30) days prior to the start of instruction.
- (e) Instructors.
- (I) Instructors for new academy instructor training programs shall be approved in accordance with the minimum instructor qualifications identified in the applicable academy instructor training program.
 - (II) For continuing academy instructor training programs, the program director shall ensure that all instructors who instruct any portion of the program meet the minimum instructor qualifications identified in the applicable instructor training program.
- (f) The program director of any new or continuing academy instructor training program shall notify P.O.S.T. prior to the occurrence of any of the following:
- (I) The program is cancelled for any reason; or
 - (II) Any change of the program's start date or end date; or
 - (III) Any change of training site.

- (g) Certificates of completion.
 - (I) The program director shall issue a certificate of completion to each individual who successfully completes all requirements of the approved academy instructor training program.
 - (II) Each certificate of completion shall contain at least the following information:
 - (A) The exact name of the academy instructor training program as it appears in Section (a) of this Rule:
 - (1) Instruction Methodology Program; or
 - (2) Arrest Control Instructor Program; or
 - (3) Handgun Instructor Program; or
 - (4) Law Enforcement Driving Instructor Program; and
 - (B) The exact words “P.O.S.T. Approved”; and
 - (C) Name of the individual who completed the program; and
 - (D) Program provider’s name or agency; and
 - (E) Dates of the program; and
 - (F) Total number of hours of the completed program; and
 - (G) Signature of the program director and/or agency or academic representative; and
 - (H) For arrest control academy instructor training programs, the certificate of completion shall also contain the name of the arrest control discipline.