

## **Rule 1 – Definitions**

*Revised December 8, 2006, Effective March 1, 2007*

*Revised December 7, 2007, Effective March 1, 2008*

As used in these rules:

- (a) “Academy director” means that person responsible for the administration and operation of a P.O.S.T. approved academy.
- (b) “Applicant” means any person formally seeking approval by the Board.
- (c) “Appointed” means sworn in and serving as a peace officer or reserve peace officer.
- (d) “Approved” means formally accepted or authorized by the Board.
- (e) “A.C.T.” means Arrest Control Tactics, one of the skills training programs required for the basic and reserve training academies.
- (f) “Assistant Skills Instructor” means an individual who has successfully completed a relevant, approved skills training program and who may instruct the corresponding skills training program in arrest control, law enforcement driving or firearms under the direction, and in the presence of a full skills instructor, and assist in evaluating and coaching trainees at a basic or reserve training academy.
- (g) “Board” means the Colorado Peace Officer Standards and Training Board.
- (h) “Bodily injury” means physical pain, illness, or any impairment of physical or mental condition. § 18-1-901(3)(c), C.R.S.
- (i) “Certification examination” means the written test required under § 24-31-305(1)(a)(III), C.R.S.
- (j) “Certified peace officer” means any person who has successfully attained P.O.S.T. Certification as described in § 24-31-305 and 24-31-308, C.R.S.
- (k) “Conditional peace officer authority” means a signed instrument issued by the P.O.S.T. Board that allows a graduate of a P.O.S.T. approved basic peace officer training program to serve as a fully authorized peace officer as described in § 24-31-301(3.5), C.R.S.
- (l) “Conviction” means an adjudication of guilt following either a verdict of guilty by the court or jury, or a plea of guilty, or a plea of nolo contendere. Conviction includes deferred judgments and deferred sentences.
- (m) “Course” means a formal unit of instruction relating to a particular subject.
- (n) “C.R.S.” means Colorado Revised Statutes, codified laws of the State of Colorado.

- (o) ***“Dimlight” means from one-half hour after local sunset to one-half hour before local sunrise. For indoor ranges, artificial light must be reduced to the lowest level which still allows for target identification and threat assessment without additional illumination from a flashlight.***
- (p)(e) “Director” means the director of the P.O.S.T. Board staff.
- (q)(p) “Enroll” means that a person has applied to and been accepted for admission into an academy and is physically present at the academy to receive instruction.
- (r)(q) “Enrollment date” means the first day of instruction at an approved basic or reserve training academy, and shall be synonymous with the first day of instruction as reflected on the approved academy schedule.
- (s)(f) “Fingerprint-based criminal history record check” means submittal of a P.O.S.T. fingerprint card to the Colorado Bureau of Investigation (CBI) for criminal history check in CCIC and NCIC, as required in § 24-31-304(3), C.R.S.
- (t)(s) “Full skills instructor” means an individual who has successfully completed the minimum qualifications required by these Rules and who may develop, implement and evaluate a skills training program at a basic or reserve training academy.
- (u)(t) “Lateral training academy” means an agency-specific approved academy that instructs academic courses determined by the agency and all hours of the P.O.S.T. skills training programs in arrest control, law enforcement driving and firearms.
- (v)(u) “Lead skills instructor” means a full skills instructor at a basic or reserve training academy who may be designated by the academy director to oversee or coordinate the administration of a specific skills program for a particular academy class.
- (w)(v) “Lesson plan” means a document that specifically describes the material presented during a course of instruction.
- (x)(w) “Moving training” means training where the academy students are involved in movement with a loaded weapon. It is recognized that during square range drills, academy students may move 1-2 steps laterally or forward/backward. The 1:1 ratio is not required for this drill. For all other drills/exercises involving movement a 1:1 ratio is required.
- (y)(x) “Operable firearm” means a firearm that is capable of discharging a projectile (bullet) if loaded.
- (z)(y) “Police patrol vehicle” means any vehicle, engineered for pursuit and high speed driving, as identified and tested within the Michigan State Patrol Police Vehicle

Testing Program, and/or used and recognized by Colorado law enforcement agencies.

- (aa)(z)** “Peace officer” means any person recognized in § 16-2.5-101, C.R.S.
- (bb)(aa)** “P.O.S.T. certified” means any person possessing a valid, numbered certificate issued by the Board authorizing such person to serve as a peace officer or reserve peace officer.
- (cc)(bb)** “P.O.S.T. fingerprint card” means a U.S. GPO: 2001 483-800/2-02321 FD-258 (Rev. 5-11-99) Applicant fingerprint card. The P.O.S.T. fingerprint card is stamped with the P.O.S.T. logo and address in the employer and address block, and stamped with “Law Enforcement Licensing (Must be submitted by a Law Enforcement Agency) § 24-31-303(1)(F), C.R.S.”.
- (dd)(ee)** “P.O.S.T. Identification Number (PID) ” means a number assigned and unique to each active peace officer’s certification file. All inquiries and correspondence to P.O.S.T. should contain this PID number.
- (ee)(dd)** “P.O.S.T. ID Card” means an identification card with a unique identification number issued by the P.O.S.T. Board to all active peace officers who are certified by P.O.S.T. under Article 16, Section 2.5 of the Colorado Revised Statutes. The P.O.S.T. ID Card contains personal information related to the officer’s P.O.S.T. certification file and history.
- (ff)(ee)** “Program director” means that person responsible for the administration and operation of a P.O.S.T. approved training program.
- (gg)(ff)** “Provisional certification” means a signed instrument issued by the P.O.S.T. Board that grants interim certification for qualified out-of-state peace officers seeking Colorado certification that enables the provisional applicant to obtain appointment as a peace officer in Colorado while fulfilling the requirements for basic certification.
- (hh)(gg)** “Recognized disciplines for arrest control training” mean those defensive tactics systems that have been reviewed and approved by the Board in consultation with the Arrest Control Subject Matter Expert Committee. Such systems may include, but are not limited to, Federal Bureau of Investigation (F.B.I.) system, Koga system and Pressure Point Control Tactics (P.P.C.T.) system.
- (ii)(hh)** “Refresher academy” means an approved training program that consists of a minimum of 88 hours of instruction and includes academics or a P.O.S.T. Board approved web based distance learning program, law enforcement driving and firearms.
- (jj)(ii)** “Relevant approved skills instructor training program” means a basic, not advanced, instructor training program that contains a minimum of forty (40) hours of instruction

and with instructional content that meets or exceeds the content of the respective instructor training programs for arrest control, law enforcement driving, or firearms, and that has been formally accepted or authorized by the Board.

**(kk)(jj)** “Renewal applicant” means an applicant whose Colorado peace officer certificate has expired per § 24-31-305(1.7)(b), C.R.S., and who has applied to renew his/her Colorado peace officer certificate in accordance with § 24-31-305(1.7)(c), C.R.S. and P.O.S.T. Rule 13.

**(ll)(kk)** “Reserve peace officer” means any person described in § 16-2.5-110, C.R.S., and includes any person authorized to carry a firearm, conduct arrests, or enforce the laws of the state of Colorado pursuant to § 16-2.5-110, C.R.S., but does not include any person appointed by a sheriff limited to particular acts pursuant to § 30-10-506 and 510, C.R.S.

**(mm)(ll)** “Serious bodily injury” means bodily injury which, either at the time of the actual injury or at a later time, involves a substantial risk of death, a substantial risk of serious permanent disfigurement, a substantial risk of protracted loss or impairment of the function of any part or organ of the body, or breaks, fractures, or burns of the second or third degree. § 18-1-901(3)(p), C.R.S.

**(nn)(mm)** “Skills examination” means the approved practical test of an applicant's proficiency in arrest control, law enforcement driving, or firearms.

**(oo)(nn)** “Skills-only training academy” means an approved academy instructing arrest control, law enforcement driving, and firearms, which meets the skills requirements under the P.O.S.T. basic curriculum and these Rules.

**(pp)(oo)** “Skills training” means the required approved arrest control, law enforcement driving, and firearms courses.

**(qq)(pp)** “State” means any State in the United States, the District of Columbia, and any territory or possession of the United States.

**(rr)(qq)** “Subject Matter Expert (S.M.E.)” means an individual formally recognized by the Board for his or her extensive knowledge, expertise and/or experience in one of the skills areas or in academics.

**(ss)(rr)** “Successful completion” means a score of seventy (70) percent or greater, or a grade of “C” or better, or a rating of pass, if offered as pass/fail.

**(tt)(ss)** “Training academy” means a P.O.S.T. approved school, agency or other entity that provides P.O.S.T. approved training programs.

**(uu)(tt)** “Training program” means a P.O.S.T. approved course of instruction required by statute, or Rule, or for peace officer certification and other peace officer training

programs as otherwise recognized and approved by the Board.

## **Rule 10 – Conditional Peace Officer Authority and Basic Peace Officer Certification**

*Effective March 1, 2006*

*Revised December 7, 2007 – Effective March 1, 2008*

- (a) Conditional Peace Officer Authority
- (I) The P.O.S.T. Board is authorized to issue a letter of conditional peace officer authority to any applicant who meets the following requirements:
- (A) Possesses and submits a copy of his/her high school diploma, or high school equivalency certificate; and
  - (B) Possesses and submits a copy of his/her current first aid and cardiopulmonary resuscitation certification, or equivalents; and
  - (C) Truthfully completes and submits the P.O.S.T. Form 1A – *Application for Conditional Peace Officer Authority*; and
  - (D) Successfully completes the fingerprint-based criminal history record check required under Rule 14 and has not ***been released or discharged*** ~~received a Dishonorable Discharge~~ from the ~~United States~~ Armed Forces ***of the United States under dishonorable conditions***, per § 24-31-301(5), C.R.S.; and
  - (E) Successfully completes an approved basic training academy, including skills training, within the previous two years and submits a copy of his/her academy certificate of completion; and
  - (F) Passes the certification examination pursuant to Rule 15.
- (II) A P.O.S.T. Letter of Conditional Peace Officer Authority qualifies the person to seek employment and serve as a fully authorized peace officer with any Colorado law enforcement agency recognized in Article 2.5 of Title 16, C.R.S and § 24-31-301(3.5), C.R.S.
- (III) A Letter of Conditional Peace Officer Authority is valid for one year from date of issuance, but may be extended for a continuing period of not more than six months. Persons desiring an extension must petition the director, in writing, and demonstrate good cause why such additional time should be granted.

- (IV) Upon full expiration of conditional peace officer authority (18-months), a person may renew the Letter of Conditional Peace Officer Authority through the successful completion of a P.O.S.T. approved refresher academy (academic and skills training) program.
  - (V) The P.O.S.T. Board may grant variances from the requirements of section (a)(II) through (IV) of this rule to any individual, including any individual called to active duty by the Armed Forces of the United States.
  - (VI) ***A person holding P.O.S.T. Conditional Peace Officer Authority may submit a written petition to the Director requesting the Board issue a reserve peace officer certificate in accordance with P.O.S.T. Rule 12.***
    - (A) ***A person holding P.O.S.T. Conditional Peace Officer Authority may submit a written petition, P.O.S.T. Form 2 – Application for Reserve Certification, and P.O.S.T. Form 6 – Notice of Peace Officer Appointment/Separation, to the Director requesting the Board issue a reserve peace officer certificate in accordance with P.O.S.T. Rule 12.***
- (b) Basic Peace Officer Certification
- (I) The P.O.S.T. Board is authorized to issue P.O.S.T. Basic Peace Officer Certification to persons holding Conditional Peace Officer Authority and who have been appointed to a paid position for at least one year in good standing with the same law enforcement agency as specified in § 24-31-301(3.5), C.R.S..
  - (II) Sections described in § 24-31-301(3.5) include: § 16-2.5-102, § 16-2.5-103(1), § 16-2.5-105 to 16-2.5-114, § 16-2.5-116(1), § 16-2.5-117(1), § 16-2.5-120, § 16-2.5-121, § 16-2.5-123 to 16-2.5-126, § 16-2.5-128 to 16-2.5-130, § 16-2.5-132 to 16-2.5-136, § 16-2.5-139 to 16-2.5-142, § 16-2.5-145 and § 16-2.5-146.
  - (III) Applicants for full basic peace officer certification must complete a P.O.S.T. Form 1 – *Application for Basic Peace Officer Certification*, with verification from the employing agency.
  - (IV) A basic certification shall expire automatically if the holder is not serving and has not served as a peace officer or reserve peace officer for at least six (6) months within the previous three (3) years
  - (V) A certified peace officer who has obtained basic certification may

maintain current status as a certified peace officer while serving in a reserve peace officer position, recognized in § 16-2.5-110, C.R.S.

- (VI) A certified reserve peace officer seeking regular basic peace officer certification may apply his/her successfully completed skills training, obtained through the reserve peace officer certification program at a P.O.S.T. approved reserve academy, towards basic peace officer certification. Acceptance of the skills training is at the option of the director of the basic peace officer training academy to which the applicant is seeking enrollment.

## **Rule 12 – Reserve Certification**

*Effective March 2, 2005*

*Revised December 7, 2007 – Effective March 1, 2008*

- (a) The Board is authorized to issue a reserve certificate to any applicant who meets the following requirements:
  - (I) Possesses and submits a copy of his/her high school diploma, or high school equivalency certificate; and
  - (II) Possesses and submits a copy of his/her current first aid and cardiopulmonary resuscitation certification, or equivalents; and
  - (III) Truthfully completes and submits the P.O.S.T. Form 2 – *Application for Reserve Certification*; and
  - (IV) Successfully completes the fingerprint-based criminal history record check required under Rule 14; , and ***has not been released or discharged from the Armed Forces of the United States under dishonorable conditions, per § 24-31-301(5), C.R.S.; and***
  - (V) Successfully completes an approved reserve academy within the previous ~~three~~(3) ***two (2)*** years and submits a copy of his/her certificate of completion.
  - (VI) ***A person holding P.O.S.T. Conditional Peace Officer Authority may submit a written petition, P.O.S.T. Form 2 – Application for Reserve Certification, and P.O.S.T. Form 6 – Notice of Peace Officer Appointment/Separation, to the Director requesting the Board issue a reserve peace officer certificate in accordance with P.O.S.T. Rule 12.***
  - (VII) ***A person holding a reserve peace officer certificate, issued in accordance with P.O.S.T. Rule 10 (a) (VI), and who wishes to pursue basic peace officer certification, must renew their conditional peace***

*officer authority through the successful completion of a P.O.S.T. approved refresher academy.*

- (b) Any law enforcement agency assigning duties to a reserve peace officer beyond those included in the approved reserve training shall assume the responsibility for ensuring that such reserve peace officer is adequately trained for such duties.
- (c) A reserve certification shall expire automatically if the certificate holder is not serving and has not served as a reserve peace officer for at least six (6) months within the previous three (3) years.
- (d) **Reserve certificates may not be renewed.**
- (e) A certified peace officer may maintain current status as a certified peace officer while serving in a reserve peace officer position, recognized in § 16-2.5-110, C.R.S.

## **Rule 17 – Certification Records**

*Effective March 1, 2006*

*Revised December 7, 2007, Effective March 1, 2008*

- (a) Every P.O.S.T. certificate holder shall submit a completed P.O.S.T. Form 5 - *Change of Name, Address or Telephone*, to the Board within thirty (30) days of any change of his or her name, home address, mailing address, or home telephone number.
- (b) Any P.O.S.T. certificate holder convicted in any jurisdiction of a felony or any misdemeanor contained in § 24-31-305(1.5)(a) thru (h), C.R.S. (~~2006~~), shall notify the P.O.S.T. Board in writing of such conviction within 5 business days.
- (c) When any person is appointed or separated as a certified peace officer, identified in § 16-2.5-102 and 16-2.5-110, C.R.S. (~~2006~~), such agency shall submit a completed Form 6 - *Notice of Peace Officer Appointment / Separation* to the Board within **fifteen (15)** ~~thirty (30)~~ days of such appointment or separation. **Agencies not obligated by state statute to appoint certified peace officers pursuant to Title 16, Article 2.5, Part 1, C.R.S., may submit a completed Form 6 to continue peace officer certification.**
- (d) During the month of January of each year, **the P.O.S.T. Board will provide** every law enforcement agency ~~shall provide the Board~~ with a **an electronic report in pdf format** list of those certified peace officers,

identified in *Title 16, Article 2.5, Part 1, § 16-2.5-102 and 16-2.5-110, C.R.S. (2006), and currently listed in the P.O.S.T. electronic records* as appointed by such agency. *Every law enforcement agency will verify within fifteen (15) days the continuing appointment or separation of the certified peace officers associated with the law enforcement agency.*

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

*Revised December 8, 2006—Effective July 1, 2007  
Revised December 7, 2007, Effective March 1, 2008*

- (a) All skills training for arrest control, law enforcement driving and firearms.
  - (I) All hours of skills instruction must be documented by the block of instruction, date and hours of instruction to distinguish between lab and lecture, and instructor and student attendance roster.
  - (II) For all hours of all skills training programs, except as specified in (b)(VII), 100% attendance and participation are mandatory.
  - (III) 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.
  - (IV) Each academy may apply a higher standard for successful completion of any portion of any skills training program that is greater than seventy percent (70%) for arrest control and driving, eighty percent (80%) for firearms. If such a higher standard is applied, the higher standard must be described in the respective skills lesson plan for arrest control, law enforcement driving or firearms, and in the Trainee Manual.
- (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 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 complete the required sixty-two (62) hours of training before a test out.~~
  - (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) 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.
  - (III) 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.
  - (IV) 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 paragraphs (II) and (III) or in the Firearms Training Program. This 1:4 instructor to student ratio shall not include the instructor running the range exercise.
- (II) No range exercise and/or lab session may exceed eight (8) hours in any one day.
- (III) For all dim light shooting that involves moving training and live fire, there must be at least one firearms instructor for each one trainee participating in the program (*i.e.*, 1:1 ratio). This 1:1 instructor to student ratio shall not include the instructor running the range exercise.
- (IV) For all tactical exercises and decisional scenarios that involve moving training and live fire, there must be at least one firearms instructor for each one trainee participating in the program (*i.e.*, 1:1 ratio). This 1:1 instructor to student ratio shall not include the instructor running the range exercise.
- (V) 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.
- (VI) 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.
- (VII) Only high-visibility, fluorescent colored “dummy” ammunition may be used for any weapons handling other than actual live fire shooting.
- (VIII) Trainees must be provided written and oral reminders over the course of the training of the four (4) firearms safety rules:
  - (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.
- (IX) All trainees must be familiar with the four (4) firearms safety rules prior to handling any operable firearm.
- (X) Each trainee must fire a minimum of one thousand (1,000) live rounds of handgun ammunition in a single weapons system, revolver or semi-automatic, before completing the program.
- (XI) Effective July 1, 2007, for the official P.O.S.T. Handgun Tactical Qualification Course, only the approved P.O.S.T. target shall be used. Target selection for the remainder of the Firearms Training Program shall be at the discretion of the individual academies.