

# AURORA POLICE DEPARTMENT DIRECTIVES MANUAL

7.10	EFFECTIVE: September 9, 2011	_____ Daniel J. Oates, Chief of Police
	REVISED: February 3, 2012	
SUBJECT: USE OF ACADEMY STAFF FOR SUBJECT MATTER EXPERT REVIEWS		
REFERENCES:		
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## 7.10 Use of Academy Staff for Subject Matter Expert Reviews

The purpose of this directive is to outline the procedure for command officers to obtain subject matter expert review from the Academy Staff. Expert reviews are limited to answering the question: Was the act (i.e. driving, shooting, use of force, etc.) consistent with current training?

### 7.10.1 Request Procedure

Training Section (Academy and Range Staff) personnel are Subject Matter Experts (SME) in a variety of fields, including but not limited to the following: arrest control, self defense, less lethal munitions, use of force, Taser deployment, firearms, driving, physical training and the training academy's academic curriculum.

In order to accommodate requests for SME reviews, the following protocol must be followed.

1. The requesting command officer will complete the Subject Matter Expert Request Form APD 200 and a memorandum requesting the SME review the topic, based on all available information.
2. The Training Section Lieutenant will then have the appropriate Training Section Sergeant (Academy or Range Sergeant) assign the SME request form to the appropriate SME for review. Depending on the circumstances, the SME may be assigned from outside the academy staff.
3. If the incident under SME review generated a police report, all paperwork associated with the incident must be submitted with the memorandum and SME form, including but not be limited to: incident reports, supplemental reports, use of force reports, pursuit reviews, victim/witness statements or recordings, memorandums, photographs, and all other required APD forms based on the incident.
4. Once the SME has all the necessary information to conduct a review on the matter, he/she will generate a SME review memorandum and forward it to the Training Section Lieutenant.
5. After review, the Training Section Lieutenant will approve the memorandum and then forward it to the requesting command officer.

**2.7.2      Subject Matter Expert Selections**

Subject Matter Experts are deemed as such based on the following criteria:

- The department lead in the subject matter with current certification in the subject matter area and Colorado P.O.S.T. certified as an instructor.

And/Or

- Assigned to the Training Section (Academy or Range) and Colorado P.O.S.T certified to teach the subject matter being reviewed.

And/Or

- A senior instructor that has current certification in the requested subject matter, who is approved by the Training Section Commanding Officer to review the request and conduct a review.

And/Or

- An Aurora Police Department and/or court (Colorado state or federal) recognized expert in the subject matter being reviewed.