



## SUBJECT MATTER EXPERT APPLICATION FOR CURRICULUM REVISIONS

(\*Please note: This is not an OPOTC instructor application.)

### Identifying Subject Matter Experts (SMEs)

- **Qualifications:** SME individuals and/or groups will be comprised of industry professionals and persons who can provide unique perspective to a topic (e.g., law enforcement personnel, attorneys, educators, industry leaders, etc.).
  - Peace Officers – Must be *current* in their role, or removed from that role at a minimum of 2 years.
    - If Peace Officer expertise falls outside this parameter, a short explanation shall be provided as to why the person should still be considered a SME.
  - Academic – Must be an expert in their field with a minimum of 5 years of experience.
    - Expert - a person who has a comprehensive and authoritative knowledge of or skill in a particular area.
  - Community Advocacy Groups – Recommendation from advocacy group Director or organizer/founder.
- **Documents:** A completed application, which includes a confidentiality agreement and current resume/vitae is required (see attached).

### Expectations of SMEs

- **Participation:** Participation includes attendance (in person or via teleconference) at SME meetings, providing requested information, and/or electronically reviewing/revising work product.
  - Failure to participate in the SME process may result in compensation being denied, dismissal from the SME panel, or removal from future SME consideration.
- **Purpose:**
  - A SME will create content, design/construct case studies and scenarios, provide course objectives, identify student performance objectives, determine acceptable performance levels, provide guidance regarding instructor qualifications and/or instructor updates, indicate appropriate instructor to student ratios, and provide input when determining course hours.
  - A SME will assure technical accuracy, provide facts and details based on current industry best practices, define procedures or standards, understand language/terms/jargon in their area of expertise, understand/describe effective decision-making skills and/or associated shortcomings, know/describe how and why things are done, and ensure content meets the needs of the stakeholders, legislation, policies, standards, and best practices.
  - A SME will communicate concepts clearly, provide current and relevant source documentation/research/materials, be an active participant in the development process, be assured and forthcoming sharing their knowledge, provide respectful and thorough feedback, be available for questions, and be future oriented.
  - A SME will possess a deep understanding/knowledge of a particular subject, demonstrate expertise in their field (e.g., advanced degree in subject, current licensure, published articles in respected well-known academic/professional journals, experience presenting or giving lectures in their area of expertise), demonstrate current and complete knowledge of subject through continuous study, possess time management skills.

Although the expertise, and therefore the purposes, of the SMEs and Curriculum Development staff differ, their purposes complement each other and contribute to the final product. Recommendations will be made for Student Performance Objectives (SPOs); unit/topic additions, deletions and merges; name changes; hours; ratios; skill and mandatory attendance topics; instructor qualifications; and instructor updates, with a request for adoption into current curriculum by the OPOTC.

If you have any specific questions, please do not hesitate to contact the Curriculum Development section at [OPOTAcriculum@OhioAGO.gov](mailto:OPOTAcriculum@OhioAGO.gov) or call 740-845-2700.

Sincerely,

A handwritten signature in black ink, appearing to read "E. Wilson". The signature is fluid and cursive, with a large initial "E" and a stylized "Wilson".

Dr. Erica E. Wilson  
Director of Curriculum Development  
Ohio Peace Officer Training Commission



# Subject Matter Expert Application Form

## SME APPLICANT INFORMATION

Title/Rank: \_\_\_\_\_ Name: \_\_\_\_\_

Employer: \_\_\_\_\_

Office Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Preferred Mailing Address:          Home          Office

Street: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Email Address: \_\_\_\_\_

## EDUCATION

List relevant degree(s) and/or certification(s), and the granting institution(s):

\_\_\_\_\_ Date Issued: \_\_\_\_\_

\_\_\_\_\_ Date Issued: \_\_\_\_\_

\_\_\_\_\_ Date Issued: \_\_\_\_\_

## EXPERIENCE

Current Job Title: \_\_\_\_\_

Years in Current Position: \_\_\_\_\_ Years in Law Enforcement: \_\_\_\_\_

Other Relevant Training or Experience: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**\*\*SUBMISSION OF YOUR MOST CURRENT RESUME/VITAE IS REQUIRED\*\***

### SME CONFIDENTIALITY AGREEMENT

It is the policy of the Ohio Attorney General's Office, the Ohio Peace Officer Training Commission, and the Ohio Peace Officer Training Academy that all volunteers, contracted personnel, and staff respect and maintain complete confidentiality in discussions, deliberations, and communications regarding the development of any and all curriculum, test questions and examinations, and results of such. Any reproduction of material is strictly forbidden.

In order to ensure complete confidentiality and integrity of the test development process, it is the responsibility of all volunteers, contracted personnel, and staff not to disclose any information relating to specific questions, procedures, or materials to any unauthorized person.

I hereby agree that I will not record, copy, or otherwise disclose any information or materials, as provided above, to any unauthorized person.

*By checking this box, I acknowledge that I understand and accept the above agreement. Date: \_\_\_\_\_*

# Private Security Basic Training

PLEASE CHECK ANY TOPIC(S) OF SUBJECT MATTER EXPERTISE

## Unit 1 – Administration

Introduction to Basic Training  
Role of Private Security  
Ethics & Professionalism

## Unit 2 – Legal

Overview of the Criminal Justice System  
Liability  
Testifying

## Unit 3 – Human Relations

Interacting with the Media  
Crisis Intervention  
Drug Awareness  
Juveniles  
Community Diversity & Procedural Justice

## Unit 4 – Communications

Report Writing  
Interviews

## Unit 5 – Loss Prevention

## Unit 6 – Safety and Protective Services

Fire Safety  
Occupational Safety  
Patrol Techniques  
Crowd Control

## Unit 7 – Subject Control Techniques

## Unit 8 – First Aid/CPR/AED

## Unit 9 – Firearms

## Unit 10 – Homeland Security

Terrorism Awareness  
Incident Command System (ICS)  
National Incident Management System (NIMS)

**\*\*PLEASE ATTACH A CURRENT COPY OF YOUR RESUME\*\***

# Subject Matter Expert Application Form

PLEASE CONSIDER SUBMITTING A SHORT EXPLANATION DESCRIBING YOUR INTEREST FOR  
CONSIDERATION AS A SME