



STATE OF NEVADA
COMMISSION ON PEACE OFFICER STANDARDS AND TRAINING
5587 Wa Pai Shone Avenue Carson City, Nevada 89701
(775) 687-7678 Fax (775) 687-4911
**BASIC LAW ENFORCEMENT ACADEMY
CADET ENROLLMENT PACKET**

CADET INSTRUCTIONS

Welcome to the POST Academy. You will find the academy both mentally and physically challenging. The academy operates on four (4) 10-hour days, with the exception of a few weeks when training requires the academy to operate on five (5) 8-hour days. You must report to Kollar Hall in Building 6 at the Stewart Facility in Carson City no later than 0700, on the first day of your academy. You must report wearing physical training clothing and ready to take the POST Physical Fitness Entrance Test. If you fail to report by 0700, or fail to pass any event of the entrance PPFT, you will not be enrolled and your agency will be notified.

You should report in good enough physical condition to complete and pass the POST Physical Fitness Test, run three (3) miles without stopping and capable of participating in one (1) to two (2) hours of physical activity.

The following documents must be completed and submitted to Amanda Socha, asocha@post.state.nv.us no later than the deadline stated below.

- Academy Registration Form
- Academy Enrollment Policy
- Enrollment Agreement
- Medical Clearance Form
- State of Nevada Defensive Driving Refresher Completion Certificate (taken via <https://nvelearn.nv.gov/moodle/>)

****All of the above forms must be signed and dated within 1 year of the intended academy of enrollment.****

A **completed packet** must be submitted by the deadline specified below to be eligible for a spot in the academy. See the enrollment policy for further details.

Deadlines:

- Academy 2018-02, June 28, 2018
- Academy 2019-01, December 27, 2018

A Nevada Vendor Number is required for cadets that will be receiving a meal allowance from POST (**State employees are not eligible**). In order to receive a Vendor Number **cadets must fill out** a Vendor Registration Form either on-line or printed and mailed. Links to the forms are on our website.

Cadet's uniforms are expected to be in serviceable condition and inspection ready. The academy will continue to make it **mandatory** for the cadets to purchase certain items through its contracted vendor (A Sign Shop). These uniform items consist of **four (4) black polo shirts** with the POST logo on the front and **four (4) fitness t-shirts** with the POST logo on the front and the cadet's last name stenciled on the back. You can purchase these items directly from A Sign Shop, <http://asignshop.net/>, (775) 782-6800. If you have trouble processing your order please contact the vendor directly.

Uniforms from the vendor will be given to the cadet on the first day of the academy. All cadets will wear the cadet uniform starting day 2 of the academy.



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SPECIAL NOTICE REGARDING DORMITORY RESIDENCY POLICY: All cadets are required to stay in the academy dormitory during their training, there are no exceptions to this rule. However, during weekends and holidays, cadets are allowed to seek lodging off campus (outside of the Stewart Facility) but are expected to return in time before the next weeks/days scheduled training.

While attending the academy, cadets, except State Employees, will be eligible for food allowance payments. The allowance will cover Monday-Thursday or Friday, if in training, excluding holidays. Delays may occur in processing your first check for the allowance, so please report with sufficient funds for the initial two weeks of the academy.

All food allowance payments are made via direct deposit. In order to receive payments, the cadet must complete a State of Nevada Vendor Registration Form, Rev 06/16 and submit it per the instructions to the Nevada Controller's Office. The Controller's Office will only accept the current version of the form; please ensure you download the form from our website, **DO NOT** use any old forms as the Controller's Office will not process them.

Attention Veterans

If you are a veteran and qualify for the GI Bill Benefits and would like to apply for those benefits. Prior to academy please complete Form 22-1990 (if you have never applied) or form 22-1995 (if you have already applied for benefits).

POST will also need a copy of all certificates, copy of transcripts (unofficial is approved) and training that is wished to be reviewed for prior credit (DD-214, MILITARY TRANSCRIPTS, COLLEGE TRANSCRIPTS)

Please bring those filled out and completed the first week of the academy.

If you have any questions please visit <http://www.benefits.va.gov/gibill> or <https://gibill.custhelp.com/app/home> or call 888-GIBILL1 (888-442-4551).



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ACADEMY REGISTRATION/RELEASE OF LIABILITY

Applicant: _____ Male Female
(Last, First, Middle)

Age: _____ Date of Birth: _____ Driver's License State & # _____ Expiration Date: _____

POST ID#: _____ Date of Hire: _____ Military Service: Yes No

NVeLearn Username: _____

Category: CAT I CAT II CAT III

High School Graduate: Yes No If no GED: Yes No

Highest College Year Completed: 13 14 15 16 17 18 Highest Degree Earned: _____

Cadet's Home Address: _____
(City, State, Zip)

Cadet's Email Address: _____ Cadet's Phone: _____

What Impact Weapon will you carry on duty: Collapsible Baton Side Handle Baton

What model Taser does your agency carry: _____

Agency Name: _____

Agency Address: _____
(City, State, Zip)

Agency Contact: _____ Agency Contact's Phone: _____

Agency Contact's Email: _____

Cadet's Immediate Supervisor: _____ Supervisor's Phone: _____

Cadet's Supervisor's Email: _____

Who should we send the bi-weekly evaluations to? _____
(Name)

Bi-weekly evaluation contact's email: _____

I, _____, release The State of Nevada, The Commission on Peace Officer Standards and Training (POST), The Nevada POST Academy Staff and instructors, and any agency officially associated or connected with the academy from liability in case of any illness or injury not covered by my agency's worker's compensation insurance. I will only be covered by insurance to the extent that I would be covered while at my own agency under my personal or agency provided medical insurance.

Applicant Signature: _____ Date: _____



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POST ACADEMY ENROLLMENT POLICY

Each POST academy class has a maximum of 32 cadets open to all agencies in the state. The start date and the enrollment packet for each academy class are posted on the POST website along with the specified deadline date for enrollment. All completed forms and documents that are required for successful enrollment must be received by the specified deadline date, at which time the enrollment for that class is considered closed. Once the deadline has been reached, if the academy has not yet reached capacity, any agency who had previously submitted more than 2 completed enrollment packets, will be admitted to the academy on a first come first served basis of when their packet was submitted, up until the academy reaches capacity. If there are still spots, the remaining spots will be filled on a first come first served basis until capacity is reached, at that time any subsequent completed enrollment packets will be put on the alternate list.

If more than 32 cadets are enrolled in one class, acceptance will be based on an agency's selection of no more than two cadets per agency, on a first come first serve basis, in addition to the following priority:

1. Any officer granted an extension by the Commission;
2. Rural agencies with cadets due to reach one year of employment prior to the start of the following academy;
3. State agencies with cadets due to reach one year of employment prior to the start of the following academy;
4. Rural agency cadets;
5. State agency cadets;
6. Tribal agency cadets

Based on a cadet's agency and the above priority, up to 4 alternate cadets will be identified, prioritized and notified. Alternate cadets must attend the first day of the academy with all required uniforms and equipment and participate in the physical readiness academy entrance test. Alternate cadets are not guaranteed enrollment in the class; however, if vacancies occurs on day one, each vacancy shall be filled by an alternate cadet in their prioritized order. Any alternate cadet not confirmed into the class and officers that had successfully enrolled, but not accepted, will automatically be placed on a waiting list for the following academy class.

By signing below, you acknowledge receipt of the above Academy Enrollment Policy. You further acknowledge that you have read, understand, and accept the policy in its entirety.

Agency Administrator or Designee

Signature

Date

Cadet Name

Signature

Date



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ENROLLMENT AGREEMENT

- Employee is covered by agency insurance, i.e. workmen's compensation, and understands who to contact in the agency if injured during the academy
- Employee holds current CPR and First Aid training certificates
- The agency agrees to the following registration fees; which will be billed upon successful completion of the entrance PPFT test and is non-refundable:

| | |
|--------------|------------|
| Category I | \$500.00 |
| Category II | \$350.00 |
| Category III | \$300.00 |
| Tribal | \$2,320.00 |

By signing this form, I agree and acknowledge the above statements as true.

| | | |
|----------------------------------|-----------|-------|
| _____ | _____ | _____ |
| Agency Administrator or Designee | Signature | Date |
| _____ | _____ | _____ |
| Cadet's Name | Signature | Date |



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MEDICAL CLEARANCE
TO PARTICIPATE IN THE IN-SERVICE PHYSICAL FITNESS PROGRAM

Print Name of Individual

Having read the provided Physical Activity Description, and having personally examined the above named individual, it is my professional opinion that:

Check One:

- The above named individual should participate in the Physical Fitness Program.
- The above named individual's participation in the Physical Fitness Program should be restricted as follows:

- The above named individual should not participate in the Physical Fitness Program because:

Physician's Name (Please Print): _____

Address: _____

Telephone Number: _____

Physician's Signature

Date



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DEFENSIVE DRIVING ONLINE TRAINING

In order for cadets to operate a State of Nevada vehicle, POST requires cadets to complete the online Defensive Driving, available through *State of Nevada Online Professional Development Center*. This online training is available to anyone with a *Nevada Employee Action and Timekeeping System (NEATS)* account. The minimum passing score on the final exam is 80%. **This online class must be completed before attending the academy.**

- If you are a State of Nevada employee, access the <http://nvelearn.nv.gov> and follow the Log-in Instructions using your NEATS login and password.
- If you are NOT a State of Nevada employee and DO NOT already have a NEATS account, access the <http://nvelearn.nv.gov> and complete a NEATS Account Application to obtain a User ID and Password. You will find the application link located almost center of the page. (**NVAPPS ACCOUNT APPLICATION**)
- After you have completed the application, go back to the home page and you will log into the ONLINE PROFESSIONAL DEVELOPMENT CENTER using your new user ID and password.
- Go to the **NAVIGATION** box located on the top left hand corner and scroll down and Click **COURSES**.
- Click **State of Nevada**.
- Click **Defensive Driving**.
- Click **Defensive Driving Refresher**.
- Under Enrollment Options, read coarse overview and then click **Enroll me**.
- Disregard "Please read this first" and "Who must take this course"
- Showing on this page and to the left of the screen is Topics 1-12. Topic 12 is the final exam. Click each topic and follow prompts to complete that topic.
- Topic 12 is the final exam, course evaluation and how to receive credit for this course. Follow directions to download the certificate and forward to Amanda Socha, asocha@post.state.nv.us.



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REQUIRED EQUIPMENT AND UNIFORMS

1. CADET UNIFORMS

All students are required to wear the academy uniform.

- Uniform trousers: Four (4) pair of khaki style field trouser, e.g., BDU.
 - Uniform shirt: A minimum of four (4) solid black polo style short sleeve shirt, without pocket or other adornments, with welt collar and welt or rib knit cuffs with the POST logo screen printed in white on the left chest (**to be ordered from A Sign Shop, information on page 1**).
 - Footwear: Minimum of one (1) pair plain black commonly used police boots, or boots of combined nylon composition and leather footwear. The boots shall be free of ornamentation or decorative stitching. These boots shall be constructed with rubber or composition soles and heels. Toes shall be u-shaped and conform to the contour of the sole. Heels shall not exceed one inch in height. Shoes, such as ordinary tennis shoes, running shoes, “corfam”, patent leather or western style boots are not permitted.
 - Head wear is required for firearms and range activities. Head wear shall be either black baseball cap or cadets may wear their authorized agency ball cap. All head wear will be worn appropriately.
 - Cold weather jacket: The agency jacket is authorized. Personnel who are not issued a cold weather jacket by their agency may wear a dark or subdued plain (without design or lettering) colored jacket.
 - Uniform socks: Minimum of four (4) pair color black. Socks shall be free of any visible patterns or decorative designs.
 - Uniform belt: Minimum of one (1), Department issued leather belt, at least one inch wide with rectangular uniform belt buckle. Tactical belt is acceptable.
 - Name Tag: Department issued name tags. The cadet’s last name and first initial (at a minimum) should appear on the name tag. The name tag shall be worn on the right chest of the uniform shirt. Cadets will also wear the POST issued identification card attached to the left side of the shirt collar.
 - Cold weather cap (optional). Brand name optional, color-black, style: ski type cap, construction: may vary, synthetic blend.
 - Cold weather gloves (optional). Brand name optional, color-black, construction may vary, leather or synthetic, wool or cotton blends.
- *****
- Class A uniforms. If the agency does not have a Class A uniform, professional attire will be required.

2. PHYSICAL FITNESS TRAINING UNIFORM

Physical conditioning, defensive tactics and impact weapons require the following exercise clothing.

- Two (2) plain sweatshirts, black, long sleeve (may be ordered from vendor or from another source).
- Two (2) plain sweat pants, black (may be ordered from vendor or from another source).
- Two (2) plain running shorts, mid-thigh length, black (may be ordered from vendor or from another source).
- Four (4) plain T-Shirts, crew neck, white. Your last name shall be stenciled on the back, upper-middle, in two- inch black letters (**to be ordered from A Sign Shop, information on page 1**).
- One (1) pair of good quality running shoes.
- Headlamp (optional)

It is the cadet’s responsibility that all physical fitness clothing not bought through the vendor will be black and brought on the first day of the academy. **NO EXCEPTIONS.**



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3. FIREARMS RANGE UNIFORM

- Agency baseball style cap. If none issued, black baseball style cap.
- Academy trousers. A khaki-style field trouser, e.g., BDU.
- Physical training T-shirt.
- Utility belt and accessories as described in Section 4 of this enclosure.
- Protective vest.

4. EQUIPMENT and SUPPLIES

- Duty Handgun
- Four (4) Pistol Magazines
- Handgun Ammunition: 1,200 Rounds and 5 dummy rounds
- Shotgun Ammunition: 25 Rounds of Rifled Slug, 30 Rounds of Buckshot, 25 Rounds of Bird Shot (**CAT I Only**)
- Rifle Ammunition: 350 Rounds (.223) (**CAT I Only**), *if bringing a rifle, bring 350 rounds of applicable ammo*
- Agency Issued Taser with 3 cartridges (**CAT I Only**), *for agency's with more than one cadet, each cadet must have a Taser*
- Department issued Utility Belt and Utility Accessories, e.g., Holster, Magazine Holder, Belt Keepers, Baton Holder, Key Holder, Handcuff Case, Flashlight Holder and Chemical Agent Holder
- Handgun Cleaning Kit
- Safety Glasses
- Hearing Protection – Plugs or Muffs with Minimum Noise Reduction Rating of 25
- Two (2) Sets Handcuffs
- Straight Expandable Baton, e.g., ASP
- One (1) Flashlight Approved for Duty Use by your Agency
- Approved Protective Vest
- (Male) Athletic Supporter with Cup
- (Female) Protective Sports Brassieres
- Personal Toiletry and Convenience Items
- Boxing Mouthpiece and Hand Wraps (**CAT I & II Only**)
- White Laundry Bag, with Tie String, Last Name Imprinted in Permanent Marker on the side of the bag
- 1 white fitted twin sheet, 1 white flat twin sheet, 1 white pillow case, 1 pillow, 1 blanket
- At least 1 white towel

5. MISCELLANEOUS INFORMATION

- Username and Password for State of Nevada Professional Development Center (<https://nvelearn.nv.gov/moodle/>)
(cadet must know their username and password as it will be needed on the first day of the academy)
- Basic Classroom Supplies
- Agency's tattoo policy (if applicable)
- 30 copies of your agency's traffic citations *(for cadets whose agencies write traffic citations)*



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CADET PERSONAL APPEARANCE STANDARDS**

(The Academy Commander may, at his option, wave any standard with prior coordination.)

1. Hair:

- Hair shall be neat, clean and neatly trimmed.
- Male, hair shall not cover more than half of the ear.
- Female, hair shall be neat and evenly trimmed and worn in a fashion that does not extend below the collar.
- Hair shall not be styled in a fashion which hinders wearing of the uniform hat in the prescribed manner.
- Hair shall not be cut in any inappropriate/eccentric style.
- No decorations shall be worn in the hair except clips, pins, rubber bands or elastic fabric hair retainers that closely match the hair color.
- Hair shall be a natural human color.
- No hair shall be visible on the forehead below the brim of the hat.

2. Sideburns shall not extend below the lowest part of the ear.

- Sideburns will be of an even width and not be flared.

3. Mustaches will not extend over the top or in any way obscure the upper lip.

- Mustaches will not extend below or more than ½ inch beyond the corners of the mouth.
- Mustaches will be kept short and neatly trimmed to prevent an overly busy appearance.
- Nasal hairs will be kept trimmed so as not to protrude from the nostrils.
- Beards of any type are prohibited.

4. Eyelashes

- False eyelashes are prohibited.

5. Cosmetics

- Cosmetics shall be subdued and match the natural color of the skin.

6. Fingernails

- Fingernails shall be kept clean and neatly trimmed.
- Fingernails shall not exceed more than ¼ inch beyond the tips of the fingers or thumb.
- Fingernail polish, if worn, will be clear.

7. Personal Hygiene

- Cadets will maintain a reasonably acceptable personal hygiene practice.

8. Earrings, facial or oral piercings are prohibited during the academy.

9. Tattoos must conform to the cadet's agency policies.

EXCEPTIONS

1. The standards for hair grooming and facial hair may be waived if the cadet's employing agency verifies that the cadet's assignment, immediately following graduation, requires exception to these standards.
2. In the event that a waiver of the facial hair standard is accepted by the academy, the hair will be neatly trimmed and conform to the jawline.



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ACADEMY PREPARATION CHECKLIST

(This form does not need to be turned in to POST, but is supplied as a supplemental guide for preparation for the academy)

- Agency Equipment assigned to employee, firearm, ammunition, vest, etc.
- Black Polos and PT White T-Shirts have been ordered from A Sign Shop (Info on page 1)
- Employee has completed State Vendor Registration Form either online, or has completed the form and mailed it **directly** to The State Controller's Office in Las Vegas (*State Employees are not eligible and will not need to complete this form*)
- Agency specific tattoo policy
- 30 copies of cadet's agency's traffic citation (*applicable only to agencies that write traffic citations*)
- Class A uniform or Professional Attire if you agency does not have a Class A uniform
- Know your nvelearn.nv.gov username and password (will be utilized on day 1 of the academy)
- Have obtained all items listed under section 1 "Cadet Uniforms"
- Have obtained all items listed under section 2 "Physical Fitness Training Uniforms"
- Have obtained all items listed under section 3 "Firearms Range Uniform"
- Have obtained all items listed under section 4 "Equipment and Supplies"
- Have obtained all items listed under section 5 "Miscellaneous Information"