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.

The following documents must be completed and submitted to Amanda Socha, asocha@post.state.nv.us no later than two weeks prior to the start of the academy.

- Academy Registration Form
- Medical Clearance Form
- Enrollment Checklist
- Current CPR/First Aid Training Certificate
- State of Nevada Defensive Driving Refresher Completion Certificate (taken via https://nvelearn.nv.gov/moodle/)

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.

If your **completed packet** has not been received by the deadline specified your slot for the academy is no longer guaranteed and will go to the next cadet that has a completed packet.

Deadlines:

- Academy 2017-01, January 5, 2017
- Academy 2017-02, June 29, 2017

Additionally, 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 you on the first day of the academy.** All cadets will wear the cadet uniform starting Day 2 of the academy.

Beards, ear rings and other body piercings are not permitted. Neatly trimmed mustaches are permitted. You will receive a copy of the Cadet Manual that covers cadet appearance and you will adhere to the manual. **A copy of the required equipment is included with your initial forms to complete and instructional documents to reference.**

Here is a comprehensive list of those required daily uniform items:

- Four (4) pairs of khaki-style field trousers, e.g., BDU
- Four (4) solid black polo style short-sleeve shirts, with the POST logo on the front (these shirts are to be **purchased solely from the vendor**)
- One (1) pair of plain black commonly used police boots
- One (1) cold weather jacket (either an agency jacket or a generic dark/subdued plain colored jacket)
- Four (4) pairs of black socks

- One (1) agency approved leather belt, at least one inch wide with rectangular uniform belt buckle. Tactical belt is acceptable.
- Department issued name tags

The following items are optional (except for firearms and range activities, headgear is not required):

- Black baseball style cap or ball cap authorized by the cadet's agency
- Black ski type cap
- Black cold weather gloves (leather, synthetic, wool or cotton-blend)

Here is a comprehensive list of those required physical fitness clothing items

- Four (4) plain white crew neck t-shirts, with the POST logo on the front and the cadet last name stenciled on the back (these shirts are to be **purchased solely from the vendor**)
- Two (2) plain black sweatshirts
- Two (2) plain black sweatpants
- Two (2) plain black running shorts
- One (1) pair of good quality running shoes

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.**

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.

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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BASIC LAW ENFORCEMENT ACADEMY
CADET ENROLLMENT PACKET

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☐

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

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

Home Address: _____
(City, State, Zip)

Email Address: _____ Phone: _____

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

Agency Name: _____

Agency Address: _____
(City, State, Zip)

Agency Contact: _____ Phone: _____

Cadet's Immediate Supervisor: _____ 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: _____

****

Handgun Information:

Make: _____ Model: _____ Caliber: _____ Serial Number: _____

☐ Personally Owned ☐ Agency Owned

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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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ENROLLMENT CHECKLIST

_____ Agency Equipment assigned to employee, firearm, ammunition, vest, etc.

_____ Employee Medical Clearance completed by physician

_____ Uniforms have been ordered from vendor

_____ **Employee has sent completed State Vendor Registration Form along with copy of a voided personal check, to The State Controller's Office in Las Vegas**

_____ Academy Registration/Release of Liability

_____ Employee is covered by agency insurance, i.e. workmen's compensation, and understands who to contact in the agency if injured during the academy

_____ The agency agrees to the following tuition; which will be billed upon final acceptance of a cadet into the Academy and is not refundable after completion of the first week of classes:

Category I	$500.00
Category II	$350.00
Category III	$300.00
Tribal	$2,216.00

_____	_____	_____
Agency Administrator or Designee	Signature	Date

_____	_____	_____
Cadet Name	Signature	Date

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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 vendor).
- 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.
- Headgear: Except for firearms and range activities, headwear is not required. When headwear is used it shall be a black baseball cap style. As an alternative, cadets may wear their authorized agency ball cap. All headgear 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.

2. PHYSICAL FITNESS TRAINING

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

- Two (2) plain sweatshirts, black, long sleeve (may be ordered from vendor, but may also be ordered from another source).
- Two (2) plain sweat pants, black (may be ordered from vendor, but may also be ordered from another source).
- Two (2) plain running shorts, mid-thigh length, black (may be ordered from vendor, but may also be ordered 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 vendor).
- One (1) pair of good quality running shoes.

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: 1,000 Rounds
- Shotgun Ammunition: 30 Rounds of Rifled Slug and 20 Rounds of Buckshot
- 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
- Approved Protective Vest
- (Male) Athletic Supporter with Cup
- (Female) Protective Sports Brassieres
- Personal Toiletry and Convenience Items
- Boxing Mouthpiece and Hand Wraps
- White Laundry Bag, with Tie String, Last Name Imprinted in Permanent Marker on the side of the bag

5. MISCELLANEOUS INFORMATION

- Username and Password for State of Nevada Professional Development Center (https://nvelearn.nv.gov/moodle/)
- Basic Classroom Supplies.
- Standard Size Notebook for use as a journal.
- Scientific Calculator, ex. TI-30X (Category I officer only)
- Bring either formal business attire or agency Class A uniform for court room training.
- Business Attire required for cadet dinner.

Bed linen will be provided to dormitory residents. Cadets may supply their own pillow.

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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 jaw line.

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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.