



Basic Law Enforcement Academy

Cadet:

Welcome to POST Academy Class 51/52. You will find the academy both mentally and physically challenging. The academy operates on four (4) 10-hour days, with the exception of a couple of weeks when training requires the academy to operate on five (5) 8-hour days. At this time, training for Category I cadets is 16 weeks; while training for Category II cadets is 9 weeks. (Graduation Day for all cadets—Category I and Category II—is slated for Thursday, November 19). You must report to Kollar Hall in Building 6 at the Stewart Facility, in south Carson City no later than 0700 hours, August 3, 2015. 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 enclosed Academy Registration Form, Medical Clearance Form, and Agency/Cadet Enrollment Checklists must be completed and returned to the academy no later than July 23, 2015. (Copies of these respective forms may be scanned/mailed to rradecki@post.state.nv.us or faxed to POST at 775-687-4911.) 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 certain items are included in a uniform package. This uniform package from the vendor consists of **four (4) black polo shirts** with the POST logo on the front; also included in the uniform package from the vendor are **four (4) fitness tee-shirts** with the POST logo on front and the last name stenciled on the back. You can purchase these items directly from the following vendor: A Sign Shop, <http://asignshop.net>, 775-782-6800. If you have any 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.**

Here is a comprehensive list of those required daily uniform items (fitness items will be addressed in the next paragraph): three (3) 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) department-issued leather belt; 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, leather or synthetic, wool or cotton-blend cold-weather gloves.

Here is a comprehensive list of those required physical fitness clothing items: four (4) plain, white crew-neck tee-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 sweatshirts; two (2) plain sweatpants; two (2) plain running shorts; and, 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.**

(For detailed explanations of all required POST academy uniform items—regular daily uniform and fitness attire—refer to the *Section 9 Enclosure 9.3 – Required Equipment and Uniforms* standard operating procedures document.)

Enclosed you will find a description of the physical activities you will be involved with during the academy. This description should be taken with you when you visit your doctor who will complete the Medical Clearance form during your physical examination. 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 week's/day's scheduled training.

While attending the academy, ALL cadets will be eligible for meal/food (or “per diem”) 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. As long as there has been a Vendor Number assigned (by the State Controller's Office) to the cadet, food allowance money will be directly deposited into their personal checking account at regular intervals during the length of the academy. (The State Controller's Office does not provide the option of paper checks, only electronic direct-deposit of funds.) That is why it is important for each cadet to complete, in advance of the first day of the academy, the state-required **Vendor Registration** form (otherwise known as the *substitute IRS Form W-9*) per the directions on the form, making sure they fax it to the Controller's Las Vegas office (this information is provided with the Vendor Registration form), not to the POST Academy. **The form should contain your (cadet's) information, not your agency's information.**

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 academy Standard Operating Procedures (SOPs) that cover cadet appearance and you will adhere to the SOPs. You will need to bring a laptop computer (Windows OS is strongly recommended), as the academy is continuing to be a paperless academy; and, you will also need it to take the State Certification Exam at the end of the academy. **A copy of the required equipment is included with your initial forms to complete and instructional documents to reference.**

As a reminder, you will need to have a *CPR/First Aid* and an (online) *Defensive Driving (Refresher)* class prior to you attending the academy. (Again, once you receive the respective certificates, you may scan/email copies of them to rradecki@post.state.nv.us or fax them to POST at 775-687-4911.) Directions for the “Defensive Driving (Refresher)” class are included in your packet. **You will need to remember your (online) Nevada Employee Action and Timekeeping System (NEATS) login and password that you originally created**, as you will need this personal information for taking all quizzes and exams during your training—this includes for the online Nevada State Certification Exam at the end of the academy.