



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
RESERVE OFFICER TRAINING PROGRAM
ENROLLMENT PACKET

CADET INSTRUCTIONS

Welcome to the POST Reserve Officer Training Program. You will find the program both mentally and physically challenging.

The following documents must be completed and submitted to Amanda Socha, asocha@post.state.nv.us prior to being admitted to the program (for any questions regarding the registration documents call (775) 687-3310).

- Program Registration Form
- Medical Clearance Form
- Current CPR/First Aid Training Certificate
- State of Nevada Defensive Driving Refresher Completion Certificate (taken via <https://nvelearn.nv.gov/moodle/>)
- Completed POST Physical Fitness Test Score Card (PPFT) (Pursuant to NAC 289.200)
 - NOTE: Cadet must meet the POST Academy Entrance Category I Standards no more than 30 days prior to enrollment.

When all of the documents have been received by POST your agency will be notified that you have been enrolled in the POST Reserve Officer Training Program.

The official enrollment date into the Reserve Officer Training Program will be the date of enrollment notification by POST to your agency. From the date of notification, you will have a maximum period of 160 calendar days to complete the Online Academic Module I and the Agency Module II requirements (Refer to the module descriptions page). Both Modules I and II must be successfully completed before you will be allowed to attend Module III at the POST academy.

Module III of the Basic Reserve Online POST Academy requires you to spend one live-in weekend (Friday @ 1200 to Sunday @ 1700) at the POST facility located at 5587 Wa Pai Shone Avenue in Carson City. A double occupancy dormitory room will be provided at no cost for your stay. Bed linens/towels are provided for your room. Cadets may supply their own pillow. Meals are not provided by POST, however there are refrigerators, microwaves, range/oven, and pots and pans if you desire to store and cook meals.

Here is a comprehensive list of required uniform items:

- Agency Class A Dress Uniform with duty weapon (no ammunition) for Sunday Afternoon Graduation Ceremony
- Two (2) pairs of khaki-style field trousers, e.g., BDU
- Two (2) plain white crew neck t-shirts, with the cadet's last name stenciled on the back (These may be purchased directly from A Sign Shop, <http://asignshop.net/>, (775) 782-6800)
- One (1) pair of plain black commonly used police boots
- Three (3) pairs of black socks
- One (1) plain black sweatshirt
- One (1) pair plain black sweatpants
- One (1) pair plain black running shorts
- One (1) pair of good quality running shoes
- One (1) agency approved leather belt, at least one-inch-wide with rectangular uniform belt buckle. Tactical belt is acceptable.
- 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
- Two (2) Sets Handcuffs
- Straight Expandable Baton, e.g., ASP



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- One (1) Flashlight Approved for Duty Use
- Approved Protective Vest
- Personal Toiletry and Convenience Items

The following items are optional:

- Black baseball style cap or ball cap authorized by the cadet's agency
- Black ski type cap
- One (1) cold weather jacket (either an agency jacket or a generic dark/subdued plain colored jacket)
- Black cold weather gloves (leather, synthetic, wool or cotton-blend)

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.

*****As a reminder, you will need your <https://nvelearn.nv.gov/moodle/> User Name and Password as you will need this for taking Nevada State Certification Exam at the end of the weekend. *****



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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: _____ NVELEARN User Name: _____

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

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

Home Address: _____
(City, State, Zip)

Email Address: _____ Phone: _____

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.



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MEDICAL CLEARANCE

TO PARTICIPATE IN THE POST PHYSICAL FITNESS TESTING AND MODULE III PHYSICAL ACTIVITIES

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 POST Physical Fitness test and all activities requiring physical fitness.
- The above named individual should not participate in the POST Physical Fitness test and all activities requiring physical fitness:

Physician's Name (Please Print): _____

Address: _____

Telephone Number: _____

Physician's Signature/License #

Date



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ENROLLMENT CHECKLIST

- _____ Academy Registration/Release of Liability
- _____ Medical Clearance completed by physician
- _____ Current CPR/First Aid Training Certificate
- _____ Defensive Driving Online Training Certificate
- _____ Completed Physical Fitness Test Score Card (PPFT) (Pursuant to NAC 289.200)
NOTE: Cadet must meet the POST Academy Entrance Category I Levels no more than 30 days prior to enrollment date
- _____ Employee is covered by agency insurance, i.e. workmen's compensation, and understands who to contact in the agency if injured during the academy

_____	_____	_____
Agency Administrator or Designee	Signature	Date
_____	_____	_____
Cadet Name	Signature	Date



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CADET PERSONAL APPEARANCE STANDARDS

(The Academy Commander may, at his option, waive 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.



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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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MODULE I ACCESS INSTRUCTIONS

As part of the Reserve Officer Training Program POST requires cadets to complete the online academics module, available through *State of Nevada Online Professional Development Center*. This online training is only available to those that are enrolled by POST. To access the training:

- Log into the ONLINE PROFESSIONAL DEVELOPMENT CENTER located at <https://nvelearn.nv.gov/moodle/> using the User ID and password that you created and provided to POST.
- Go to the NAVIGATION box located on the top left hand corner and scroll down and Click COURSES.
- Click Courses for Other Nevada Public Service Entities and the Public.
- Click Law Enforcement.
- Click Peace Officer Standards and Training (POST).
- Click POST Reserve Academy – Module 1.



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All information contained herein abides by NAC 289.170

MODULE I (58 Hours) - Online Academics (NAC 289.170)

Cadets will be required to complete four blocks of instruction containing the online classes listed below. After Cadets complete reading **each** block of instruction they will need to send an email to the POST Academy Administrative Assistant, Amanda Socha at asocha@post.state.nv.us. In this email Cadets will need to **request the date and time** they would like to take the block exam associated with the block of classes they just completed as well as include their NVeLearn username. Requests must be made at least 2 business days before the exam is to be taken. Exams can be scheduled outside of the POST business days as long as the request was received at least 2 business days prior. Exam requests are processed Monday-Thursday. The Cadet will receive a confirmation email of the test being scheduled along with their personal password to access the exam. This password is not to be shared with any other Cadets. The Cadet must pass the block exam with a minimum score of 80%. Once the POST Administrative Assistant confirms that the test was passed, the Cadet will be enrolled in the next block of instruction. If the Cadet fails the exam they will be allowed to review the block of instruction and schedule to retake the block exam one time. Cadets must pass the retake exam or they will be removed from the academy. If a Cadet fails more than two block exam attempts in the entirety of the online module they will be removed from the academy. It is advised that Cadets take notes while reading the online classes. Notes are allowed to be used during the exam. If a Cadet is released from the Academy, their agency may send a request to have the Cadet re-enrolled after a period of 2 months.

Block I

- History and Principles of Law Enforcement
- Ethics in Law Enforcement
- Community Policing
- Survival of Peace Officers
- Health, Fitness and Wellness
- Writing of Reports
- Constitutional Law
- Basic Patrol Procedures
- Interpersonal Communication

Block II

- Civil Liability
- Probable Cause
- Search and Seizure
- Laws Relating to Arrest
- Use of Force
- Traffic Laws
- Juvenile Law
- Crisis Intervention

Block III

- Crimes Against Persons
- Crimes Against Property
- Miscellaneous Crimes
- Laws Relating to Drugs, Including, Without Limitation, Current Trends in Drugs
- Abuse of Older Persons
- Child Abuse & Sexual Abuse of a Child
- Handling Persons with Mental Illness

Block IV

- Principles of Investigation
- Investigation of Crime Scenes, Collection and Preservation of Evidence and Fingerprinting
- Training Concerning Active Assailants
- Counter-Terrorism and Weapons of Mass Destruction
- Courtroom Demeanor, Including Without Limitation, the Giving of Testimony



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MODULE II (35 Hours) - Agency Training (NAC 289.170.3f, 289.170.3b, 289.170.3d)

- Training in the use of firearms (completion document must be submitted to POST prior to attending Module III).
- Tactics for the arrest and control of suspects, including, without limitation, methods for arrest and the use of less than lethal weapons (completion document must be submitted to POST prior to attending Module III).

NOTE: Module II may be completed simultaneously with Module I.

MODULE III (27 Hours) - Performance Skills Weekend/State Certification Testing/Graduation (289.170.3, 289.170.2d, 289.170.2g, 289.170.3c, 289.170.3d)

	1200-1400	Mandatory POST Physical Fitness Test (Cadet must pass at the certification level for Category I Reserves)
Friday	1400-1500	Dorm Check In/Shower/Change to Cadet Uniform
	1500-1700	Heart and Mind of an Officer
	1700-1800	Meal Break
	1800-2100	Arrest & Control Review/Field Integration Training/Arrest & Control Testing
	0800-0900	Building Searches/Active Assailant Classroom (Kollar Hall)
	0900-1200	Field Integration Training - Building Searches/Active Assailant
	1200-1300	Meal Break
Saturday	1300-1400	Basic Patrol Procedures Classroom (Kollar Hall)
	1400-1700	Field Integration Training- Unknown Risk and High Risk Traffic Stops
	1700-1800	Meal Break
	1800-2100	Field Integration Training- Building Searches/Unknown Risk and High Risk Traffic Stops
	0800-0900	Domestic Violence and Stalking Classroom (Kollar Hall)
	0900-1230	Field Integration Training- Domestic Violence and Stalking
Sunday	1230-1330	Meal Break
	1330-1600	Reserve Officer State Certification Exam
	1600-1700	Graduation



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FIREARMS COMPLETION DOCUMENT

****TO BE FILLED OUT BY RANGE MASTER ONLY****

Cadet Name: _____

Date(s) of Firearm Training: _____

Range Master: _____ Agency: _____

Check the box if the following Performance Objectives were successfully completed by the Cadet:

<input type="checkbox"/>	Identify safety rules regarding firearms and range.
<input type="checkbox"/>	Name the basic components of a firearm and discuss each components function.
<input type="checkbox"/>	Demonstrate the proper steps for drawing and holstering a handgun
<input type="checkbox"/>	Explain and demonstrate the following: steps of loading and unloading a firearm; proper method and purpose of trigger control; fundamentals of shooting; three characteristics of proper sight alignment, to include the most effective sight alignment; types of firearm malfunctions and correct clearing methods; and safe procedures for cleaning and maintaining your weapon.
<input type="checkbox"/>	Demonstrate handgun shooting proficiency by qualifying on a timed course of fire.

Cadet: _____ Date: _____
(Signature)

Range Master: _____ Date: _____
(Signature)



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TACTICS FOR THE ARREST AND CONTROL OF SUSPECTS COMPLETION DOCUMENT

****TO BE FILLED OUT BY INSTRUCTOR ONLY****

Cadet Name: _____

Date(s) of ACT Training: _____

Instructor: _____ Agency: _____

Check the box if the following Performance Objectives were successfully completed by the Cadet:

Understand and demonstrate proficiency in the following:

<input type="checkbox"/>	Handcuffing
<input type="checkbox"/>	Take-downs
<input type="checkbox"/>	Control holds and escort methods
<input type="checkbox"/>	Ground defense
<input type="checkbox"/>	Weapon retention, to include handgun and long gun
<input type="checkbox"/>	Weapon defense, to include handgun, long gun, edged weapons, and impact weapons
<input type="checkbox"/>	Falls and/or rolls
<input type="checkbox"/>	Searches, to include Terry, search incident to arrest and opposite gender
<input type="checkbox"/>	Self-defense, to include against personal weapons and defense against common attacks
<input type="checkbox"/>	Contact and Cover principles
<input type="checkbox"/>	Less than lethal weapons, to include impact weapons, OC and electronic control devices

Cadet: _____
(Signature)

Date: _____

Instructor: _____
(Signature)

Date: _____