



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

CATEGORY I BASIC LAW ENFORCEMENT
ACADEMY CADET ENROLLMENT PACKET

CADET INSTRUCTIONS

Welcome to the POST Academy, which is in the Stewart Facility in Carson City and operates on 4 10-hour days. You must report to the POST Academy no later than 0700 hours on the first day. You must wear physical training clothing, have your driver's license in hand, have a water bottle and be ready to take the POST Physical Readiness Test (PPRT). If you fail to report by 0700 or fail to pass any event of the PPRT, you will not be enrolled. On the first day, you must also bring business casual clothing. Males must bring dress pants, a button-down shirt and tie with closed-toed shoes such as loafers, oxfords, or brogues. Females must bring dress pants, a blouse or button-down shirt, and closed-toed shoes such as loafers, oxfords, or flats.

You should report in good enough physical condition to complete and pass the PPRT.

The following documents must be completed and submitted to Bre Gatlin, bgatlin@post.state.nv.us no later than the deadline stated below.

- Academy Registration
- Enrollment Policy
- Enrollment Agreement
- Medical Clearance
- State of Nevada Defensive Driving (Refresher) Completion Certificate (<https://nvelearn.nv.gov/moodle/>)
- CPR/First Aid Certificate (although can be submitted while enrolled)

****All 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 2024-01, 01/04/2023
- Academy2024-02, TBD



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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 but are expected to return in time before the next scheduled training day.

*****VENDOR REGISTRATION INSTRUCTIONS*****

A Nevada Vendor Number is required for cadets that will be receiving a meal allowance from the POST Academy (**State employees are not eligible**). To receive a Vendor Number, **cadets must complete** the Vendor Registration Form either on-line or print and mail it. Links to the forms are on our website <https://post.nv.gov/>. Under Training>POST Academy>CAT I Academy Dates and Forms>Nevada Vendor Registration link.

While attending the Academy, cadets, except State Employees, will be eligible for food allowance payments. The allowance will cover Monday-Thursday and Friday (if in training) excluding holidays. You will receive your first check for the reimbursement 6 weeks into the Academy, so please report with sufficient funds for the initial 6 weeks of the Academy. All food allowance payments are made via direct deposit. To receive payments, cadets must complete a State of Nevada Vendor Registration Form, Rev 06/16 and submit it per the instructions to the Nevada Controller's Office, as soon as possible.

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, complete Form 22-1990 (if you have never applied) or form 22-1995 (if you have already applied for benefits), BEFORE the first day of Academy.

POST will also need a copy of all certificates, 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: _____ Please circle: Male Female

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

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

NVeLearn Email: _____

Will the cadet be needing a room in the dormitory: 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: _____

Cadet's Home Address: _____

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

Agency Name: _____

Agency Address: _____

Agency Contact: _____ Agency Contact's Phone: _____

Agency Contact's Email: _____

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

Supervisor'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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ENROLLMENT AGREEMENT

- Employee is covered by agency insurance (worker'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 PPRT and is **non-refundable**:

Category I	\$600.00
Tribal	\$2,420.00

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

_____ Agency Administrator Designee	_____ Signature	_____ Date
_____ Cadet's Name	_____ Signature	_____ Date



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MEDICAL CLEARANCE

TO PARTICIPATE IN THE IN-SERVICE PHYSICAL READINESS PROGRAM

Print Name of Cadet

Physical Activity Description: You should report in good enough physical condition to complete and pass the PPRT, run 3 miles without stopping and be capable of participating in 2 hours of physical activity per day.

Having read the above 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:

Physician's Name (print): _____

Address: _____

Telephone Number: _____

Physician's Signature

Date



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DEFENSIVE DRIVING ONLINE TRAINING

For cadets to operate a State of Nevada vehicle, POST Academy 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 <https://nvelearn.nv.gov/moodle/> 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 <https://nvapps.state.nv.us/> and complete a NEATS Account Application to obtain a User ID and Password.
- After you have completed the application go to <https://nvelearn.nv.gov/moodle/> 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 right-hand side and Click **COURSES**.
- Click **State of Nevada Employees**.
- Click **Defensive Driving**.
- Click **Defensive Driving Refresher**.
- 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 Bre Gatlin at bgatlin@post.state.nv.us.

Create Username & Password for the Training Portal:

Additionally, cadets **MUST** create a username and password for the POST Training Portal before Day 1. This website will be used for all important handouts as well as all testing through out the Academy. You can find the website on the POST website under the Training Portal tab. If this step is not completed the cadet will not be able to complete the Pre-test on Day1. <https://post.nv.gov/>



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REQUIRED EQUIPMENT and UNIFORMS

All uniform items can be ordered from Uniformity, located in Carson City, NV. (775) 884-9191 <http://uniformityusa.com/index.html> If you have trouble processing your order please contact the vendor directly. If another vendor is used, the items with the SKU numbers need to match. Cadet's uniforms are expected to be in serviceable condition and inspection ready.

If Uniformity is used, items must be ordered **IMMEDIATELY** to alleviate any time constraints from this vendor. Uniformity will deliver your items directly to POST, if another vendor is used it is your responsibility to get your items here and on time. ALL EQUIPMENT AND UNIFORMS MUST BE HERE AND READY BY DAY TWO OF THE ACADEMY, INCLUDING AMMO, MAGS, TASER, ETC.

UNIFORMITY

3246 North Carson St #128, Carson City, NV 89706, (775) 884-9191

Monday – Friday 10AM - 4PM

Saturday 10AM - 1PM

UNIFORM

- Dickies uniform s/s shirt (2 required, 4 recommended): DIC-1574-KHKI *Khaki*
- Dickies uniform l/s shirt (1 required): DIC-574-KH-L *Khaki*
- Dickies uniform pants (2 required, 4 recommended): DIC-874-KH *Khaki*
- Tie (1 required): TAC-TIE18-BLACK-18" *Black*
- Tie Bar (1 required): PRE-P51-SILVE-5/16" X 2" *Silver*
- Port Authority windbreaker jacket (1 required): SAM-J344-BLACK *Black*
- Port Authority flex fit cap (1 required): SAM-C865-BLACK-L/XL *Black*
- Name plate (1 required w/ last name ONLY): EOR-BDG12-SILVE-0 *Silver* 1/2 X 23/8
- Uniform boots (1 pair required): Black, capable of a high shine, free of ornamentation or decorative stitching, constructed w/ rubber or composition soles & heels. Corfam, patent leather or western style is NOT permitted.
- Uniform socks (4 pairs required): Solid black.
- Black belt (1 required): At least 1" wide w/ rectangular uniform belt buckle.
- Cargo pants (1 required): Any Khaki or Tan colored.
- Utility/hiking boots for range/ practical training days (1 required): Any color.

PHYSICAL TRAINING ATTIRE

- Port & Company knit cap (1 required): SAM-CP90-BLACK *Black* OR any solid black beanie.
- Sport-Tek exercise pants (1 required): SAM-PST95-BLACK *Black* OR any solid black exercise pants.
- Sport-Tek exercise shorts (1 required): SAM-ST355-BLACK *Black* OR any solid black exercise shorts.
- Sport-Tek sweatshirt (1 required): SAM-ST253-BLACK *Black* ¼ Zip OR any solid black ¼ zip sweatshirt.
- Port & Company t-shirt w/ last name on rear in 2" black letters (4 required): SAM-PC61-SAND*Sand*
- Running shoes (1 pair required): Any quality running shoes.
- Athletic socks (4 pairs required): Solid white.



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EQUIPMENT & SUPPLIES

- Agency issued handgun w/ 3 magazines
- Handgun ammunition: 1,000 rounds
- Agency issued shotgun
- Shotgun ammunition: 25 rifled slugs, 50 buckshot rounds, 50 bird shot rounds
- Agency issued rifle
- Rifle ammunition: 500 .223 rounds
- Agency issued Taser with 3 cartridges
- Agency issued duty belt & accessories: handgun holster, double magazine case, belt keepers, impact weapon/ASP holder, handcuff case, flashlight case (Serpa holsters NOT permitted)
- Firearms cleaning kit
- Firearms protective eyewear
- Firearms protective hearing: Noise reduction rating of at least 25 dB
- Handcuffs w/ key
- Expandable baton (ASP) or impact weapon authorized by your agency
- Flashlight
- Agency issued body armor/vest.
- Mouthguard & hand wraps
- (Optional but recommended) 16 oz boxing gloves & headgear
- White laundry bag with tie string
- White fitted twin sheet, white flat twin sheet, white pillowcase, pillow.
- White towel(s)
- Combination lock
- Notepad(s)
- Pen(s)
- Emotional Survival for Law Enforcement: A Guide for Officers and Their Families Paperback by [Dr. Kevin Gilmartin](#)

MISCELLANEOUS INFORMATION

- Username & password for POST Academy Training Portal must be created. You can access the portal from the POST Website by clicking the Training Portal tab at the top. <https://post.nv.gov/>
(cadet's must know their username & password as it will be needed on the 1st day)
- Vendor Registration MUST be completed, or cadets will not receive meal reimbursement funds. DO NOT send the form to POST. Vendor registration is managed by the State Controller's office.