



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 the Stewart Facility in Carson City no later than 0700, on the first day of your academy. You must report wearing physical training clothing, driver's license in hand, and ready to take the POST Physical Readiness Entrance Test. If you fail to report by 0700, or fail to pass any event of the entrance PPRT, you will not be enrolled and your agency will be notified. On the first day you must bring business casual clothing. Male cadets must bring dress pants, button down shirt and tie with closed-toed shoes such as loafers, oxfords, or brogues. Female cadets 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 POST Physical Readiness Test, run three (3) miles without stopping and capable of participating in one (1) to two (2) hours of physical activity per day.

The following documents must be completed and submitted to Kayla Parsley, [kparsley@post.state.nv.us](mailto:kparsley@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 2023-01, 01/05/2023
- Academy 2023-02, TBA

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** (Uniformity). You can purchase these items directly from Uniformity, <http://uniformityusa.com/index.html>, (775) 884-9191. 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 Email: \_\_\_\_\_

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: \_\_\_\_\_

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 evaluationsto? \_\_\_\_\_  
 (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 occur 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.

\_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_  
 Agency Administrator or Designee

\_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_  
 Cadet Name



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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 PPRT test and is non-refundable:

Category I	\$600.00
Category II	\$350.00
Category III	\$300.00
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 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. **(NVAPPSACCOUNTAPPLICATION)**
- 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 course 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 Kayla Parsley, [kparsley@post.state.nv.us](mailto:kparsley@post.state.nv.us).



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**REQUIRED EQUIPMENT AND UNIFORMS**

The location (Uniformity) located in Carson City, NV is NOT required to order uniforms. HOWEVER, the items with the SKU numbers need to match.

If Uniformity is used, items **MUST** be ordered **NO LATER** than 1 month prior to the Academy start date:

**UNIFORMITY**

3246 North Carson St #128, Carson City, NV 89706, [\(775\) 884-9191](tel:7758849191)

Monday - Friday 10AM - 4PM

Saturday & Sunday Closed

**1. CADET UNIFORMS**

- Dickies uniform s/s shirt (minimum 2 required): DIC-1574-KHAKI \*Khaki\*
- Dickies uniform l/s shirt (1 required): DIC-574-KH-L \*Khaki\*
- Dickies uniform pants (minimum 2 required): 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 2 3/8
- Plain 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 (minimum 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

**2. PHYSICAL FITNESS TRAINING UNIFORM**

Physical training requires the following clothing:

- Port & Company knit cap (1 required): SAM-CP90-BLACK \*Black\* OR any solid black beanie
- Sport-Tek exercise pants (minimum 1 required): SAM-PST95-BLACK \*Black\* OR any solid black exercise pants
- Sport-Tek exercise shorts (minimum 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 (minimum 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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**3. EQUIPMENT and SUPPLIES**

- Agency issued handgun w/ 3 magazines (**DO NOT** bring any magazines on the 1<sup>st</sup> day, Training Staff will advise when they are needed)
- Handgun ammunition: 1,000 rounds (**DO NOT** bring any ammo on the 1<sup>st</sup> day, Training Staff will advise when it is needed)
- Agency issued shotgun (**DO NOT** bring on the 1<sup>st</sup> day, Training Staff will advise when it is needed, **CAT I ONLY**)
- Shotgun ammunition: 25 rifled slugs, 50 buckshot rounds, 50 bird shot rounds (**DO NOT** bring on the 1<sup>st</sup> day, Training Staff will advise when it is needed, **CAT I ONLY**)
- Agency issued rifle (**DO NOT** bring on the 1<sup>st</sup> day, Training Staff will advise when it is needed, **CAT I ONLY**)
- Rifle ammunition: 500 .223 rounds (**DO NOT** bring on the 1<sup>st</sup> day, Training Staff will advise when it is needed, **CAT I ONLY**)
- Agency issued Taser with 3 cartridges (**DO NOT** bring on the 1<sup>st</sup> day, Training Staff will advise when it is needed)
- 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 (**CAT I ONLY**)
- (Optional but recommended) 16 oz boxing gloves & headgear (**CAT I ONLY**)
- 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

**4. MISCELLANEOUS INFORMATION**

- Username & password for State of Nevada Professional Development Center (<https://nvelearn.nv.gov/moodle/>)  
(*cadet must know their username & password as it will be needed on the 1<sup>st</sup> day*)



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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.

**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.
- 2 Khaki short sleeve shirts and 4 PT T-Shirts have been ordered from Uniformity(Info on page 1)
- Employee has completed State Vendor Registration Form either on-line, 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*)
- Know your nvelearn.nv.gov user name 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 "Equipment and Supplies"
- Have obtained all items listed under section 4 "Miscellaneous Information"