



# **Nevada POST Administration Manual**

# Revision History

Date	Version	Description	Summary of Changes
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10/2017			
12/2017			Basic Training Academy
01/2018			Updates
04/2018			State Cert Exam Updates
02/28/19			Updates to Reserve Academy, Dispatcher Program added
4/11/23			Requirements to Qualify for Certificate
4/11/23			Audit Process

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# Chapter 1 – Introduction

The purpose of this document is to provide information pertaining to the Nevada Commission on Peace Officer Standards and Training (POST). It was developed to assist in understanding and communicate overview information about the commission, the agency, and their governance. As changes occur affecting the subject matter, this document may be revised or replaced as needed.

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**Note:** This document does not replace nor augment the Nevada Revised Statutes (NRS) or the Nevada Administrative Code (NAC). Always refer to the NRS and NAC for exact information.

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## Authority

In 1965, the 53rd session of the Nevada State Legislature passed Assembly Bill 390, which established a five-member Commission on Peace Officer Standards and Training (POST). Since that time, POST has evolved and undergone many changes and today derives its authority from Chapter 289 of the NRS “Peace Officers” and Chapter 289 of the NAC “Standards and Training for Peace Officers.”

## Purpose and Structure

POST is the regulatory agency that establishes and maintains the minimum qualifications, training and standards for Nevada’s peace officers. It is the governing authority for the employment, behavior, basic and professional certification, course certification, and training requirements for all peace officers in the state. The nine members of the Commission are appointed by the Governor and regularly scheduled meetings are held to discuss and revise standards and regulations, hear issues addressing the law enforcement community, and render judgment regarding officer behavior; which may result in denial, suspension or revocation of POST certification. In addition, POST develops training (both classroom and online), conducts a basic training academy and professional courses delivering quality instruction to peace officers throughout the state. POST performs audits of all agencies and academies providing guidance and oversight while monitoring their compliance with the standards set forth in the NRS and NAC. The activities and functions of POST are instrumental in providing Nevada’s citizenry with highly trained, qualified peace officers as well as providing the foundation for the state’s law enforcement agencies to maintain the highest standards of public safety.

The Commission’s mission and activities are supported by an agency staff composed of an Executive Director, appointed by the Commission, and 16 employees. The staff of the POST agency is organized into divisions consisting of Administration, Standards, and Training.

## **Nevada Revised Statutes (NRS 289)**

Chapter 289 of the Nevada Revised Statutes is titled “Peace Officers” and covers the following:

- ◆ General Provisions
- ◆ Rights of Peace Officers
- ◆ Persons Possessing Powers of Peace Officers
- ◆ Advisory Review Boards
- ◆ Certification
- ◆ Miscellaneous Provisions

These statutes are the laws enacted by the state legislature and govern law enforcement in Nevada including POST. Section 289.500 defines POST authority and governance.

## **Nevada Administrative Code (NAC 289)**

Chapter 289 of the Nevada Administrative Code titled “Standards and Training for Peace Officers” is the document of law that governs the activities of POST and systematically presents the laws pertaining to Nevada’s law enforcement officers. The main areas covered are:

- ◆ General Provisions
- ◆ Standards and Training
- ◆ Certificates
- ◆ Certification of Courses for Training
- ◆ Miscellaneous Provisions

All of the sections in chapter 289 of the NAC provide the foundation for the POST policies, procedures, tasks, activities, functions and services.

# **Law Enforcement Agencies**

Law enforcement agencies employ individuals upon whom some or all of the powers of a peace officer are conferred. Per the NRS, these officers must be certified by the Commission and the agencies that fall under the POST umbrella are obligated to abide by the standards established by POST. More than 135 agencies around the state cooperate with POST and are eligible to receive the Commission's services and benefits which include:

- ◆ Representation at international organizations and conferences such as IADLEST, ILEEDA etc.
- ◆ Training techniques and standards
- ◆ Research into improved officer training and standards
- ◆ Certification and decertification of officers
- ◆ Development of new training courses (basic and professional development)
- ◆ Officers’ annual compliance
- ◆ Leadership and management training programs

POST also awards professional certificates to recognize peace officer achievement.



## New Agencies

Many times, organizations are formed that employ peace officers and must be included as a law enforcement agency recognized by POST. The following is the procedure for new agencies:

- 1 The new agency sends a letter on letterhead signed by the agency administrator to POST
- 2 The agency letter is reviewed and is approved
- 3 The new agency information is entered into the POST system where the new agency is assigned an agency number and password
- 4 POST notifies the agency of approval and provides the new agency number, password, and additional information/instructions (e.g. SPOC, entering personnel for the first time, etc.).

## Single Point of Contact (SPOC)

In order to ensure that the information from each agency and academy is efficiently and accurately reported, an individual is appointed to be responsible as the interface to POST and act as the Single Point of Contact (SPOC). Additional individuals may also be identified as alternate contacts for POST. The SPOC will receive information and notifications from POST that apply to their agency.

## SPOC Training

POST randomly conducts SPOC workshop training at various locations around the state; which are publicized when scheduled. In addition to this classroom type training, online training for the single point of contact is always available from the Home page of the POST website. This PowerPoint presentation shows step-by-step instructions for using Snapshot to view an agency's officer information and how to use and enter information in the various Formatta forms. This training is an excellent resource for new agency SPOCs or any SPOCs that have questions or would like a refresher in using Snapshot or Formatta forms.

## Formatta Forms

Formatta is the name of the software that provides electronic forms for agencies to enter, save, and submit officer information and various applications to POST. Agencies access the POST Formatta forms via the Internet from the "POST Website for Agencies." The Formatta forms that are available are:

- ◆ Basic Certificate Application
- ◆ Course Certification
- ◆ Course Change or Decertification
- ◆ Employment PAR (Personnel Action Report)
- ◆ Professional Certificate Application
- ◆ Professional Training or Annual Compliance
- ◆ Update – Personnel Action Report

See each section in this document that pertains to the subjects covering the above forms where details explaining the usage and instructions to fill out the forms are provided.

## Formatta Attachments

Many of the Formatta forms required supporting documents to be attached. POST prefers the file format to be an Adobe .pdf file; however, any file type can be used. The documents can be incorporated into one file or can be attached as individual files; however the total size cannot be more than 9 MB. If the size of the attachments is over 9 MB, an error message will be displayed. Try to optimize your file attachments and only send what is absolutely necessary for POST processing.

If you have documents that are over 9MB and are necessary for POST processing, contact POST for further instructions.

## Snapshot


Snapshot is the name of the software that provides the display of the current information about each officer that is in POST's database. Each agency can access the Snapshot application via the Internet from the "POST Website for Agencies."

## Nvelearn Online Site

POST uses the [nvelearn.nv.gov](https://nvelearn.nv.gov) state website to provide POST related offerings to law enforcement via the internet. This includes online (self-study) professional training courses, a module of the Reserve Academy, portions of the Basic Academy and the State Certification Examinations; which are only available through the State of Nevada Online Professional Development Center (known as nvelearn). Any officer can easily create an account by accessing the website <https://nvelearn.nv.gov> and following the log-in instructions. After creating a login account, the POST online offerings are available on the "nvelearn" system 24x7, 365 days a year, from any computer with internet access.

# POST Form for Agency/Academy Contacts

The "Agency Contacts Update" form is found on the FORMS page of the POST website. When contact information changes within an agency, the SPOC should promptly submit this form to POST with the changes in agency/academy information.



STATE OF NEVADA  
COMMISSION ON PEACE OFFICERS' STANDARDS AND TRAINING  
5587 Wa Pui Shone Avenue Carson City, Nevada 89701  
(775) 687-7678 Fax (775) 687-4911

**AGENCY CONTACTS UPDATE FORM**  
*Use this form to update the information of the people POST should contact on behalf of an Organization*  
NOTE: If using Google Chrome, you must open this form in Adobe Reader to submit it to POST.

Agency Number:  Agency Name:

**ADMINISTRATIVE**  
AGENCY HEAD (e.g. Sheriff, Chief, Director, etc.)

Name:	Position/Rank:
Email:	Phone:
	Fax:
Mailing Address:	

**SINGLE POINT OF CONTACT (SPOC) (e.g. Formatters and other officer data.)**

Name:	Position/Rank:
Email:	Phone:
	Fax:
Mailing Address:	

**ALTERNATE SINGLE POINT OF CONTACT (SPOC)**

Name:	Position/Rank:
Email:	Phone:
	Fax:
Mailing Address:	

**ACADEMY (If applicable)**

**ACADEMY COMMANDER**

Name:	Position/Rank:
Email:	Phone:
	Fax:
Mailing Address:	

**ACADEMY SINGLE POINT OF CONTACT (SPOC)**

Name:	Position/Rank:
Email:	Phone:
	Fax:
Mailing Address:	

**ACADEMY ALTERNATE SINGLE POINT OF CONTACT (SPOC)**

Name:	Position/Rank:
Email:	Phone:
	Fax:
Mailing Address:	

**REMOVE the following contacts:**

NAME:  NAME:

NAME:  NAME:

**Additional Comments:**

Submitter's Name:  Submitter's Phone:

Submitter's Email Address:

Agency Contacts Update Form  
1/16/2013

**SUBMIT**

1. Open the form.
2. Complete the agency information.
3. Add or change the names of the contacts as applicable.
4. Add any comments or information as desired.
5. Enter your information in the Submitter's Name, Phone, and Email fields.
6. Save a copy of the form if desired.
7. Click Submit.

Note: If you receive an error message or if the submit button does not add the form to an addressed email, then:

1. Make sure to save the form.
2. Open a new email message.
3. Address email to the person under the Submit button.
4. Add the form as an attachment.
5. Send the email message.

# Chapter 2 – Peace Officer Selection Standards

When hiring officers, there are requirements that must be met in order for an individual to serve as a Nevada peace officer. These standards apply to new hire, rehire, reinstatement, or reserve status officers regardless of the length of any break in service.

## Minimum Requirements of Appointment

The following is a summary of the minimum requirements (See NAC 289.110 for a complete list) and qualifications for appointment to serve as a Nevada peace officer; which apply to new hire, rehire, reinstatement, or reserve status officers:

- ◆ Must be a citizen of the United States (born in the U.S. or Naturalized Citizen. Lawful permanent resident/Green card does not qualify)
- ◆ Must be at least 21 years of age
- ◆ Graduated from High School or passed the General Education Development Test or another high school equivalency assessment approved the State Board of Education or passed a high school equivalency assessment approved by an appropriate authority in another state.
- ◆ Upon verification of a physician, be physically capable of performing the duties of a peace officer
- ◆ Upon completion of a thorough and documented background investigation, verifying personal history (e.g. employment, financial, driving record, etc.) and confirms that the person has good moral character
- ◆ The use of a lie detector for category I, category II and reserve officers (optional for category III officers)

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**Note** The above standards of appointment are POST minimum requirements. Additional qualifications and requirements may be imposed by any agency for their own reasons and purposes.

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## Prohibitions of Appointment

Certain prohibitions are specified that preclude an individual from serving as a Nevada peace officer. These prohibitions as set out in NAC 289.110(4) completely disqualify any person from being appointed to perform the duties of a peace officer.

## **Felony Conviction**

A person who has been convicted of a felony is not qualified to serve as a peace officer regardless of whether the person has been restored to the person's civil rights.

A person may not be appointed to perform the duties of a peace officer if he or she has been convicted of a felony in this state or of any offense which would be a felony if committed in this state.

## **Moral Turpitude Conviction**

A person may not be appointed to perform the duties of a peace officer if he or she has been convicted of an offense involving moral turpitude or the unlawful use, sale or possession of a controlled substance.

## **Documented Undesirable Behavior**

A person may not be appointed to perform the duties of a peace officer if he or she has a documented history of physical violence.

A person may not be appointed to perform the duties of a peace officer if he or she has resigned or has been terminated because of substantiated misconduct involving dishonesty including untruthfulness, deception, misrepresentation, falsification, and dishonesty by admission or omission.

# Background Investigations and Personal Examinations

A thorough investigation of each person prior to appointment must be performed and includes:

## Background History

- Employment history – current and past employment history including examination of duties assigned and performance evaluations
- Criminal history – investigation in Nevada and all states of residence including warrants and submission of fingerprints for criminal history
- Driving history – all driver licenses and driving record in all states of residence
- Financial history
- Educational history
- Military history
- Residences – history of all physical addresses

## Personal Examinations

- Physical – consists of a medical examination performed by a licensed physician who confirms in writing that no physical condition exists which would adversely affect the performance of the duties of a peace officer. The employing agency shall inform the examining physician of the specific functions required by the position to be filled.
- Drug – drug screening test
- Psychological – comprehensive evaluation
- Lie Detector – a polygraph, voice stress analyzer, psychological stress evaluator or any other similar device, whether mechanical or electrical, that is used, or the results of which are used, for the purpose of rendering a diagnostic opinion regarding the honesty or dishonesty of an individual must be performed for category I, II, and reserve peace officers; optional for category III peace officers.

# Required POST Forms

Fifteen days after the hire date of any officer the Employment Personnel Action Report must be submitted to POST. During the officer's employment with the agency, if any information changes, the SPOC must submit an Update Personnel Action Report form to notify POST of changes to officer information.

## Employment Personnel Action Report (PAR)

If all the eligibility requirements for employment are met, the agency SPOC must submit an "Employment PAR" to POST. This Formatta form **must be submitted to POST within 15 days**

after the hire date. The submission of this form is required for any new hire, rehire, reinstatement, or reserve status officers regardless of the length of any break in service. **POST has up to 30 days to process forms.**

After this form information is entered into the POST database, the officer's data becomes accessible for the employing agency to view in Snapshot; which includes the assigned POST ID#.

State of Nevada - POST Employment Personnel Action Report				
This form must be submitted within 15 days after the date of employment or activation of any POST certified peace officer (NAC 289.350). This applies to new hire, rehire, reinstatement, or reserve status officers.				
Agency ID#:	Agency Name:			
0000	NV Commission on POST			
A thorough Background Investigation MUST be completed pursuant to NAC 289.110. Enter the information:				
Agency completing Background	Investigator's Name	Phone		
		( ) -		
Has this person ever been Nevada POST certified? <input type="radio"/> Yes <input type="radio"/> No If Yes, enter their POST ID#				
(If unknown, enter 00000)				
Is this person a Reciprocity hire? <input type="radio"/> Yes <input type="radio"/> No				
First Name	Middle Init	Last Name	Suffix	
Previous First Name	Middle Init	Previous Last Name	Suffix	
Sex:	Male	Date of Birth:	Last 4 digits of SS#:	
Home Address	City	State	Zip	County
		NV		
Hire Date:	<input type="radio"/> Full Time <input type="radio"/> Part Time			
Level:	<input type="radio"/> Line <input type="radio"/> Supervisor <input type="radio"/> Management <input type="radio"/> Executive			
Position category:	<input type="radio"/> Category I <input type="radio"/> Category II <input type="radio"/> Category III <input type="radio"/> Reserve Limited			
Comments:				
By submitting this form, you attest that the above information is true and accurate; that all provisions as set out in NAC 289.110, inclusive, have been met; and, that this individual hired by your agency meets all requirements as specified in NAC 289.110 (Minimum standards for appointment).				
Submitters Full Name:	Submitters Phone:	Submitters E-Mail:		
	( ) -			
Reset Form		Submit		
Submission number:				
**** This Section is for POST Use ONLY **** Do NOT Enter in this Section ****				
POST ID#	Date Processed:	Comments:		Complete Process

POST Employment PAR form  
Revised 05/02/2016

1. Log into the form.
2. Your agency information will automatically display.
3. Complete the background information.
4. Enter the officer's information.
5. Add comments, if desired.
6. Enter your information in the Submitter's Name, Phone, and Email fields.
7. Click Submit.

## Update Employment Personnel Action Report (PAR)

When an officer's information changes, the responsible agency provides POST with the information that is changed. This information includes name and address changes (POST does not issue new certificates for name changes but will correctly show name in database), level changes (e.g. promotions), and employment status changes due to termination, retirement, or death. This form **must be submitted to POST within 15 days** after the date a peace officer leaves an agency's employment for any reason.

**State of Nevada - POST**  
**UPDATE - Personnel Action Report (PAR)**

Post ID Number:

Last Name:  First Name:   
 MI:  Suffix:

---

☐ **Name Change?**

Last Name:  First Name:   
 MI:  Suffix:

---

☐ **Address Change?**

Street Address:   
  
 City:  State:  Zip Code:   
 County:  Other  E-Mail:

---

**Level Change?**   ☐ Line   ☐ Supervisor   ☐ Management   ☐ Executive  
☐ Part Time   ☐ Full Time

---

**Status Change?**   ☐ Deceased   ☐ Retired   ☐ Separated

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**NAC289.290 Notification (Cause For Commission Action)**

Pursuant to NAC 289.290(3) "The employing agency shall notify the Commission anytime that it becomes aware that one of its officers has been charged with a crime that could result in denial, suspension or revocation procedures. Upon receipt of information alleging any of the causes enumerated in subsection 1, the Commission will determine whether to pursue revocation or suspension of the certificate of the officer."

Does the above NAC apply?   ☐ No   ☐ Yes

**\*\*If you selected YES, ensure it is correct and provide details in the Comment field. \*\***

Comments/Additional Information:

---

Effective Date:    Submitters E-Mail:   
 Submitters Name:   
 Submitters Phone:  ( ) -      

1. Log into the form.
2. Enter the officer's POST ID#.
3. Click the Lookup button. All fields in the first three areas of the form displays the officer's current information.
4. If Name Change, select the checkbox to enable that area's field for editing and enter the new name changes.
5. If Address Change, select the checkbox to enable that area's field for editing and enter the new address changes.
6. If a Level Change, select the new level or select if new employment status has been changed to Part Time or Full Time.
7. If employment has ended, select the reason.
8. Select if NAC289.290 applies to the end of employment.
9. Add comments, if desired.
10. Enter your information in the Submitter's Name, Phone, and Email fields.
11. Click Submit.

## Hiring Reciprocity Officers

When hiring officers (category I or category II only) that already hold a peace officer certification or license from another state or entity, all standards of appointment apply, in addition to the following:

- 1 The officer holds a current certificate/license that qualifies for reciprocity.


The list of states and training entities that qualify for reciprocity with Nevada are available on the POST website. Always check the document found on the [Reciprocity](#) page of the POST website for current information before offering employment under this program.

- 2 Meet or will be able to meet, all hiring standards listed under NAC289.110



- 3 Not more than 60 months have lapsed since the peace officer was employed in the qualifying jurisdiction. (Detention and Corrections of any kind does not qualify for reciprocity.)
- 4 The officer's basic certification or license has never been suspended or revoked.

Complete the "Request for Verification of Certification/License" form, found on the POST website, and send it to the out of state POST Committee, Commission, Board, etc. where the officer is transferring from.



**STATE OF NEVADA**  
**COMMISSION ON PEACE OFFICERS' STANDARDS AND TRAINING**  
 5587 Wa Pai Shone Avenue Carson City, Nevada 89701  
 (775) 687-7678 Fax (775) 687-4911

**REQUEST FOR VERIFICATION OF CERTIFICATION/LICENSE**

To: \_\_\_\_\_  
 (Out of State POST Committee, Commission, Board, Other)

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

*Please return the results of this inquiry to the following Requesting Nevada Law Enforcement Agency:*

From: \_\_\_\_\_  
 Requesting Nevada Law Enforcement Agency Name of Contact at Requesting Agency

Email: \_\_\_\_\_ Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

**SECTION "A" To be completed by the requesting Nevada Criminal Justice Agency**

The below listed person has made application with or is employed by this agency. To receive a Nevada Basic Certificate, we are required to obtain information on the applicant's previous peace officer certification/license.

**APPLICANT INFORMATION** DOB: \_\_\_\_\_ Last 4 digits of Social Security Number: \_\_\_\_\_

Last Name \_\_\_\_\_ First Name \_\_\_\_\_ MI \_\_\_\_\_

**SECTION "B" To be completed by the Out of State POST Committee, Commission, Board, etc.**

Date officers' Basic Certificate/License was issued: \_\_\_\_\_

*Please indicate below the category of training the officer received for certification/license:*

☐ **Category I:** Includes peace officers whose authority or primary duties involve a broad spectrum of law enforcement duties and includes areas such as: *Routine patrol, criminal investigations, enforcement of traffic laws and motor vehicle accidents*

☐ **Category II:** Includes peace officers whose authority or primary duties are limited to a specific or specialized area of law enforcement such as: *Bailiff, Special Investigators, Adult & Juvenile P&P.*

☐ **Category III:** Includes peace officers whose authority or primary duties are limited to the care and custody of adults and/or juveniles in a correctional or detention facility.

Last date of employment with an agency as a certified/licensed peace officer: \_\_\_\_\_

Is the officers' certificate currently suspended or revoked? ☐ Yes ☐ No

*If yes, please explain any actions for Suspended or Revoked Certification/Licensing*

Reason: \_\_\_\_\_

**SECTION "C" To be completed by the Out of State POST Committee, Commission, Board, etc.**

This information was verified by:

_____ <i>Signature of the person providing the information</i>	_____ <i>Print or type the name</i>	_____ <i>Date</i>
_____ <i>Email Address</i>	_____ <i>Phone Number</i>	_____ <i>Fax Number</i>

1. Open the form.
2. Complete the information to send to previous employer.
3. Complete the section with the requesting agency's information where the completed form is to be sent.
4. Complete page 2 and have the officer sign giving authorization to release the information requested.
5. Save a copy of the form if desired.
6. Send to the previous employer via the most convenient method as desired.


**STATE OF NEVADA**  
**COMMISSION ON PEACE OFFICERS' STANDARDS AND TRAINING**  
 5357 W. Pat Boone Avenue Carson City, Nevada 89701  
 (775) 687-7678 Fax (775) 687-4911

**AUTHORIZATION FOR RELEASE OF RECORDS**

To: \_\_\_\_\_  
(Out of State POST Commission, Commission, Board, Other)

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

From: \_\_\_\_\_  
(Applicant)

Date: \_\_\_\_\_

I hereby authorize, request and direct you to immediately release, disclose, and provide unrestricted access to certification/license records and documents pertaining to me to \_\_\_\_\_  
(Requesting Nevada Law Enforcement Agency)

\_\_\_\_\_  
(Signature of Applicant)

- 5 If all the standards for appointment are met including the completed verification form received confirming the officer's certification/license is in good standing, the agency SPOC needs to submit an "Employment PAR" (Formatta form) to POST.

**State of Nevada - POST**  
**Employment Personnel Action Report**

This form must be submitted within 15 days after the date of employment or activation of any POST certified peace officer (NAC 289.350). *This applies to new hire, rehire, reinstatement, or reserve status officers.*

Agency ID#:  Agency Name:

A thorough Background Investigation **MUST** be completed pursuant to NAC 289.110. Enter the information:

Agency completing Background	Investigator's Name	Phone
<input type="text"/>	<input type="text"/>	<input type="text" value="( ) -"/>

Has this person ever been Nevada POST certified? ☐ Yes ☐ No If Yes, enter their POST ID#   
(If unknown, enter 00000)

Is this person a Reciprocity hire? ☐ Yes ☐ No

First Name	Middle Init	Last Name	Suffix
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Previous First Name	Middle Init	Previous Last Name	Suffix
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Sex:  Date of Birth:  Last 4 digits of SS#:

Home Address	City	State	Zip	County
<input type="text"/>	<input type="text"/>	<input type="text" value="NV"/>	<input type="text"/>	<input type="text"/>

Hire Date:  ☐ Full Time ☐ Part Time

Level: ☐ Line ☐ Supervisor ☐ Management ☐ Executive

Position category: ☐ Category I ☐ Category II ☐ Category III ☐ Reserve Limited

Comments:

By submitting this form, you attest that the above information is true and accurate; that all provisions as set out in NAC 289.110, inclusive, have been met; and, that this individual hired by your agency meets all requirements as specified in NAC 289.110 (Minimum standards for appointment).

Submitters Full Name:	Submitters Phone:	Submitters E-Mail:
<input type="text"/>	<input type="text" value="( ) -"/>	<input type="text"/>

Submission number: \_\_\_\_\_

\*\*\*\* This Section is for POST Use ONLY \*\*\*\* Do NOT Enter in this Section \*\*\*\*

POST ID#	Date Processed:	Comments:	Complete Process
<input type="text"/>	<input type="text" value="/ /"/>	<input type="text"/>	<input type="button" value="Complete Process"/>

POST Employment PAR form  
Revised 05/02/2016

1. Log into the form.
2. Your agency information will automatically display.
3. Complete the background information.
4. Enter the officer's information.
5. Make sure to answer **YES** to the question indicating that this person is a Reciprocity hire.
6. Continue completing the form as usual.
7. Enter your information in the Submitter's Name, Phone, and Email fields.
8. Click Submit.

- 6 The officer **must pass the state physical fitness examination no later than 16 weeks after the date on which the officer was hired.** A certified PPFT administrator completes and signs the "Physical Fitness Test Score Card" form found on the POST website [Forms](#) page.



STATE OF NEVADA  
COMMISSION ON PEACE OFFICERS' STANDARDS AND TRAINING  
5587 Wa Pai Shone Avenue Carson City, Nevada 89701  
(775) 687-7678 Fax (775) 687-4911

PHYSICAL FITNESS TEST SCORE CARD  
Pursuant to NAC 289.200

Test Date: \_\_\_\_\_ Start Time: \_\_\_\_\_ End Time: \_\_\_\_\_

Name: \_\_\_\_\_

Category for Certification: ☐ Category I or Reserve ☐ Category II ☐ Category III

In order to maintain the integrity and validity of the testing, the battery of tests must be given in accordance to the physical fitness testing procedures.

Event	Standard	Score	Scorer Initials
Vertical Jump	Cat I & Reserve 14 inches reach	*Trial 1	
	Cat II 15 inches reach	*Trial 2	
	CAT III 15 inches reach	*Trial 3	
		Max Score	
*Note: All 3 reach trials must be attempted and recorded.			
Agility Run	Cat I & Reserve 19.5 seconds	*Trial 1	
	Cat II 20.7 seconds	*Trial 2	
	CAT III 20.4 seconds	*Trial 3	
		Max Score	
*Note: All 2 run trials must be attempted and recorded.			
1 minute Sit Ups	Cat I & Reserve 30	Score	
	Cat II 29	Score	
PASS <input type="checkbox"/> or FAIL: <input type="checkbox"/>			
Push Ups	Cat I & Reserve 23	Score	
	Cat II 15	Score	
	CAT III 20	Score	
PASS <input type="checkbox"/> or FAIL: <input type="checkbox"/>			
300 Meter Run	Cat I & Reserve 68 seconds (1:08)	Score	
	Cat II 80 seconds (1:20)	Score	
	CAT III 74 seconds (1:14)	Score	
PASS <input type="checkbox"/> or FAIL: <input type="checkbox"/>			
1.5 Mile Run	Cat I & Reserve 16:57 m/s	Score	
	Cat II 20:06 m/s	Score	
	CAT III 17:37 m/s	Score	
PASS <input type="checkbox"/> or FAIL: <input type="checkbox"/>			

As the administrator of the Physical Fitness Test, I have verified the above scores, analyzed the results, and have indicated the final results of each test by checking PASS or FAIL as appropriate.

Name of Test Administrator: \_\_\_\_\_ Certification #: \_\_\_\_\_


Signature \_\_\_\_\_

1. Open the form.
2. Complete the information on the testing date and times.
3. Complete the officer information.
4. Make sure the three trials for the Vertical Jump is recorded.
5. Make sure the two trials for the Agility Run is recorded.
6. Complete the remainder of the tests for the officer's category.
7. Make sure the officer has passed all of the required tests and that "PASS" is marked correctly and that the Scorer Initials are clearly marked.
8. Complete the name of the PPFT Administrator and their POST PPFT Certification number.
9. Make sure the PPFT Administrator has

- 7 The officer must take and pass the "Online Reciprocity Training". The directions on enrolling are on the POST website, see the [Reciprocity](#) page. (Once the officer successfully completes the course, please make sure they print their certificate of completion.)

- 8 The officer passes the online State Certification Exam. This test cannot be “challenged”. The Reciprocity training must be successfully completed.

The agency schedules the State Certification Examination by submitting the “Request for State Certification Exam” form found on the POST website [Forms](#) page (detailed instructions are also available). Decide on a proctor and a schedule date for the exam and make sure to submit this form at least 5 days prior to the requested exam date.



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\*\*Request must be made at least Five (5) business days before exam is to be taken.\*\*  
NV POST is open Monday-Thursday.

**REQUEST FOR POST STATE CERTIFICATION EXAMINATION**

Only employed officers are eligible to take the exam. Individuals must enroll in the NVAPPS system prior to taking the test. Instructions for enrollment in NVAPPS and Steps to take State Certification Exam are on the POST website.  
\*\*If any problems are encountered while taking an exam, please contact the HR Helpdesk at 775-687-9099\*\*

Academy/Agency Name: \_\_\_\_\_ Title: \_\_\_\_\_  
Academy/Agency Representative Requesting Exam: \_\_\_\_\_ Phone: \_\_\_\_\_  
Email: \_\_\_\_\_

☐ Not Reciprocity      ☐ Reciprocity = This employee meets all reciprocity requirements including prior experience equivalent to a full time Category I Peace Officer and I have verified the out of state certification. The request for verification of certification/license is attached.

Exam Category (check the boxes below)	# of Students	Exam Date Requested	Requested Exam Time Window (i.e. 8am-1pm)
<input type="checkbox"/> Category I			
<input type="checkbox"/> Category II			
<input type="checkbox"/> Category III			
<input type="checkbox"/> Reserve			

**Required Document**

A document listing only those individuals taking the exam with their full name, DOB, and date of academy completion; and must be written on Agency or Academy letterhead. It must be attached to the email when this form is submitted.

**Acknowledgement and Understanding**

By submitting this request to the Peace Officer Standards and Training, you agree, to the best of your ability, to adhere to the following POST State Certification Exam requirement:

1. POST must be in receipt of the list of individuals taking the state certification exam.
2. Only peace officers meeting the criteria of successful completion of the academy/reciprocity training as listed in NAC 289.200(2) will be taking the certification examination.
3. All individuals will be taking the certification examination at the agency training site or other authorized agency facility under immediate staff supervision.
4. Academy/Agency staff must administer, supervise and be present for the testing. NO individuals are permitted to take the certification examination on their own.
5. NO PERSON(S) MAY ASSIST, COACH OR TAKE THE EXAM FOR ANOTHER PERSON.

Comments: \_\_\_\_\_

Email this completed form to Scott Johnston, [johnston@post.state.nv.us](mailto:johnston@post.state.nv.us)

**POST USE ONLY**

Request Scheduled By: \_\_\_\_\_  
Date and Time Testing Available: \_\_\_\_\_  
Password is case-sensitive!: \_\_\_\_\_

State Certification Exam Request  
10/24/2018

1. Open the form.
2. Complete the information about the requesting agency including the required requester information.
3. Select the category of exam desired, number of students, and requested date and time to take the exam.
4. Add any comments desired.
5. Click Submit.

Note: If you receive an error message or if the submit button does not add the form to an addressed email, then:

1. Make sure to save the form.
2. Open a new email message.
3. Address email to person listed on the form under the submit button
4. Add the form as an attachment.
5. Send the email message.

- 9 Upon successful completion of all of the tasks 1-6 above, the agency needs to submit the Basic Certificate Application (Formatta form) attaching copies of the following required documents:

- Request for Verification of Certification/License
- Certificate of Completion from the Online Reciprocity Training
- Physical Fitness Test Score Card form (**passed within 16 weeks after hire date**)
- Veteran Status, Child Support Statement & Personal Affirmation form

**Note** See the chapter “Basic Certificates” for detailed information about applying for basic certification.

# Record Keeping

Each agency and Academy is responsible to maintain complete, precise, and detailed records of every officer in their agency and training provided in the Academy. These records may be maintained in hard-copy or electronic format. The agency is required to keep records, subject to audit, of all officer related activities, training, certifications, and events. Make sure all officer files and/or records are kept current and reflect all of the information accurately in preparation for any POST audit that may occur. In addition, ensure that:

- ♦ Training records are kept separate from personnel and medical records.
- ♦ Background records are kept separate from training, personnel and medical records.

## Officer and Training Records

An employing agency must maintain accurate records for every officer employed in either hard-copy or electronic format. These files must include all information about the officer's employment, activities, certifications and training. Make sure each officer and training file is kept current and reflects all information accurately in preparation for any POST audit that may occur.

### Sample Background File (with forms and tabs/folders)

- ♦ **Tab/Folder 1** Citizenship verification, age verification, education verification

Official Documentation verifying U.S. citizenship and age must be contained in the peace officer's file. Acceptable evidence includes an official U.S. birth certificate, naturalization documentation, or citizenship documentation. The documents shall be an original, a certified copy, or an investigator-attested copy. Transcripts are the only authoritative means of verifying a person's educational background. The transcript shall be an original, a certified copy, or a copy marked "copied from original" that is signed and dated by the background investigator. If any contact was made with current and prior educational institutions attended by the employee, this should be contained in the file too. Peace officer files must contain documentation verifying graduation from either a U.S. high school, accredited DOD high school, or accredited/approved private or nonpublic high school; or verification of passing the GED test Examination; or possession of a two-year, four-year, or advanced degree from an accredited college or university.

- ♦ **Tab/Folder 2** Employment history/ military service (duties and evaluations)

Should include applicant's personal history statement. Documented verification of contact with previous employers must be contained in the file. Copies of previous employment performance evaluations should be included. Verification of military service (DD-214) or verification of Selective Service registration, if appropriate, must be in the file. Selective Service registration is required for all males (excluding the sons of foreign diplomats) born on or after January 1, 1960.

- ♦ **Tab/Folder 3** criminal history, DMV history

Results from Federal Bureau of Investigation fingerprint checks for criminal history must be in the file. The results must be relevant to the position sought, and conducted prior to but no greater than a year from hire. Results from the Department of Motor Vehicle or other official driving record must be in the file.

- ♦ **Tab/Folder 4** Financial history, physical address history

A check of the individual's financial status must be contained in the file. The check should be conducted prior to but no greater than a year before hire.

- ◆ **Tab/Folder 5** Statement as to felony convictions, crimes of moral turpitude or unlawful use, sale or possession of a controlled substance, and history of physical violence. Documented by a written narrative by the background investigator, including interviews and local law enforcement agency contacts.

- ◆ **Tab/Folder 6** Brady issues (dishonesty)

Statement as to any prior investigations and whether dishonesty was sustained in anyway. (This primarily applies to lateral transfer peace officer, but could apply to any applicant.)

- ◆ **Tab/Folder 7** Drug screen form

Statement as to the drug screen and results.

- ◆ **Tab/Folder 8** Medical examination completion form (acknowledgement candidate was examined with the knowledge of the essential functions of the positions).

Documented verification that the medical examination was conducted according to statute/regulation must be contained in the file (see form below). This document must be signed by the examining physician, and should include his/her license number, the date the examination took place, that it met appropriate statutory/regulatory requirements, and that the individual was found suitable for employment. A copy of the letter is permissible, if the original is maintained by the agency's human resources department. The actual medical report shall not be kept in the background file.

## Medical Evaluation Report POST form

This form is found on the FORMS page of the POST website. It is made available by POST as a convenience for agencies to use.



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### MEDICAL EVALUATION REPORT

REQUIRED TO MEET MINIMUM STANDARDS OF APPOINTMENT FOR PEACE OFFICER

Print Full Name of Individual	
Date of Birth	Last 4 digits of Social Security Number

Having completed a pre-employment medical screening evaluation on the above named peace officer candidate, in accordance with Nevada Administrative Code 289.110.1.(e), and having personally examined the above named individual, it is my professional statement that:

Check One:

- ☐ I certify that the candidate is medically suitable to perform the peace officer duties and responsibilities as defined and provided by the hiring department either without any accommodations, or provided that the specific work restrictions, limitations, or reasonable accommodations can be implemented as follows: (Describe any work restrictions, limitations, or reasonable accommodations required either below or on another page.)


- ☐ I cannot certify that the candidate is medically suitable to perform the peace officer duties and responsibilities as defined and provided by the hiring department.

Physician's Name (Please Print):

Address:

Telephone Number:

	Medical License Number	Date
Physician's Signature		

### • Tab 9 Psychological evaluation form

Documented verification that the psychological examination was conducted according to statute/regulation must be contained in the peace officer's file (see form below). This document must be signed by the examining psychologist, and should include his/her license number, the date the examination took place, that it met statutory/regulatory requirements, and that the individual was found suitable for employment. A copy of the letter is permissible, if the original is maintained by the agency's human resources department. The actual psychological report shall not be kept in the background file.

## Psychological Evaluation Report POST form

This form is found on the FORMS page of the POST website. It is made available by POST as a convenience for agencies to use.



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### PSYCHOLOGICAL EVALUATION REPORT

REQUIRED TO MEET MINIMUM STANDARDS OF APPOINTMENT FOR PEACE OFFICER

Print Full Name of Individual	
Date of Birth	Last 4 digits of Social Security Number

Having completed a pre-employment psychological screening evaluation on the above named peace officer candidate, in accordance with Nevada Administrative Code 289.110.1(e), and having personally examined the above named individual, it is my professional statement that:

Check One:

- ☐ I certify that the candidate is suitable to perform the peace officer duties and responsibilities.
- ☐ I cannot certify that the candidate is suitable to perform the peace officer duties and responsibilities.

Psychologist's Name (Please Print):

Address:

Telephone Number:

Signature: License Number: Date:

- Tab 10** Truth verification report (pre-employment inquiry into those areas established as the minimum requirements for appointment). (not required for Cat III)  
 Statement related to the truth verification being conducted and the results (verification that requirements and or truthfulness were met or not met)
- Tab 11** Local requirements  
 This section should be used to address local or agency eligibility requirements or local or agency automatic disqualifiers not found in the minimum standards.
- Reciprocity** Prior out of state peace officer employment verification



## Request for Verification Certification/License POST form

This form is found on the FORMS page of the POST website. It must be filled out and completed by the officer's previous law enforcement employer. It is also required for application for basic certification.



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### REQUEST FOR VERIFICATION OF CERTIFICATION/LICENSE

To: \_\_\_\_\_  
(Out of State POST Committee, Commission, Board, Other)  
Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
Please return the results of this inquiry to the following Requesting Nevada Law Enforcement Agency:  
From: \_\_\_\_\_  
Requesting Nevada Law Enforcement Agency Name of Contact or Requesting Agency  
Email: \_\_\_\_\_ Phone: \_\_\_\_\_ Fax: \_\_\_\_\_  
Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

#### SECTION "A" To be completed by the requesting Nevada Criminal Justice Agency

The below listed person has made application with or is employed by this agency. To receive a Nevada Basic Certificate, we are required to obtain information on the applicant's previous peace officer certification/license.

APPLICANT INFORMATION DOB: \_\_\_\_\_ Last 4 digits of Social Security Number: \_\_\_\_\_  
Last Name \_\_\_\_\_ First Name \_\_\_\_\_ MI \_\_\_\_\_

#### SECTION "B" To be completed by the Out of State POST Committee, Commission, Board, etc.

Date officers' Basic Certificate/License was issued: \_\_\_\_\_

Please indicate below the category of training the officer received for certification/license:

- ☐ Category I: Includes peace officers whose authority or primary duties involve a broad spectrum of law enforcement duties and includes areas such as: *Routine patrol, criminal investigations, enforcement of traffic laws and motor vehicle accidents*  
☐ Category II: Includes peace officers whose authority or primary duties are limited to a specific or specialized area of law enforcement such as: *Battiff, Special Investigators, Adult & Juvenile P&P*  
☐ Category III: Includes peace officers whose authority or primary duties are limited to the care and custody of adults and/or juveniles in a correctional or detention facility.

Last date of employment with an agency as a certified/licensed peace officer: \_\_\_\_\_

Is the officers' certificate currently suspended or revoked? ☐ Yes ☐ No

*If yes, please explain any actions for Suspended or Revoked Certification/Licensing*

Reason: \_\_\_\_\_

#### SECTION "C" To be completed by the Out of State POST Committee, Commission, Board, etc.

This information was verified by:

Signature of the person providing the information \_\_\_\_\_ Print or type the name \_\_\_\_\_ Date \_\_\_\_\_  
Email Address \_\_\_\_\_ Phone Number \_\_\_\_\_ Fax Number \_\_\_\_\_



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### AUTHORIZATION FOR RELEASE OF RECORDS

To: \_\_\_\_\_  
(Out of State POST Committee, Commission, Board, Other)  
Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
From: \_\_\_\_\_  
(Applicant)  
Date: \_\_\_\_\_

I hereby authorize, request and direct you to immediately release, disclose, and provide unrestricted access to certification/license records and documents pertaining to me to \_\_\_\_\_  
(Requesting Nevada Law Enforcement Agency)

\_\_\_\_\_  
(Signature of Applicant)

## **Academy Files**

Academy files should be kept to document each basic training course in law enforcement offered by the Academy. These files should be kept for a minimum of 3 years after the completion of the academy. The files should include a detailed training schedule, lesson plans (detailing the curriculum taken by that Academy class), class rosters (including master attendance and grade reports), Academy evaluations, instructor resumes and evaluations, all examinations (e.g. pre-test, block, final exams) taken and Academy surveys and related documents.

# Chapter 3 – Marijuana Usage

As with any psychoactive drug, POST strongly believes there is no room for marijuana usage in the policing profession. POST has addressed the usage of marijuana from several perspectives;

## Standards of Appointment

Regulations prohibit the hiring of any individual who has a conviction for the possession, use, or sales of a controlled substance (including marijuana).

## Revocation Authority

A peace officer's certification may be revoked where it is shown the certified officer has an addiction to, or the unlawful use of, a narcotic or drug. Under current law (federal) marijuana remains unlawful and there are no medical uses for marijuana. As such, a peace officer who can be shown to have used marijuana or who possess a medical marijuana card after being certified, is subject to revocation.

## POST Policy

A person who uses marijuana or possesses a medical marijuana card is prohibited from attending POST courses, including the Basic Training Academy. A person who is discovered to possess or use marijuana, or who possess a medical marijuana card, will be removed from the basic training course and will not be permitted to return. POST employees are prohibited from using or possessing marijuana for any reason.

## POST Recommendations

NRS 453A.800 states that this chapter (medical marijuana) DOES NOT preclude a law enforcement agency from adopting policies and procedures prohibiting the medical use of marijuana for both peace officer and non-peace officer staff. In other words, law enforcement agencies may prohibit the use of medical marijuana. It stands to reason that this ability applies to recreational use also. As such, POST strongly encourages law enforcement agencies across the state to adopt policies prohibiting the on or off duty recreational or medical use of marijuana.

## Chapter 4 – Basic Certificates

As specified in NAC 289:

- ♦ “The basic certificate authorizes the holder to perform the duties of a peace officer”.
- ♦ “The reserve basic certificate is only effective during those periods when the reserve officer is formally assigned by the agency to perform the duties of a peace officer”.
- ♦ “Each basic certificate is issued by the State of Nevada as revocable privilege and may be denied, suspended or revoked in accordance with the provisions of... [NAC 289]”.

### Failure to Meet Certification Requirements

When a person has been employed or appointed to a position as a peace officer, and that person fails to meet the certification requirements within 1 year after the date on which the person commences employment as a peace officer, or fails to meet certification requirements before the expiration of a 6 month extension granted by the POST Commission, that person shall not exercise any of the powers of a peace officer after the time for becoming certified has expired.

The Executive Director or designee will notify the agency head that employs the person and the legal authority within the jurisdiction of the agency (District Attorney, Attorney General) in writing as to the provisions of NRS 289.550 including that “a person who fails to become certified within the required time shall not exercise any of the powers of a peace officer after the time for becoming certified has expired.”

### Peace Officer Categories

For purposes of determining minimum training standards, peace officers required to be certified are divided into four categories:

- 1 Category I includes peace officers who are empowered by law to perform a broad spectrum of law enforcement duties and whose primary functions include routine patrol, criminal investigations, enforcement of traffic laws, and investigation of vehicle accidents.
- 2 Category II includes peace officers whose authority or primary duties are limited to a specific or specialized area of law enforcement (e.g. parole & probation, marshal, etc.)
- 3 Category III includes peace officers whose legal authority and primary duties are limited to the care and custody of adults and juveniles in a correctional or detention facility.
- 4 Reserve includes peace officers who are reserve officers and who are assigned to an agency that employs category I and category II peace officers.

### POST Basic Certification

In addition to meeting all of the standards of appointment to become a peace officer in Nevada, the requirements to obtain a POST basic certificate must be completed within 12 months after the date on which the peace officer was hired. For certification of the required category, the officer must:

- Pass a POST approved/certified basic training course (this includes reciprocity course)
- Pass the POST Physical Fitness Test
- Pass the State Certification Examination

---

**Note** Certificates of Completion and the PPFT form for the above requirements must be attached to any application for basic certification.

---

## Basic Training

The officer must satisfactorily complete a basic training course that has been approved/certified by Nevada POST and be consistent with their job class (Category I, II, III or Reserve) and be issued a certificate of successful completion. The applicant must complete all the requirements of basic training in one course. However; if a person is discharged from a basic training course for any reason that is not disciplinary, and the Basic Training Course administrator recommends and the Executive Director approves, the person may complete the remaining requirements in a later course provided by the same entity that begins not later than 120 days after discharge.

**Effective January 1, 2018, new performance objectives related to basic training academies went into effect.** Changes include moving basic training requirements for CAT III academies into the requirements of CAT I and II. State Certification exams have been updated to reflect the new requirements.

Upon successful completion of a Category I academy, requirements have been met for CAT I, II and III certification. If a CAT II academy has been completed, requirements have been met for a CAT II and III.

## POST Physical Fitness Test

The officer must successfully pass the POST Physical Fitness Test (PPFT) for the appropriate category of peace officer certification. This test is usually administered during a basic training academy. If a student, enrolled in a POST certified basic training course, sustains a bona fide physical injury that hinders passing of the POST Physical Fitness Test, an agency may submit a written request to POST for an extension; which must include a physician's written confirmation of the incapacity.

The Post Physical Fitness Test (PPFT) must be administered under the supervision of a PPFT administrator that has been certified by POST. This person is responsible to ensure the PPFT is conducted in accordance with POST specifications.

**With the new performance objectives effective January 1, 2018, you must pass each level of PPFT at certification level or higher to be eligible for that basic certificate.** POST will issue a basic certificate to a person who has met all other requirements and;

1. Successfully completed the category level of basic training required,
2. Passed the state certification test for that level and
3. Met the POST Physical Fitness Test (PPFT) for that level

## Physical Fitness Test Score Card

A PPFT administrator must complete and sign off on the *Physical Fitness Test Score Card* form found on the POST website [Forms](#) page.



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### PHYSICAL FITNESS TEST SCORE CARD Pursuant to NAC 289.200

Test Date:  Start Time:  End Time:

Name:  Last, First, MI  Last four of SSN or POST ID#

Category for Certification: ☐ Category I or Reserve ☐ Category II ☐ Category III

In order to maintain the integrity and validity of the testing, the battery of tests must be given in accordance to the physical fitness testing procedures.

Event	Standard	Score	Scorer Initials
Vertical Jump	Cat I & Reserve 14 inches reach	*Trial 1	
	Cat II 15 inches reach	*Trial 2	
	CAT III 15 inches reach	*Trial 3	
		Max Score	
*Note: All 3 reach trials must be attempted and recorded.		PASS <input type="checkbox"/> or FAIL: <input type="checkbox"/>	
Agility Run	Cat I & Reserve 19.5 seconds	*Trial 1	
	Cat II 20.7 seconds	*Trial 2	
	CAT III 20.4 seconds		
		Max Score	
*Note: All 2 run trials must be attempted and recorded.		PASS <input type="checkbox"/> or FAIL: <input type="checkbox"/>	
1 minute Sit Ups	Cat I & Reserve 30	Score	
	Cat II 29	Score	
		PASS <input type="checkbox"/> or FAIL: <input type="checkbox"/>	
Push Ups	Cat I & Reserve 23	Score	
	Cat II 15	Score	
	CAT III 20	Score	
		PASS <input type="checkbox"/> or FAIL: <input type="checkbox"/>	
300 Meter Run	Cat I & Reserve 68 seconds (1:08)	Score	
	Cat II 80 seconds (1:20)	Score	
	CAT III 74 seconds (1:14)	Score	
		PASS <input type="checkbox"/> or FAIL: <input type="checkbox"/>	
1.5 Mile Run	Cat I & Reserve 16:57 m/s	Score	
	Cat II 20:06 m/s	Score	
	CAT III 17:37 m/s	Score	
		PASS <input type="checkbox"/> or FAIL: <input type="checkbox"/>	

As the administrator of the Physical Fitness Test, I have verified the above scores, analyzed the results, and have indicated the final results of each test by checking PASS or FAIL as appropriate.

Name of Test Administrator:  Certification #:

Signature

1. Open the form.
2. Complete the information on the testing date and times.
3. Complete the officer information.
4. Make sure the three trials for the Vertical Jump are recorded.
5. Make sure the two trials for the Agility Run are recorded.
6. Complete the remainder of the tests for the officer's category.
7. Make sure the officer has passed all of the required tests and that "PASS" is marked correctly and that the Scorer Initials are clearly marked.
8. Complete the name of the PPFT Administrator and their POST PPFT Certification number.
9. Make sure the PPFT Administrator has signed the form.

## State Certification Examination

Each officer must pass the state certification examination with a score of at least 70 percent. This test is usually administered during a basic training academy.

- All individuals must be currently employed by an agency to take exam.
- **Individuals attending an academy that is an integrated Category I, II, and III program and is holding a current certification, may take the certification examination. The individual will not be issued a certificate in a category the individual already is certified. The individual may be issued certificates in any other categories that they do not have a valid certificate.**
- **Individuals attending an academy that is an integrated Category II and III program and is holding a current certification, may take the certification examination. The individual will not be issued a certificate in a category the individual already is certified. The individual may be issued certificates in a category that they do not have a valid certificate.**
- **Individuals attending a Category III academy only and who holds a current Category III certificate, may not take the certification exam and will not be issued a certificate.**
- All State Certification Examinations must be scheduled and monitored
- All individuals taking the exam must have a login account for nvelearn.nv.gov
- The agency or academy must schedule the State Certification Examination by submitting the *Request for State Certification Exam* form found on the POST website [Forms](#) page (detailed instructions are also available). Decide on a proctor, a date, and a block of time for the exam (e.g. 8am-1pm) and make sure to submit this form at least 5 business days prior to the requested exam date.
- Should an individual fail to attain a passing score (minimum of 70%) on the first examination, a second attempt may be made within 30 days of the date of the first attempt. The academy or agency administrator may request that a second attempt be permitted.
- If an individual does not attain a passing score on their second attempt, the agency administrator is required to forward an outline of steps for remediation to allow the student an opportunity to prepare for a third sitting for the examination. The request must be made in writing to the POST Commission Executive Director within 15 days of notification that the individual failed the examination. If the individual fails the examination for the third time, they will be required to complete another Basic Academy.



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**\*\*Request must be made at least Five (5) business days before exam is to be taken.\*\***  
NV POST is open Monday-Thursday.

#### REQUEST FOR POST STATE CERTIFICATION EXAMINATION

Only employed officers are eligible to take the exam. Individuals must enroll in the NVAPPS system prior to taking the test. Instructions for enrollment in NVAPPS and Steps to take State Certification Exam are on the POST website.

**\*\*If any problems are encountered while taking an exam, please contact the HR Helpdesk at 775-687-9099\*\***

Academy/Agency Name: \_\_\_\_\_  
Academy/Agency Representative Requesting Exam: \_\_\_\_\_ Title: \_\_\_\_\_  
Email: \_\_\_\_\_ Phone: \_\_\_\_\_

☐ Not Reciprocity

☐ Reciprocity = This employee meets all reciprocity requirements and I have verified the out of state certification and full time employment as a peace officer.

Exam Category (check the boxes below)	# of Students	Exam Date Requested	Requested Exam Time Window (i.e. 8am-1pm)
<input type="checkbox"/> Category I	_____	_____	_____
<input type="checkbox"/> Category II	_____	_____	_____
<input type="checkbox"/> Category III	_____	_____	_____
<input type="checkbox"/> Reserve	_____	_____	_____

#### Required Document

A document listing **only** those individuals taking the exam with their full name, DOB, start and end date of academy completion; and must be written on Agency or Academy letterhead. It must be attached to the email when this form is submitted.

#### Acknowledgement and Understanding

By submitting this request to the Peace Officer Standards and Training, you agree, to the best of your ability, to adhere to the following POST State Certification Exam requirement:

1. POST must be in receipt of the list of individuals taking the state certification exam.
2. Only peace officers meeting the criteria of successful completion of the academy/reciprocity training as listed in NAC 289.200(2) will be taking the certification examination.
3. All individuals will be taking the certification examination at the agency training site or other authorized agency facility under immediate staff supervision.
4. Academy/Agency staff must administer, supervise and be present for the testing. NO individuals are permitted to take the certification examination on their own.
5. NO PERSON(S) MAY ASSIST, COACH OR TAKE THE EXAM FOR ANOTHER PERSON.

Comments: \_\_\_\_\_

Email to Scott Johnston, [johnston@post.state.nv.us](mailto:johnston@post.state.nv.us)

#### POST USE ONLY

Request Scheduled By: \_\_\_\_\_

Date and Time Testing Available: \_\_\_\_\_

**Password is case-sensitive!:** \_\_\_\_\_

State Certification Exam Request  
06/20/2017

1. Open the form.
2. Complete the agency information.
3. Add or change the names of the contacts as applicable.
4. Add any comments or information as desired.
5. Enter your information in the Submitter's Name, Phone, and Email fields.
6. Save a copy of the form if desired.
7. Click Submit.

Note: If you receive an error message or if the submit button does not add the form to an addressed email, then:

1. Make sure to save the form.
2. Open a new email message.
3. Address email to the person listed under the Submit button.
4. Add the form as an attachment.
5. Send the email message.

## Applying for Basic Certificates

To ensure evidence of the requirement that peace officers are certified within 12 months, agencies should apply for the officer's Basic Certificate no later than 15 days after all requirements are met.

It is the officer's responsibility to make sure that their agency SPOC has all the documents necessary to apply for their basic certificate as soon as all requirements for certification have been met.

It is the agency's responsibility to apply for the basic certificate for their officers; which must be submitted within 12 months from date of hire.

As soon as a person has met all requirements basic certification, the agency SPOC should immediately submit the basic certificate application with the required documents to POST (Formatta form). POST will process the application reviewing all information, recording the data, and issuing the officer's basic certificate. All issued certificates are sent to the SPOC to update the officer's records (e.g. make copies for officer's file) and ultimately present the certificate to the officer.

**POST has up to 30 days to process forms.**



The official date of certification shall be recorded and appear on the officer's printed certificate. This is the date POST awarded a basic certificate to the officer; which shall reflect the date upon which the status of "certified" was achieved – the date when all requirements were met.

## Reciprocity

The applications for a Nevada Basic Certificate for officers eligible under reciprocity should be submitted in accordance with the same requirements that govern all other basic certificates. The SPOC of the employing agency must submit the basic certificate application ensuring the following information is complete and correct:

- The officer has passed the PPFT **within 16 weeks after the date of hire.**
- ♦ The officer's previous agency has completed and signed the form verifying employment, training, and officer's status of certification/license is in good standing.
- The officer has successfully passed the online Reciprocity training provided by Nevada POST and has passed the state certification examination.

## Exceptions to 1 Year Certification Requirement

Although all requirements for an officer to obtain a basic certificate must be completed within 12 months after the officer's date of hire, there are situations where exceptions apply to this time deadline.

- A person who is not employed by an agency and successfully completes a basic training course must obtain employment by an agency within 24 months after completing the course. If employment is secured within the 24 months, the basic training course does not have to be repeated.
- A person must be certified by the Commission within 1 year after the date on which the person commences employment as a peace officer unless the Commission, for good cause shown, grants in writing an extension of time, which must not exceed 6 months, by which the person must become certified. This requires the agency head to submit, in writing, a letter requesting the extension, demonstrating good cause for the extension, and requesting to be placed on the next Commission meeting agenda, addressed to the Executive Director. The Commission requests that the agency head appear at the Commission meeting and provide testimony as to the necessity of the extension. It should be noted that the Commission cannot extend the time to be certified beyond 6 months, which is a total of 18 months from date of hire.

## Required POST Forms

### Basic Certificate Application and Attachments Required

A Basic Certificate Application (Formatta form) must be submitted after an officer completes all requirements for a basic certification. If an officer completes the requirements for two categories of certification (e.g. Category I and Category III) a separate application must be submitted with the correct documents attached that are required for each basic certificate applied for. **POST has up to 30 days to process forms.**

**State of Nevada - POST**  
**Basic Certificate Application (Per NAC 289.200)**

This form and all required attachments must be submitted for each basic certificate application.

**POST ID#**   **Officer's Name**

**Select the Certificate Category:** ☐ Category I ☐ Category II ☐ Category III ☐ Reserve

**Date the State Certification Exam was successfully completed:**

---

Enter the Category I, Category II, Category III, Reserve, or Reciprocity training information.

**Academy Course#**   **Academy Course Name**  **Hours**

**Academy Start Date:**  **Academy Completion Date:**  **Status**

---

Click the Attachments button to submit copies of the following documents that are **REQUIRED**:

- 1. Academy Certificate of Completion
- \*2. Veteran Status, Child Support Statement and Personal Affirmation
- \*3. Physical Fitness Test Score Card
- \*4. **Reciprocity Only:** Request for Verification of Certification/License

**Comments:**

---

\*These forms are available for download from the "Forms" webpage on the post.nv.gov website

**By submitting this form, you attest that the above information is true and accurate; that all requirements have been met and request that a Basic Certificate for the category indicated above be issued to the applicant officer.**

**Submitters Full Name:**  **Submitters Phone:**  **Submitters E-Mail:**

Submission number:

---

\*\*\*\* This Section is for POST Use ONLY \*\*\*\* Do NOT Enter in this Section \*\*\*\*

**Certification Date:**  **Processed By:**  **Comments:**

POST Basic Certificate Application

1. Log into the Form.
2. Enter the officer's POST ID#
3. Click the "Lookup" button. The name of the officer is displayed
4. Verify the officer's name and make sure it is the correct person.
5. Select the category for which the application for certification is for.
6. Enter the date that the officer passed the state certification exam.
7. Enter the POST Course ID#
8. Click the "Lookup" button. The name of the training course is displayed
9. Verify the basic training course and make sure it is correct.
10. Enter the date that the officer successfully completed the training.
11. Click the "Attachment" button, browse to the files and attach all of the **required** documents (see the next section for details).
12. Enter your information in the Submitter's Name, Phone, and Email fields.

## Required Application Attachments

There are several documents that are required to be submitted with any application for certification. If any of the required attachments are missing, inaccurate, or incomplete, the entire application will be returned to the submitter indicating what needs to be corrected. In these circumstances, another application submission will be required with all correct attachments.

### Academy Certificate of Completion

The officer should provide this certificate of completion of training to the SPOC. This certificate verifying successful completion of basic training is required. This requirement also applies to the online Reciprocity training.



## Child Support Statement and Personal Affirmation

This form is found on the FORMS page of the POST website. It must be fully and truthfully completed by each applying officer and will remain on file with the agency in the officer's file as well as POST records.



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### VETERAN STATUS, CHILD SUPPORT STATEMENT AND PERSONAL AFFIRMATION

- This document must be retained on file by the employing agency for inspection and must include the social security number of the applicant (NRS 289.560)
- Make a copy of this document and **redact the first 5 numbers of the social security number** showing only the last 4 digits of the social security number and **submit as an attachment** to the Basic Certificate Application (Formatta form).

#### Veteran Status

Are you a Military Veteran? YES ☐ NO ☐

#### Statement Regarding Payment of Child Support

Pursuant to NRS 289.570 and NRS 425.520, you are required to mark one of the following three choices.

- ☐ I am not subject to a court order for the support of one or more children.
- ☐ I am subject to a court order for the support of one or more children and I am in compliance with the order or a plan approved by the district attorney or other public agency enforcing the order for the repayment of the amount owed pursuant to the order; or
- ☐ I am subject to a court order for the support of one or more children and I am NOT in compliance with the order or a plan approved by the district attorney or other public agency enforcing the order for the repayment of the amount owed pursuant to the order.

#### Personal Affirmation

I hereby affirm that I have reviewed the contents of this document and agree that the information is true and accurate. I further affirm, as the applicant for basic certification as a Nevada peace officer, that I am currently a US citizen, 21 years of age or older, and that I have met all requirements of NAC 289.110 (Standards of Appointment); and, I understand that any misrepresented information is grounds to refuse or revoke my Basic Certificate pursuant to NAC 289.290.

Applicant's Social Security Number  POST ID#

Applicant's Name:

Type of Print Name Last First MI

Signature of Applicant \_\_\_\_\_ Date

1. Print the form.
2. Have the officer fill out the form completely and sign and date.
3. Make a copy of the form and redact the first 5 numbers of the social security number.
4. Scan the copy of the form so it is in an electronic format (make sure it only has the last 4 digits of the SS#).
5. Attach the electronic form to the basic application.
6. Save the original with full SS#, signed form in the officer's file.

## Physical Fitness Test Score Card

This form is found on the FORMS page of the POST website. A certified PPFT administrator completes and signs the "Physical Fitness Test Score Card" form verifying the officer successfully passed all tests.



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### PHYSICAL FITNESS TEST SCORE CARD Pursuant to NAC 289.200

Test Date: \_\_\_\_\_ Start Time: \_\_\_\_\_ End Time: \_\_\_\_\_

Name: \_\_\_\_\_ Last, First, MI \_\_\_\_\_ Last four of SSN or POST ID# \_\_\_\_\_

Category for Certification: ☐ Category I or Reserve ☐ Category II ☐ Category III

In order to maintain the integrity and validity of the testing, the battery of tests must be given in accordance to the physical fitness testing procedures.

Event	Standard	Score	Scorer Initials
Vertical Jump	Cat I & Reserve 14 inches reach	*Trial 1	
	Cat II 15 inches reach	*Trial 2	
	CAT III 15 inches reach	*Trial 3	
		Max Score	
*Note: All 3 reach trials must be attempted and recorded.			PASS <input type="checkbox"/> or FAIL: <input type="checkbox"/>
Agility Run	Cat I & Reserve 19.5 seconds	*Trial 1	
	Cat II 20.7 seconds	*Trial 2	
	CAT III 20.4 seconds	Max Score	
*Note: All 2 run trials must be attempted and recorded.			PASS <input type="checkbox"/> or FAIL: <input type="checkbox"/>
1 minute Sit Ups	Cat I & Reserve 30	Score	
	Cat II 29	Score	
			PASS <input type="checkbox"/> or FAIL: <input type="checkbox"/>
Push Ups	Cat I & Reserve 23	Score	
	Cat II 15	Score	
	CAT III 20	Score	
			PASS <input type="checkbox"/> or FAIL: <input type="checkbox"/>
300 Meter Run	Cat I & Reserve 68 seconds (1:08)	Score	
	Cat II 80 seconds (1:20)	Score	
	CAT III 74 seconds (1:14)	Score	
			PASS <input type="checkbox"/> or FAIL: <input type="checkbox"/>
1.5 Mile Run	Cat I & Reserve 16:57 m/s	Score	
	Cat II 20:06 m/s	Score	
	CAT III 17:37 m/s	Score	
			PASS <input type="checkbox"/> or FAIL: <input type="checkbox"/>

As the administrator of the Physical Fitness Test, I have verified the above scores, analyzed the results, and have indicated the final results of each test by checking PASS or FAIL as appropriate.


Name of Test Administrator: \_\_\_\_\_ Certification #: \_\_\_\_\_

Signature \_\_\_\_\_

1. Open the form.
2. Complete the information on the testing date and times.
3. Complete the officer information.
4. Make sure the three trials for the Vertical Jump are recorded.
5. Make sure the two trials for the Agility Run is recorded.
6. Complete the remainder of the tests for the officer's category.
7. Make sure the officer has passed all of the required tests and that "PASS" is marked correctly and that the Scorer Initials are clearly marked.
8. Complete the name of the PPFT Administrator and their POST PPFT Certification number.
9. Make sure the PPFT

## RECIPROCITY ONLY: Request for Verification of Certification/License

This form is found on the FORMS page of the POST website. It must be filled out and sent to the officer's previous law enforcement employer. Attach this form completed by the officer's previous employer to the application verifying the officer's previous license/certificate information.



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**REQUEST FOR VERIFICATION OF CERTIFICATION/LICENSE**

To: \_\_\_\_\_  
(Out of State POST Committee, Commission, Board, Other)

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

*Please return the results of this inquiry to the following Requesting Nevada Law Enforcement Agency:*

From: \_\_\_\_\_  
Requesting Nevada Law Enforcement Agency Name of Contact at Requesting Agency

Email: \_\_\_\_\_ Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

**SECTION "A" To be completed by the requesting Nevada Criminal Justice Agency**

The below listed person has made application with or is employed by this agency. To receive a Nevada Basic Certificate, we are required to obtain information on the applicant's previous peace officer certification/license.

**APPLICANT INFORMATION** DOB: \_\_\_\_\_ Last 4 digits of Social Security Number: \_\_\_\_\_

Last Name \_\_\_\_\_ First Name \_\_\_\_\_ MI \_\_\_\_\_

**SECTION "B" To be completed by the Out of State POST Committee, Commission, Board, etc.**

Date officers' Basic Certificate/License was issued: \_\_\_\_\_

*Please indicate below the category of training the officer received for certification/license:*

☐ Category I: Includes peace officers whose authority or primary duties involve a broad spectrum of law enforcement duties and includes areas such as: *Routine patrol, criminal investigations, enforcement of traffic laws and motor vehicle accidents*

☐ Category II: Includes peace officers whose authority or primary duties are limited to a specific or specialized area of law enforcement such as: *Bailiff, Special Investigators, Adult & Juvenile P&P*

☐ Category III: Includes peace officers whose authority or primary duties are limited to the care and custody of adults and/or juveniles in a correctional or detention facility.

Last date of employment with an agency as a certified/licensed peace officer: \_\_\_\_\_

Is the officers' certificate currently suspended or revoked? ☐ Yes ☐ No


*If yes, please explain any actions for Suspended or Revoked Certification/Licensing*

Reason: \_\_\_\_\_

**SECTION "C" To be completed by the Out of State POST Committee, Commission, Board, etc.**

This information was verified by:

Signature of the person providing the information	Print or type the name	Date
_____	_____	_____
Email Address	Phone Number	Fax Number
_____	_____	_____

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**AUTHORIZATION FOR RELEASE OF RECORDS**

To: \_\_\_\_\_  
(Out of State POST Committee, Commission, Board, Other)

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

From: \_\_\_\_\_  
(Applicant)

Date: \_\_\_\_\_

I hereby authorize, request and direct you to immediately release, disclose, and provide unrestricted access to certification/license records and documents pertaining to me to \_\_\_\_\_  
(Requesting Nevada Law Enforcement Agency)

\_\_\_\_\_  
(Signature of Applicant)

1. Open the form.
2. Complete the information to send to previous employer.
3. Complete the section with the requesting agency's information where the completed form is to be sent.
4. Complete page 2 and have the officer sign giving authorization to release the information requested.
5. Save a copy of the form if desired.
6. Send to the previous employer via the most convenient method as desired.
7. Attach the completed form to the application for basic certification.
8. Save the original, signed form in the officer's file.

**Note** Page 2 of the above form is provided for convenience to easily obtain officer's authorization.

# Chapter 5 – Requirements to Maintain Basic Certification

In order for an officer to continue to be certified in the state of Nevada, each officer must maintain, as specified in NAC 289, the mental and physical ability to perform his or her full range of duties, good moral character, and complete the activities and training as required. As always, each agency is required to keep records, subject to audit, of all officer related activities, training, and events.

## Annual Compliance

In order to maintain their basic certificate, it is the responsibility of every certified officer in the state to annually satisfy the requirement to demonstrate proficiency in specified critical skills and complete 12 hrs. of continuing education in specific course subjects. **Virtual courses for critical skill subjects cannot be used for credit.**

Before December 31 of every year, all agencies in the state must establish and provide the courses, establish the minimum level of proficiency that must be demonstrated, and report to POST that all of the employed peace officers have satisfied the following yearly requirements:

**1** Firearms Proficiency 1 (POST course number C0000001)

Demonstrate proficiency in the use of each firearm the officer is authorized to use (this is usually completed during the first half of the year).

**2** Firearms Proficiency 2 (POST course number C0000002)

Demonstrate proficiency in the use of each firearm the officer is authorized to use (this is usually completed during the second half of the year).

**3** Arrest Control/Defensive Tactics (POST course number C0000003)

If arrest and control are included in an officer's duties, demonstrate proficiency in the use of arrest and control tactics including applying handcuffs, taking down suspects, self-defense and retention of weapons.

**4** Less Lethal Weapon Proficiency (POST course number C0000004)

Demonstrate proficiency in the use of impact weapon, chemical weapon, electronic incapacitating device or other less than lethal weapon the officer is authorized to use.

**5** Use of Force Policy Review (POST course number C0000005)

Review each policy addressing the use of force in situations where the agency or officer may become involved. Demonstrate carotid restraint or lateral vascular neck restraint if these techniques are authorized by the employing agency.

**6** 12 hours of continuing education in courses that address (POST course number M0000359):

- Racial Profiling
- Mental Health; including, without limitation, crisis intervention
- The well-being of officers
- Implicit bias recognition
- De-escalation
- Human Trafficking; and
- Firearms

---

**Note** NRS 432B.610 places additional requirements on those who regularly investigate child sex crimes to attend yearly training in the investigation, detection and the response to child sex crimes. POST requires detectives, whose primary assignment is the investigation of child sex crimes, to attend yearly training as described. Even though this training is not reported to POST under the annual compliance form; records of annual completion must be made available for confirmation during an audit/inspection of training records.

---

## Reasons for an Officer to be “Excused”

Each agency must determine what constitutes a valid reason for an officer not to complete an annual requirement for the current year. When reporting compliance to POST, one of the following reasons must apply:

- Absent 4 months or more (approved absence from peace officer duties such as medical, military, administrative leave etc.)
- Not Required due to job duties (e.g. duties do not require firearm)
- Instructed this credit year (officer is a subject matter expert and instructed the course)
- Lateral Hire after July 1 (officer hired too late in the year to complete the requirement)
- ♦ New Hire – Academy Training (officer attended academy or hired late in the year and will attend next year)

## Dual Employment

When an officer is employed, regardless of part-time or full-time status, by two agencies in a peace officer capacity, the officer must perform the annual training required for performing his or her duties at each of the employing agencies.



## Resuming Duties after Absence of 4 mo. to 60 mos.

When a peace officer has a break in service that removes him or her from performing the duties of a peace officer for at least 4 consecutive months but not more than 60 consecutive months, certain proficiencies and skills must be demonstrated to the employing agency **before the officer can resume peace officer duties.**

- The break in service may be due to medical, military, or other approved leave or job separation (e.g. retirement, resignation, or termination).
- In addition to demonstrating a minimum level of proficiency in the use of each firearm the officer is authorized to use, the proficiencies and skills that must be demonstrated before resuming peace officer duties are:
  - If arrest and control are included in an officer's duties, demonstrate proficiency in the use of arrest and control tactics including applying handcuffs, taking down suspects, self-defense and retention of weapons.
  - Demonstrate proficiency in the use of impact weapon, chemical weapon, electronic incapacitating device or other less than lethal weapon the officer is authorized to use.
  - Review each policy addressing the use of force in situations where the agency or officer may become involved. Demonstrate carotid restraint or lateral vascular neck restraint if these techniques are authorized by the employing agency.

---

**Note** The above demonstration of skills that are required prior to resuming peace officer duties and may be reported to POST and used towards the officer meeting the annual compliance requirements for the credit year.

---

## Required POST Forms

Because annual compliance for every officer in the state must be completed by December 31, the reporting for all officers must be completed on or before December 31 of every year.

## Professional Training OR Annual Compliance Form

This Formatta form is submitted by the SPOC for each officer in the employing agency for every one of the annual requirements (submit 6 forms for every officer) indicating that the officer completed the requirement or the agency has excused the officer from that requirement for the year. All forms for each officer must be submitted every year before December 31.

**State of Nevada - POST**  
**POST Professional Training OR Annual Compliance**

Use this form to report the completion of **ONE** Professional Course OR **ONE** Annual Compliance Requirement.

POST ID#    **Officer's Name**

---

☐ **Professional Training?** (Click this checkbox to submit **ONE** Professional Course).

The hours of this successful course completion will be used to meet the POST training requirements that are necessary to qualify for advanced certificates.

POST Course#    **Course Name**  **Hours**

Course Completion Date:    **Status**

---

☐ **Annual Compliance?** (Click this checkbox to report compliance for **ONE** of the Annual Requirements).

To comply with NAC 289.230, every POST certified officer **MUST** have six of these forms submitted every year to report the completion or excuse for each of the 1-6 annual requirements.

**CREDIT YEAR:**  (Change this year **ONLY** to Report **LAST YEAR's** compliance)

For the Credit Year displayed above, select the Annual Requirement from the pull-down list. Then, click the checkbox to report that the officer has Completed the requirement; OR, click the Excused checkbox and select the reason. (Exact training dates are not required)

**Select the Annual Requirement**

☐ Officer has **COMPLETED** the selected requirement

☐ Officer is **EXCUSED** from the selected requirement

Select the Excused reason:

**Additional information or comments:**

---

**Submitters Name:**  **Submitters Phone:**   **Submitters E-Mail:**

POST Prof Training or Compliance form Submission number:

1. Log into the Form.
2. Enter the officer's POST ID#
3. Click the "Lookup" button. The name of the officer is displayed.
4. Verify the officer's name and make sure it is the correct person.
5. Click in the checkbox to activate the section of the form to enter training for Annual Compliance.
6. Verify that the training is for the Credit Year displayed. If not, enter the correct Credit Year.
7. From the drop-down list, choose one annual requirement that you are reporting.
8. Select one of the checkboxes to report that the officer Completed the requirement or is Excused by the agency for the year.
9. If Excused is selected for a requirement, choose the Excused Reason from the drop-down list that best describes why the officer could not complete the requirement.
10. Enter comments if desired.
11. Enter your information in the Submitter's Name, Phone, and Email fields.
12. Click Submit.

## Annual Compliance Reported via Spreadsheet

For large agencies with numerous officers, annual compliance for their officers may be submitted at the end of the year after all officers have satisfied each requirement via an Excel spreadsheet. This method can be very useful for tracking officers' compliance training during the year and, at the end of the year, easily sending to POST to report each officer's status of completing their annual requirements.

An Excel spreadsheet is prepared specifically for each agency with six rows of each officer's name and POST ID number replicated and the six POST course numbers assigned for each requirement. In the associated columns for each proficiency, the status and hours values are entered indicating if the officer passed or was excused/exempted from the required training.

When all proficiencies are completed for an agency, the spreadsheet is sent to POST via email prior to December 31 and the values are imported into the POST database. The following is an example of the spreadsheet set up that is required if this method is used:

[illegible]

## Consequences of Failing to Comply

When there is a failure to fulfill the annual requirements as outlined in NAC 289, POST initiates certain steps and procedures that are directed by the NAC. Refer to the NAC for specific details.

## Failure of Agency to Report

If an agency fails to submit annual compliance verification to POST on or before December 31, the agency shall be notified that verification has not been received. If the verification is not received on or before March 1 of the following year, the agency administrator will be placed on the agenda for the next scheduled meeting of the Commission to explain the delay in the submission.

## **Officer Failure to Complete All Requirements**

POST will notify each officer and his or her employing agency of any non-compliance. The basic certificate of any officer who is not compliant with the requirements will be suspended.

The formal notification process to agencies and officers starts in January.

### **For Agencies:**

POST generates a compliance report for each agency that shows their non-compliant officers; which is emailed to the agency administrator and/or their designee, usually the SPOC. All deficiencies must be corrected and reported to POST in order to avoid action by the Commission.

### **Officers:**

For each officer remaining out of compliance, a Notice of Non-Compliance and Declaration of Service is sent to the agency SPOC. The officer must be served with the Notice of Non-Compliance and the Declaration of Service must be completed by the agency and returned to POST within 10 days. Once the officer has been served with the Notice of Non-Compliance, he or she has 60 calendar days to complete the deficient training.

When deficient training has been completed, the agency must report the training to POST via Formatta.

If, after 60 days, the officer has not completed the deficient training, a Notice of Intent to Suspend, with a Declaration of Service, will be sent to the agency SPOC and Administrator. The officer must be served with The Notice of Intent to Suspend and the Declaration of Service completed by the agency and returned to POST within 10 days. This Notice of Intent to Suspend will include the date, time and location of the POST Commission Meeting that will address the suspension of the officer's basic certificate.

If the officer's training is completed and reported to POST before the date of the Commission Meeting, the matter will be removed from the Agenda. If the deficient training is not completed before the day of the Commission Meeting, the Commission may suspend the officer's basic certificate until such time the deficient training has been completed. During the time an officer's basic certificate is suspended, the officer can no longer perform the duties of a peace officer until such time the certification is reinstated at a future Commission Meeting.

## Revocation, Suspension or Denial of Certificate

Although an officer's basic certificate may be suspended for failure to complete the annual requirements to maintain a basic certificate, there are additional situations and behaviors that may constitute cause for the Commission to revoke, refuse or suspend the certificate of a peace officer. A summary of those causes are:

- Willful falsification of information provided to obtain the certificate
- Permanent or chronic physical or mental disability affecting the ability to perform the full range of duties
- Chronic drinking or drunkenness on duty
- Addiction or unlawful use or possession of narcotics or other drugs
- Upon criminal indictment or filing of a criminal complaint, conviction of, or entry of guilty plea, guilty but mentally ill or nolo contendere to a misdemeanor, gross misdemeanor or felony

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**Note** Situations where an officer is terminated for violations of policies, general orders or guidelines of operation of the employing agency are not subject to Commission action.

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## Voluntary Surrender of Certificate

A peace officer may, permanently or for a stated term, voluntarily surrender a basic certificate for any reason, or for reasons such as:

- As part of a termination agreement with the employing agency
- As part of a plea bargain in a criminal proceeding
- As part of a settlement agreement with the Commission

When a peace officer wishes to voluntarily surrender his/her basic certificate a request must be submitted in writing (Use the form "Voluntary Surrender of Basic Certificate" that is provided on the FORMS page of the POST website).

## POST Forms Required

The Formatta form "Update Personnel Action Report" is completed and submitted to POST as notification of possible action under NAC 289.290. The form to initiate the voluntary surrender of an officer's basic certificate is found on the FORMS page of the POST website.

### Update Personnel Action Report (PAR)

The SPOC must select "YES" to the question "Does the above NAC apply?" and submit the information to POST using the Formatta form "UPDATE - Personnel Action Report (PAR)". This form should be submitted as soon as possible by the notifying agency.

- **POST must be notified** when an employing agency becomes aware that one of its officers has been charged with a crime that could result in denial, suspension or revocation procedures.
- An agency may recommend suspension or revocation of an officer using the Comment area of the form to communicate that important information.

The Commission will consider the type of conviction and other information provided by the agency indicating unprofessional conduct or undesirable activity by the officer.

**State of Nevada - POST**  
**UPDATE - Personnel Action Report (PAR)**

Post ID Number:

Last Name:  First Name:

MI:  Suffix:

---

☐ **Name Change?**

Last Name:  First Name:

MI:  Suffix:

---

☐ **Address Change?**

Street Address:

City:  State:  Zip Code:

County:  Other  E-Mail:

---

**Level Change?**    ☐ Line    ☐ Supervisor    ☐ Management    ☐ Executive

☐ Part Time    ☐ Full Time

---

**Status Change?**    ☐ Deceased    ☐ Retired    ☐ Separated

---

**NAC289.290 Notification (Cause For Commission Action)**

Pursuant to NAC 289.290(3) "The employing agency shall notify the Commission anytime that it becomes aware that one of its officers has been charged with a crime that could result in denial, suspension or revocation procedures. Upon receipt of information alleging any of the causes enumerated in subsection 1, the Commission will determine whether to pursue revocation or suspension of the certificate of the officer."

Does the above NAC apply?    ☐ No    ☐ Yes

**\*\*If you selected YES, ensure it is correct and provide details in the Comment field.\*\***

**Comments/Additional Information:**

---

Effective Date:

Submitters Name:

Submitters Phone:  ( ) -

Submitters E-Mail:

1. Log into the form.
2. Enter the officer's POST ID#.
3. Click the Lookup button. All fields in the first three areas of the form display the officer's current information.
4. If employment has ended, select the reason.
5. Select if NAC289.290 applies to the end of employment. Click the YES button answering the question "Does the above NAC apply?"
6. Add comments, if desired. Any Comments added are confidential and are helpful for POST processing.
7. Enter your information in the Submitter's Name, Phone, and Email fields.
8. Click Submit.

## Voluntary Surrender of Basic Certificate

This form is found on the FORMS page of the POST website. It is required to be completed, signed, notarized, and the original form mailed via the U.S. Mail to POST.



STATE OF NEVADA  
COMMISSION ON PEACE OFFICERS' STANDARDS AND TRAINING  
5587 Wa Pa Shone Avenue Carson City, Nevada 89701  
(775) 687-7678 Fax (775) 687-4911

### VOLUNTARY SURRENDER OF BASIC CERTIFICATE (All documents will be sent via mail)

☐ \_\_\_\_ (initials) **PERMANENT SURRENDER:** I hereby voluntarily and permanently surrender my P.O.S.T. Basic Certificate(s) issued to me by the Nevada Commission on Peace Officers' Standards and Training (POST).

This action is for which of the following (mark all that apply)

- ☐ As part of an employee termination agreement (voluntary, involuntary, retirement or other cause)  
☐ As part of an agreed settlement to commission action  
☐ As part of a plea bargain to a criminal charge  
☐ For any other reason (please specify in the summary explanation section)

☐ \_\_\_\_ (initials) **TEMPORARY SURRENDER:** I hereby voluntarily surrender my P.O.S.T. Basic Certificate(s) issued to me by the Nevada Commission on Peace Officers' Standards and Training (POST) for a stated term effective upon acceptance by the POST Executive Director and ending on \_\_\_\_.

This action is for which of the following (mark all that apply)

- ☐ As part of an employee termination agreement (voluntary, involuntary, retirement or other cause)  
☐ As part of an agreed settlement to commission action  
☐ As part of a plea bargain to a criminal charge  
☐ For any other reason (please specify in the summary explanation section)

\_\_\_\_ (initials) I understand and agree that this voluntary surrender will not be effective until it is accepted by the Executive Director of P.O.S.T.

\_\_\_\_ (initials) I understand and agree that if my voluntary surrender is accepted by the Executive Director I will no longer be certified by the POST Commission and I cannot serve in any capacity as a peace officer.

\_\_\_\_ (initials) I understand and agree that if my voluntary surrender is being requested as part of a termination agreement between me and my employing agency, as part of a plea bargain in a criminal proceeding against me, or as part of a settlement agreement between the Commission and me, the voluntary surrender shall be deemed to include the voluntary surrender of all categories of basic and reserve certificates that have been issued to me by the Commission.

\_\_\_\_ (initials) I understand and agree that as a result of my voluntary surrender, I am no longer a certified peace officer and I cannot serve in any capacity as a peace officer until the POST Commission authorizes me to reinstate my basic certification.

\_\_\_\_ (initials) I understand I will be required to apply to the Commission to reinstate my basic certificate(s). If the voluntary surrender is permanent, I will not be able to apply for reinstatement of the basic certificate for at least 60 months after the effective date of the voluntary surrender. If the voluntary surrender is for a stated term, I will not be able to apply for reinstatement of the basic certificate until the date specified for the end of the term of the voluntary surrender.

\_\_\_\_ (initials) I have been provided with a copy of the Voluntary Surrender of a Basic Certificate regulation in effect as of this date and I am aware that this surrender should include a summary of the reason for surrender.

#### VOLUNTARY SURRENDER OF BASIC CERTIFICATE(S)

##### SUMMARY OF THE REASON FOR THE VOLUNTARY SURRENDER

As required by chapter 289 of the Nevada Administrative Codes regulating the Voluntary Surrender of Basic Certificate(s), you must provide a summary of the reason(s) for the surrender. Please give a brief summary or description of the reason(s) for the Basic Certificate(s) surrender.

I SIGN THIS VOLUNTARY SURRENDER OF BASIC CERTIFICATE(S) FREELY, VOLUNTARILY AND WITH FULL KNOWLEDGE OF THE CONSEQUENCES ASSOCIATED WITH SIGNING THIS DOCUMENT.

Name: \_\_\_\_\_ POST ID#: \_\_\_\_\_  
 Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
 Mailing Address: \_\_\_\_\_  
 City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

1. Print the form.
2. Have the officer fill out the form completely and sign and date.
3. Make sure the officer initials where initials are required.
4. Make sure the form information is correct and all fields are completed.
5. Make a copy of the form for your officer's files.
6. Send the original, signed form to POST via the U.S. Mail.

## **Certificate Inactivation and Expiration**

When an officer is no longer employed as a peace officer in the state of Nevada, the basic certificate of that officer is immediately placed in an inactive status. During the time that a basic certificate is inactive, the individual is no longer certified to perform the duties of a peace officer.

If such a person is again employed as a peace officer in Nevada, the employing agency shall perform and complete the requirements as specified by the minimum requirements for appointment; which apply to new hire, rehire, reinstatement, or reserve status employment. Fifteen days after employment commences, the agency SPOC must submit an "Employment PAR" to POST at which time, the submission shall be processed and the person's basic certificate returned to active status.

If the certification of an officer is in an inactive status for more than 5 consecutive years, the certificate is considered expired and the person must renew his or her basic certificate by successfully completing all of the requirements specified to obtain a POST basic certificate.



# Chapter 6 – Professional Certificates

Included in POST's mission is to provide the means of raising the professionalism and overall knowledge and skills of law enforcement officers beyond the basic training standards.

POST encourages each officer to strive for advancement and work toward achieving professional certificates. When an officer is awarded a professional certificate, it represents the years of serving the citizens of Nevada as a peace officer, formal education achieved, career level accomplished, and the hours dedicated to completing POST certified professional training.

**IMPORTANT NOTICE:** Only POST certified professional courses may be used toward the training hours required to attain a POST Professional Certificate. For exceptions, contact POST for training evaluations and determination of credit.

## Requirements to Qualify for Certificate

It is relatively easy for an officer to qualify for a Professional Certificate. Each certificate involves completing certain requirements or a combination of requirements as follows:

- Current employment as a Nevada peace officer
- Current Nevada POST Basic Certificate in good standing
- The number of years serving as a Nevada peace officer
- Number of hours completed of **POST certified professional courses**
- Level of Formal Education achieved
- Current position in an agency
- Complete certain training as specified

**\*Military transcript conversion and Department of Education approved Trade Schools/Vocational Schools for Professional Development hours is 1 to 1**

**\*College basic training programs, provided on Official Transcripts, will be accepted as credit toward College credits. College basic training programs CANNOT be used for Professional Development credit.**

The following are summary charts that outline the general requirements that must be met to qualify for each professional certificate:

## Intermediate Certificate

- 1 Possess a current Nevada POST Basic Certificate, and
- 2 Currently employed as a peace officer by a Nevada agency, and meets one of the following:

YEARS OF NEVADA LAW ENFORCEMENT EXPERIENCE		COLLEGE EDUCATION/DEGREE		POST CERTIFIED TRAINING HOURS
2	<i>and</i>	4 year bachelors degree or higher	<i>and</i>	20
4	<i>and</i>	Two year degree	<i>and</i>	40
6	<i>and</i>	45 credits	<i>and</i>	80
8	<i>and</i>	30 credits	<i>and</i>	120
10	<i>and</i>	15 credits	<i>and</i>	160
12	<i>and</i>	NONE	<i>and</i>	200

## Advanced Certificate

- 1 Possess a current Nevada POST Basic Certificate, and
- 2 Possess a current Nevada POST Intermediate Certificate, and
- 3 Currently employed as a peace officer by a Nevada agency, and meets one of the following:

YEARS OF LAW ENFORCEMENT EXPERIENCE		COLLEGE EDUCATION/DEGREE		POST CERTIFIED TRAINING HOURS
4	<i>and</i>	4 year bachelors degree or higher	<i>and</i>	40
6	<i>and</i>	Two year degree	<i>and</i>	80
8	<i>and</i>	45 credits	<i>and</i>	160
10	<i>and</i>	30 credits	<i>and</i>	240
12	<i>and</i>	15 credits	<i>and</i>	320
14	<i>and</i>	None	<i>and</i>	400
<i>*Training hours include the hours used for the Intermediate Certificate</i>				

## Supervisor Certificate

- 1 Possess a current Nevada POST Basic Certificate, and
- 2 Currently employed as a peace officer by a Nevada agency, and meets the following:

FULL TIME SUPERVISOR OF		POST CERTIFIED TRAINING
1 peace officer	<i>and</i>	POST 80 hour First-line Supervisor Course

## Management Certificate

- 1 Possess a current Nevada POST Basic Certificate, and

- 2 Possess a current Nevada POST Intermediate Certificate, Advanced Certificate, Supervisor Certificate, and
- 3 Letter of recommendation with the application; which must be signed by the administrator of the agency. The letter must include an organizational chart, and
- 4 Currently employed as a peace officer by a Nevada agency, and meets the following:

YEARS OF LAW ENFORCEMENT EXPERIENCE		SUPERVISE		POST CERTIFIED TRAINING HOURS
6 years total w/1 year in a management level position and current assignment in a management level position	<i>and</i>	2 or more First-line Supervisors or hold a position above the level of a first-line supervisor	<i>and</i>	POST Management Program

## Executive Certificate

- 1 Possess a current Nevada POST Basic Certificate, and
- 2 Possess a current Nevada POST Intermediate Certificate, Advanced Certificate, Supervisor Certificate, Management Certificate, and
- 3 Letter of recommendation with the application; which must be signed by the administrator of the agency. The letter must include an organizational chart, and
- 4 200 hrs. of Advanced Management courses.
- 5 Currently employed as a peace officer by a Nevada agency, and meets the following:

YEARS OF LAW ENFORCEMENT EXPERIENCE		Supervise		POST CERTIFIED TRAINING HOURS
6 years total w/1 year in an executive level position and current assignment in an executive level position	<i>and</i>	2 or more persons who hold management level positions and is in charge of an entire agency, major division or bureau within an agency	<i>and</i>	200 hrs. advanced management courses

## Certificate Inactivation and Expiration

When an officer is no longer employed as a peace officer in the state of Nevada, the basic certificate of that officer is immediately placed in an inactive status as well as all professional certificates that have been awarded. During the time that an officer's basic certificate is inactive, all professional certificates are also placed in an inactive state.

If such a person is again employed as a peace officer in Nevada, and the person's basic certificate is returned to active status, all professional certificates previously awarded will be also be returned to active status.

If the basic certification of an officer is in an inactive status for more than 5 consecutive years, the basic certificate as well as all professional certificates awarded are considered expired. After the successful renewal of a person's basic certificate, all professional certificates may also be renewed by successfully completing the requirements and applying for each professional certificate as specified.

## Reporting Officers' Professional Training

In order for an officer to qualify for a professional certificate, a certain number of hours or specific POST certified course(s) must be completed. These courses must be reported to POST and must be appear in the officer's POST training records based on the following:

- ♦ It is the officer's responsibility to ensure that the courses attended, with a goal of the hours counting toward a Professional Certificate, is an active POST certified course.
- ♦ It is the officer's responsibility to ensure that a course certificate of completion is issued at the completion of the class and the course certificate has the name of the course, date completed, and has the POST certified number.
- ♦ It is the officer's responsibility to provide, in a timely fashion, to the SPOC of the employing agency, the certificate of completion of any course completed
- ♦ It is the officer's responsibility to understand that the hours of training completed can only be reported to POST within 1 year of completing the course.
- ♦ It is the agency's SPOC responsibility to report the training to POST **within 1 year** after the course was completed using the Formatta form "POST Professional Training or Annual Compliance".
- ♦ Only one occurrence of an officer completing a professional course should be reported to POST.
- ♦ It is the agency's responsibility to keep all records of an officer's training on file; which is subject to POST audit.

## POST Certified Training Hours Restrictions

POST encourages and supports all officers in their efforts to attain a professional certificate; however, there are minimum restrictions regarding the compilation of the required POST certified training hours. The following are situations where the hours of a professional course will NOT be applied toward a professional certificate:

- ◆ A POST certified professional course that has been incorporated into the curriculum of a basic training course cannot be submitted as professional training. The hours completed in a basic training course cannot be applied toward satisfying the requirements of professional certification.
- ◆ Because each POST certified professional course is provided to give law enforcement personnel specific training to expand and enhance their careers, the hours of completing only one occurrence of a course will be used to meet professional certification requirements. Multiple occurrences of completing the same course will be rejected and the hours will not be used in the compilation of the total number of hours required for a POST professional certificate.

## Applying for Professional Certificates

When an officer has achieved all the requirements to qualify for a Professional Certificate, an application for Professional Certificate may be submitted to POST. **POST has up to 30 days to process forms.**

The following are considerations when determining if certification requirements are met and the eligibility of an officer:

- ◆ If the officer holds a college degree, a copy of the degree must be given to the SPOC.
- ◆ If an officer has attended college and a degree has not been attained, a copy of the college transcripts must be given to the SPOC
- ◆ The SPOC must verify the years of an individual's employment as a Nevada peace officer
- ◆ The SPOC must check the POST Snapshot application to verify the number of hours that the officer has accumulated of POST certified courses.
- ◆ The SPOC must verify that the applying officer has successfully completed certain training as required to qualify for specific certificates (e.g. POST 80 hour First-line Supervisor Course, POST Management Course, 200 hours Advanced Management).
- ◆ The SPOC must verify the position within an agency and identify the number of officers that are directly supervised by the applying officer.
- ◆ The SPOC must obtain an organization chart and a letter confirming job level signed by the administrator of the employing agency.

## Required POST Forms

The same Formatta form used to report annual compliance is used to report when an officer successfully completes a POST certified professional course.

## POST Professional Training OR Annual Compliance

This Formatta form is submitted by the SPOC for each officer for every POST professional certified course the officer completes. The form must be submitted within 1 year from the date the course was completed.

**State of Nevada - POST**  
**POST Professional Training OR Annual Compliance**

Use this form to report the completion of **ONE** Professional Course OR **ONE** Annual Compliance Requirement.

POST ID#    Officer's Name

---

☐ **Professional Training?** (Click this checkbox to submit **ONE** Professional Course).

The hours of this successful course completion will be used to meet the POST training requirements that are necessary to qualify for advanced certificates.

POST Course#    Course Name  Hours

Course Completion Date:  Status

---

☐ **Annual Compliance?** (Click this checkbox to report compliance for **ONE** of the Annual Requirements).

To comply with NAC 289.230, every POST certified officer **MUST** have six of these forms submitted every year to report the completion or excuse for each of the 1-6 annual requirements.

**CREDIT YEAR:**  (Change this year **ONLY** to Report **LAST YEAR's** compliance)

For the Credit Year displayed above, select the Annual Requirement from the pull-down list. Then, click the checkbox to report that the officer has Completed the requirement; OR, click the Excused checkbox and select the reason. (Exact training dates are not required)

Select the Annual Requirement

☐ Officer has **COMPLETED** the selected requirement

☐ Officer is **EXCUSED** from the selected requirement

Select the Excused reason:

Additional information or comments:

---

Submitters Name:  Submitters Phone:  Submitters E-Mail:

POST Prof Training or Compliance form Submission number:

1. Log into the Form.
2. Enter the officer's POST ID#
3. Click the "Lookup" button. The name of the officer is displayed
4. Verify the officer's name and make sure it is the correct person
5. Click in the checkbox to activate the section of the form to enter Professional Training.
6. Enter the POST course number that appears on the certificate of completion.
7. Click the "Lookup" button. The name of the course is displayed.
8. Verify that the course name and hours of the course match the course certificate of completion.
9. Enter the course completion date that appears on the certificate of completion.
10. Enter your information in the Submitter's Name, Phone, and Email fields.
11. Click Submit.
12. **Be sure to reset the form before continuing with**

## Professional Certificate Application

This Formatta form is the application that is be submitted by the SPOC after an officer completes all requirements for certification. Prepare all information BEFORE entering the form:

- ♦ Make sure the officer has the number of years required serving as a Nevada peace officer.
- ♦ Check Snapshot and make sure the required training appears in the officer's POST training records. Make sure the officer has the number of hours of training that is required.
- ♦ Scan in the required documents so they are available in electronic file format so they can be attached to the form. (it is easier to make 1 file, but individual files are accepted).

The following is a sample of the FORM with the steps of the procedure to follow:

**State of Nevada - POST**  
**Professional Certificate Application**

POST ID#   Officer's Name

---

Select the Professional Certificate and choose the applicant's qualifications for the certificate.  
All officer's hours of POST training used to meet the requirements must be entered into the POST database before submitting this application. (use the *POST Professional Training OR Annual Compliance Formatta form*).

☐ Intermediate (NAC 289.240)  ▼

☐ Advanced (NAC 289.250)  ▼

☐ Supervisor (NAC 289.255)  ▼

☐ Management (NAC 289.260)  ▼

☐ Executive (NAC 289.270)  ▼

Click the Attachments button to submit Only the following documents as REQUIRED:  
 > Intermediate & Advanced - copy of degree or proof of required credits (if no degree)  
 > Management - a letter confirming job level, org. chart  
 > Executive - a letter confirming job level, org. chart, and proof of 200 hrs. advanced management training

Additional Information or comments:

---

By electronically signing and submitting this form, you attest that the applicant meets the requirements for the certificate applied for as set out in the Nevada Administrative Code that is referenced next to the certificate selected.

Submitters Name:  Submitters Phone:  Submitters E-Mail:

Submission number:

---

\*\*\*\* This Section is for POST Approval ONLY \*\*\*\* Do NOT Enter in this Section \*\*\*\*

Education  Credit Hours  Date Achieved  Approval By:

Comments:  Certification Date:

1. Log into the Form.
2. Enter the officer's POST ID#
3. Click the "Lookup" button. The name of the officer is displayed
4. Verify the officer's name and make sure it is the correct person
5. Click in the radio button to select the Professional Certificate that the application is for.
6. From the associated pull-down next to your choice, select the combination of requirements that the officer meets to qualify.
7. Click the "Attachments" button.
8. Browse to the files and select the documents that are required for the selected Professional Certificate.
9. Enter comments if desired.
10. Enter your information in the Submitter's Name, Phone, and Email fields.
11. Click Submit.

## Required Application Attachments

The following applications for Professional Certificates must have the supporting documents attached. They can be attached as one file or can be individual files.

### Intermediate and Advanced Certificates

- ◆ Copy of College/University Degree (Certificate)
  - Copy of Associate's Degree (2 years)
  - Copy of Bachelor's Degree
  - Copy of Master's Degree
- ◆ If No Degree, proof of required college credits (transcript only if NO Degree)

### Management Certificate

- ◆ A letter on agency letterhead confirming job level signed by the agency administrator
- ◆ Organization chart showing position of the officer

### Executive Certificate

- ◆ A letter on agency letterhead confirming job level signed by the agency administrator
- ◆ Organization chart showing position of the officer
- ◆ Proof of 200 hours of Advanced Management Training (Courses of management, leadership, communication, budgeting, decision making, employee relations, human resources, policy formulation, etc.) Examples of courses that meet this requirement, but not limited to:
  - Command College co-sponsored by CJTC and the FBI
  - FBI National Academy
  - Northwestern School of Police Staff and Command
  - FBI LEEDA
  - Leadership in Police Organizations (LPO)
  - Police Leadership: The West Point Model
  - Police Executive Leadership Forum Senior Management Institute for Police (SMIP)
  - FBI National Executive Institute (NEI)



## Chapter 7 – POST Certified Courses

POST certifies courses for the basic and professional training of Nevada's peace officers. Although these two types of training differ, they share a few common course certification rules as follows:

- ♦ The training provider must submit an application for course certification to POST with all of the documents required for approval prior to the course being given.
- ♦ The subject(s) must be instructed by qualified instructors that are experts in the subject
- ♦ If, within 3 consecutive years, records have not been received by POST that an officer has completed a course, that course will be inactivated
- ♦ Certified course and all related documents are subject to audit, monitoring, and/or inspection
- ♦ All courses requesting certification must be primarily for, and a benefit to, Nevada peace officers
- ♦ For any course given, attendance records and student evaluations must be kept on file by the training provider for a minimum of 3 years from the date the course was taken by a peace officer.
- ♦ For any course given, a certificate of completion that includes the POST certified course number must be issued to each individual that successfully completes the course.

### Basic Training Courses

All basic training courses that are presented by agencies or approved by the Commission must be POST certified and must adhere to following minimum requirements:

- ♦ For new basic training courses, contact POST directly for pre authorization and instructions to obtain POST course certification number.
- ♦ Applications for course certification must be submitted with all required documents attached 60 days before the course is scheduled to begin. A review of the course will be sent back within 30 days and a final rule on the request within 45 days from receipt.
- ♦ The course must be held in an instructional environment that is comfortable, has the equipment, and other facilities necessary to deliver quality training.
- ♦ A course must have a curriculum that meets the minimum hours and standards of training as specified for the applicable training category.
- ♦ Each topic of instruction that has a standardized performance objective established by the Commission must be assigned an amount of time and have a lesson plan detailing what is taught.
- ♦ A course must employ performance-oriented instructional methods that provide opportunities for each student to demonstrate achievement of the objectives.
- ♦ There must be pass/fail written and/or practical examinations administered at the beginning and end of a course to measure each student in achieving the objectives.
- ♦ Not sooner than 30 days before, nor later than 14 days after, the beginning of a basic training course, all enrollees must pass the physical fitness examination as specified for their category.

---

**Note** The physical fitness exam is not included in the online reciprocity training; however, the PPFT must be passed not later than 16 weeks after the date on which the officer was hired.

---

## Category I

Category I training includes peace officers who are empowered to perform law enforcement duties such as routine patrol, investigations, and traffic enforcement. A category I basic training course must be comprised of a minimum 480 hours of training as specified in the NAC that include the specific topics in law and legal procedures, patrol operations and investigations, performance skills and the functions of a peace officer covering each listed subject.

## Category II

Category II training includes peace officers whose authority or primary duties are limited to a specific or specialized area of law enforcement. A category II basic training course must be comprised of a minimum 200 hours of training as specified in the NAC that include the specific topics in law and legal procedures, operations and investigations, performance skills and the functions of a peace officer covering each listed subject.

## Category III

Category III training includes peace officers whose legal authority or primary duties are limited to the care and custody of adults and juveniles in a correctional or detention facility of the State of Nevada or its political subdivisions. A category III basic training course must be comprised of a minimum 160 hours of training as specified in the NAC that include the specific topics in legal subjects, procedures in the field, skills of officers, investigations, community relations, miscellaneous subjects, and modern correctional philosophy covering each listed subject.

## Reserve

Reserve training includes peace officers who are reserve officers and who are assigned to an agency that employs category I, category II or category III peace officers. A reserve basic training course must be comprised of a minimum 120 hours of training as specified in the NAC that include the specific topics in law and legal procedures, patrol operations and investigations, performance skills and the functions of a peace officer covering each listed subject.

## Reciprocity

Reciprocity training includes peace officers who have been certified by the certifying entity of another state or has successfully completed other approved training or programs. A reciprocity basic training course must be comprised of 80 hours of training as specified in the NAC that include 20 miscellaneous topics as specified.

## Professional Courses

All professional courses that request POST certification must adhere to specific requirements and will be processed as follows:

- ♦ The course must be above the level of basic training. Any courses delivering training for subjects that are included in basic training will not be considered for certification as professional courses.

- ♦ Any course that includes maintenance training will not be considered for certification as a professional course.
- ♦ All requests to certify a course must be approved by the administrator of the agency or other provider of training or an authorized designee.
- ♦ If a course offers training in legal issues and subjects relating to legal liability, the legal adviser of the agency or other provider of training must approve the course.
- ♦ Applications for course certification with all required documents attached must be submitted 3 weeks (at a minimum) before the course is scheduled to begin.
- ♦ Upon review of the course, a rejection notice or certification notice with the POST course certification number will be sent to the requester via email.
- ♦ POST will respond to each course certification application as soon as possible (usually within 1-3 weeks); however, the exact time frame in which the requester will receive their email notice is dependent upon many variables (e.g. subject matter, course material, POST workload, etc.).
- ♦ Courses must be reviewed and resubmitted every 2 years

## Required POST Forms

An Application for Professional Course Certification (Formatta form) must be submitted along with the required attachments to obtain a POST course certification number prior to conducting any class. For any changes to a course including inactivation, a POST Course Change or Decertification (Formatta form) must be submitted detailing the changes.

If you are a Nevada Law Enforcement agency, or a Nevada Law Enforcement agency is sponsoring your course, go to Formatta and fill out the Professional Course Certification Form and submit to POST for course approval.

OUT OF STATE VENDORS-Out of state vendors must certify their courses through NCP before POST can certify the course ([National Certification Program http://iadlest-ncp.org/](http://iadlest-ncp.org/)). Once the vendor has a NCP certified course number the vendor can submit for a NV POST P# through our FORMATTA application process.

## Professional Course Certification Form and Attachments

The submission of this Formatta form is required for an agency or other provider of training to make application for certification of a professional course. Every application with attached documents is evaluated to ensure that the training meets POST standards and that it is above the level of basic training. **POST has up to 30 days to process forms.**

**State of Nevada - POST**  
**Professional Course Certification**

Use this form to apply for POST certification for courses that are above the level of basic training.  
The courses must comply with all requirements as set forth pursuant to NAC 289.310.  
(For certification of academy basic training programs, contact POST directly)

Agency ID#

Agency/Vendor Name

Vendor's Sponsoring Agency

---

Course Title  (Titles can ONLY be 50 characters. Abbreviate the Title if necessary)

Total Course Hours

Click the Attachment button to submit the following five documents required for POST certification:

1. Synopsis of the course including the title, goals, objectives and anticipated date(s) the course will be given.
2. Outline of the lesson plan and a chronological list of the major subject headings.
3. List of instructors with brief resume, subject experience, and instruction experience.
4. Copy of any written/practical examinations for the course.
5. Bibliography of reference materials used in course development.

Attachments

NOTE: If this is a legal course, by submitting this request, you attest that this course has been approved by the Agency Legal Advisor. All courses conducted require a class roster (Form AD-10A) of attendees and the course evaluations (Form AD-10B) be retained on file for inspection. In addition, a certificate of completion must be issued to all peace officers who successfully complete the course (NAC 289.310).

Additional Information:

---

Submitters Name:	Submitters Phone:	Submitters E-Mail:
<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>

Reset Form
Submit

Submission number:

---

\*\*\* This Section is for POST Approval ONLY \*\*\* Do NOT Enter in this Section \*\*\*

POST Certified Course#  Date Processed:  POST Approved

1. Open the Form.
2. Enter the Agency or Training Provider ID# (if one has been assigned)
3. Enter the name of the Agency or the Training Provider.
4. If Training Provider, enter the Agency sponsoring the course (if applicable).
5. Enter the course title or an abbreviation. (only 50 characters allowed)
6. Enter the course hours.
7. Click the "Attachments" button.
8. Browse to the files and select the documents that are required for the selected Professional Certificate.
9. Enter comments if desired. If this is a new Training Provider, add contact name and address.
10. Enter your information in the Submitter's Name, Phone, and Email fields.
11. Click Submit.

## Required Attachments for Professional Course Certification

The following documents MUST be attached to the Formatta form for a course to be certified:

- ◆ Synopsis of the course. This document must have an overview of the course content and must include the title, goals, objectives, and the anticipated date(s) the course will be given.
- ◆ Outline of the lesson plan. This document should only include a chronological list of the topics as presented in the course together with a brief description of the subject matter taught
- ◆ Total number of hours required to complete the course
- ◆ Copy of written or practical examinations

## POST Course Change or Decertification Form

When a course is not given or available any longer or changes are incorporated into a course that has been POST certified, a Course Change or Decertification (Formatta form) must be submitted to POST with the detailed information. Use this form to indicate the change(s) made to the course from when it was originally certified. Attach any document to the form that provides POST with the most current and updated course information. **POST has up to 30 days to process forms.**

**State of Nevada - POST**  
**Course Change or Decertification**

Submit this form when changes have been made to a POST certified course. This can include changes to hours, original documentation, or decertification/inactivation of the course.

Agency ID#

Agency/Vendor Name

---

Course Name

POST Course#  Lookup

Effective Date of Change

Decertify/Inactivate this Course

Change Total Course Hours To

A Brief Description of Documentation Change or Reason for Decertification is REQUIRED:

Click the Attachment button to submit the course documentation that has changed:

1. Synopsis of the course including the title, goals, and objectives.
2. Lesson plan including a chronological list of the major subject headings.
3. Course instructors including resume, subject experience, and instruction experience.
4. Description of pre-course and post-course written/practical examinations; graded as pass/fail.
5. Bibliography of reference materials used in course development.

**NOTE:** If this is a legal course, by submitting this change, you attest that this amendment to the course has been approved by the Agency Legal Advisor.

---

Submitters Name:	Submitters Phone:	Submitters E-Mail:
<input type="text"/>	<input type="text" value="( ) -"/>	<input type="text"/>

1. Open the Form.
2. Enter the Agency or Training Provider ID# that has been assigned.
3. Enter the name of the Agency or the Training Provider.
4. Enter the POST Certified Course Number
5. Click the "Lookup" button. The name of the course is displayed
6. Verify the course name and make sure it is the correct course
7. Enter the date that the change becomes effective.
8. From the pulldown, select YES or NO to indicate if this course should be decertified.
9. Enter a change to the course hours.
10. Enter comments describing how the course or the new attached document was changed.
11. Click the "Attachments" button.
12. Browse to the files and select the documents that are required for the selected Professional Certificate.
13. Enter your information in the Submitter's Name, Phone, and Email fields.
14. Click Submit.

# Dispatcher Basic Training Course

POST offers the basic training course for Dispatchers in Nevada. This class is for law enforcement dispatchers only and is an elective class that an agency may choose to offer to Dispatchers.

The individual needing to take the POST Dispatcher Basic Training Course needs to register at NVeLearn (<https://nvelearn.nv.gov>). Once registered, the agency supervisor must submit the Dispatcher Basic Training Enrollment form to POST. The employee will have 90 days to complete this course was POST activates enrollment. **POST has 30 days to process this form.**



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

## DISPATCHER BASIC TRAINING ENROLLMENT FORM (NAC289.335)

Individuals wanting to take the voluntary Dispatcher Basic Training course must first be enrolled in the nvelearn system (<https://nvelearn.nv.gov>). Once the employee has registered, the employee's supervisor must complete the attached form (Dispatcher Basic Training Enrollment Form) and send the form to [asocha@post.state.nv.us](mailto:asocha@post.state.nv.us). Once the form is received, (M-Th 0800-1600) POST will enroll the employee and notify the employee and supervisor that the course is open. The employee will have 180 days to complete the course.

The course has 13 separate topics with an exam after each topic. You must pass the topic exam in order to advance to the next topic. POST course policy - If a student fails a course topic exam, one remediation test is allowed. If two attempts result in exam failures, the student must wait thirty days before retaking the course. To re-enroll the student, the agency supervisor must contact POST after the thirty day period.

Upon successful completion of the final exam, you will be able to print your Dispatcher Basic Training Certification of Completion. Please submit a copy of this certificate to your supervisor. This will be required in order to submit for the POST Dispatcher Certification.

\*\*\*\*\*

### REGISTRATION:

#### Student Information

Employees First and Last Name:   
Employing Agency:   
Employing Agency Address:   
Email associated with nvelearn account:   
Phone Number:

#### Agency Supervisor Information

Supervisors First and Last Name:   
Supervisors Title:   
Supervisors Email:  Phone Number:

Employee's Signature:  Date:   
Supervisor's Signature:  Date:

1. Open the Form.
2. Enter the Employee First and Last Name
3. Enter the Employing Agency
4. Enter the Employing Agency Address
5. Enter the associated email in nvelearn for employee.
6. Enter Agency Phone Number
7. Enter the Employee's Supervisor First and Last name
8. Enter Supervisor's Title
9. Enter Supervisor's Email
10. Enter Supervisor's Phone Number
11. Have the Employee taking the course to sign off and date the form
12. Have the Supervisor of Employee taking the course to sign off and date the form
13. Email the signed form to [asocha@post.state.nv.us](mailto:asocha@post.state.nv.us)

Once the course topic has been completed, the student must pass the exam for that topic in order to proceed.

If they fail to pass the second attempt, they will be restricted from moving onto the next topic. In order to reset the exam attempts, the agency will need to conduct remedial training with the student. Once the remedial training is complete, the agency supervisor will need to submit this form to the Training Division Administrative Assistant, [asocha@post.state.nv.us](mailto:asocha@post.state.nv.us), in order to reset the exam attempts.

At the end of this course is a Final Exam, and upon successful completion of the Final Exam, the student will be issued a Dispatcher Basic Training Certificate of Completion.

## Requesting certification for POST Dispatcher Training Course

Once all modules in the course are complete, the agency will need to supply POST with the POST Dispatcher Certificate Application. **POST will then have 30 days to process this form.**



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

### POST DISPATCHER CERTIFICATE APPLICATION (NAC 289.340)

Applicant: \_\_\_\_\_

Email Address: \_\_\_\_\_ Phone: \_\_\_\_\_

Date Applicant achieved permanent status with Agency: \_\_\_\_\_

Agency Name: \_\_\_\_\_

Agency Address: \_\_\_\_\_

Agency Contact: \_\_\_\_\_ Agency Phone: \_\_\_\_\_

Agency Email: \_\_\_\_\_

Please initial and acknowledge the following statements as true:

- \_\_\_\_\_ I am currently employed as a law enforcement dispatcher
- \_\_\_\_\_ I am an authorized user of the National Crime Information Center and able to access the system to make inquiries
- \_\_\_\_\_ I have successfully passed the online Dispatcher Basic Training course and the certificate of completion is included with this form
- \_\_\_\_\_ I have filled out the required child support form prescribed by the Division of Welfare and Supportive services of the Department of Health and Human Services pursuant to NRS 425.520 and have included it with this form
- \_\_\_\_\_ I have successfully complete the agency new dispatcher training program
- \_\_\_\_\_ I have successfully completed the agencies probationary period

Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

Signature of Supervisor: \_\_\_\_\_ Date: \_\_\_\_\_

\*\*\*Email the completed form to Kayla Parsley at [kparsley@post.state.nv.us](mailto:kparsley@post.state.nv.us) & please allow up to 30 days for POST to process this application

Revised 03/19/2018

1. Open the Form.
2. Enter the Employee First and Last Name
3. Enter the Employee's email address
4. Enter the Employee's phone number
5. Enter the date the employee made probation with the employing agency
14. Enter Agency Name
15. Enter the Agency Address
16. Enter Agency Contact
17. Enter Agency Phone
18. Enter Agency Email
19. Initial all six true statements
20. Have employee sign and date the form
21. Have the Supervisor of employee sign and date the form
22. Email the signed form to [kparsley@post.state.nv.us](mailto:kparsley@post.state.nv.us)

## Chapter 8 – Training Provided by POST

POST's mission includes the development and delivery of training for the peace officers of the state of Nevada. This training includes a Basic Training Academy and a Reserve Officer Training Academy providing classes for category I, category II, category III and reserve officers. In addition, various courses are offered at a professional level that are POST certified.

### POST Basic Training Academy

The POST Basic Training Academy conducts two sessions each year that includes the training for category I, category II and category III peace officers that have been hired by Nevada law enforcement agencies. The classes are made up of officers employed by various law enforcement agencies throughout the state including rural agencies, tribal agencies, and many state agencies.

Category I peace officers' training is approximately 17 weeks long; category II officers training is approximately 10 weeks; and category III training is approximately 8 weeks in duration. These three category training courses take place concurrently with category III completing after the first 8 weeks; category II completing after 10 weeks, and the final 7 weeks devoted specifically to category I topics.

The POST academy is the only residential academy in the state where dormitory residence during training days is mandatory.

The training day schedule is based primarily on a 4/10 work week; which is 7am to 5pm, Monday through Thursday with Friday, Sat, and Sunday off. There may be deviations to this schedule to accommodate holidays or particular training circumstances and requirements.

Upon passing the entrance level PPFT, the employing agency will be billed a non-refundable registration fee, as shown below. This invoice will be due 30 days from the invoice date. If payment is not received in 30 days, the cadet is subject to dismissal from the academy.

- Category I - \$500
- Category II - \$350
- Category III - \$300
- Tribal – varies based on category of training and number of training days

A food allowance is provided to each cadet during the academy with the exception of state agencies. The amount of the allowance is based upon training days and current policy and is subject to change at any time.



## Admission Requirements

There are several requirements that must be met in order to be admitted to the Academy as follows:

- ♦ The individual must be an employee of a Nevada law enforcement agency in a peace officer position (or designated peace officer trainee position) that requires category I or category II or category III training.
- ♦ An "Employment PAR" must be submitted to POST prior to the start of the academy.
- ♦ For tribal law enforcement agencies, there must be an executed Interlocal Agreement contract between the Tribe and POST.
- ♦ Every cadet must pass the POST Physical Fitness entrance exam; which is given on the first day of the academy. The physical fitness standards that must be met can be found on the POST website.
- ♦ All individuals must have a login account for [nvelearn.nv.gov](http://nvelearn.nv.gov).

## Enrollment

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. No other cadet enrollment will be accepted after this date unless an exception is approved by the POST Executive Director.

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 occurs 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.

## Enrollment Documents and Forms Required

The enrollment packet for each academy is posted on the POST website with a specified deadline date for submissions. This packet contains the forms that must be completed and also provides detailed requirements and invaluable information for the cadet and employing agency. In addition to the required POST forms (as shown below), the following documents must also be submitted to POST as part of the enrollment packet:

- 1 A valid CPR/First Aid Training Certificate
- 2 State of Nevada Defensive Driving Refresher Certificate; which is available as a course on [nvelearn.nv.gov](http://nvelearn.nv.gov).

## Required POST Forms

The following are **samples** of the forms that are included in the enrollment packet found on the website and must be completed and submitted by the employing agency on or before the advertised deadline date for each academy.

## Academy Registration/Release of Liability Form



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

### 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: \_\_\_\_\_

Applicants'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

1. Print the form.
2. Have the officer fill out the form completely and sign and date.
3. Make sure the form information is correct and all fields are completed.
4. Make a copy of the form for your officer's files.
5. Send the signed form to POST.

## Medical Clearance Form



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

### 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 \_\_\_\_\_

1. Print the form.
2. Have the officer's physician fill out the form completely and sign and date.
3. Make sure all fields are completed.
4. Make a copy of the form for your officer's files.
5. Send the signed form to POST.

## Enrollment Checklist Form



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**

### 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   |
| Tribal      | \$2,216.00 |

**What Less-than-Lethal Weapons are authorized by the agency? (Please check all that apply)**

☐ OC Spray   ☐ Taser   Baton: ☐ Side Stick   ☐ Collapsible

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

1. Print the form.
2. Fill out the form completely and have both parties sign and date.
3. Make sure all fields are completed.
4. Make a copy of the form for your officer's files.
5. Send the signed form to POST.

## State of Nevada Vendor Registration Form

This form is separate from the POST enrollment package of forms, but is accessible from the FORMS page of the POST website or directly from the State Controller's website. It is available to be completed either electronically or printed. The officer must complete this form and submit it to the State Controller's office so that a vendor profile can be established in order for payments to be made to the officer. Once the officer is assigned a vendor number, food allowance payments will be automatically deposited into the designated bank account. If the officer does not complete this form and register as a state vendor, no food allowance payments will be received by the officer.

**CLEAR FORM**

**STATE OF NEVADA  
VENDOR REGISTRATION**

**STATE CONTROLLER'S OFFICE**  
355 E. WASHINGTON AVE. STE. 4000  
LAS VEGAS NV 89101-1071  
PHONE: 702-466-3818 or 702-466-3855

*All sections are mandatory and require completion. IRS Form W-9 will not be accepted in lieu of this form.*

**1. NAME** For proprietorship, provide proprietor's name in first box and DBA in second box.

Legal Business Name, Proprietor's Name or Individual's Name		Doing Business As (DBA)	
---	--	-------------------------	--

**2. ADDRESS/CONTACT INFORMATION**

Address A – Physical address of  
☐ Company Headquarters ☐ Individual's Residence  
 Is this a US Post Office deliverable address? ☐ Yes ☐ No

Address B  
☐ Additional Remittance – PO Box, Lockbox or another physical location.

Address			Address		
Address			Address		
City	State	Zip Code	City	State	Zip Code
E-mail Address			E-mail Address		
Phone Number		Fax Number	Phone Number		Fax Number
Primary Contact			Primary Contact		

**3. ORGANIZATION TYPE AND TAX IDENTIFICATION NUMBER (TIN)** Check only ONE organization type and supply the applicable Social Security Number (SSN) or Employee Identification Number (EIN). For proprietorship, provide SSN or EIN, not both.

<input type="checkbox"/> Individual (SSN) <input type="checkbox"/> Sole Proprietorship (SSN or EIN) <input type="checkbox"/> Partnership (EIN) <input type="checkbox"/> Corporation (EIN) <input type="checkbox"/> Government (EIN) <input type="checkbox"/> Tax Exempt/Nonprofit (EIN) <input type="checkbox"/> Trust/estate (SSN or EIN)	LLC tax classification: <input type="checkbox"/> Disregarded Entity <input type="checkbox"/> Partnership <input type="checkbox"/> Corporation	<b>SSN</b> Name associated with SSN: <b>EIN</b> New TIN? <input type="checkbox"/> No <input type="checkbox"/> Yes – Provide previous TIN & effective date: Previous TIN: _____ Date: _____
--	--	--

**OTHER INFORMATION** Check all that apply:

<input type="checkbox"/> Doctor or Medical Facility	<input type="checkbox"/> In-State (Nevada)	<input type="checkbox"/> NV Business ID# (ex: NV12345678910)
<input type="checkbox"/> Attorney or Legal Facility	<input type="checkbox"/> DBE Certificate #	

**4. ELECTRONIC FUNDS TRANSFER** *Per NRS 227, payment to all payees of the State of Nevada will be electronic.*  
 Complete the following information AND provide a copy of a voided imprinted check for the account. If there are no checks for the account, restate the bank information on company letterhead. Individuals may provide a signed letter. A deposit slip will not be accepted. For a savings account, provide a signed letter with the bank information. Information on this form and the support documentation must match. Allow 10 working days for activation.

The information is for address: ☐ A ☐ B ☐ Both

Bank Name	Bank Account Type <input type="checkbox"/> Checking <input type="checkbox"/> Savings	Provide ONE e-mail address for receiving payment notification:
Transit Routing Number	Bank Account Number	

**5. IRS FORM W-9 CERTIFICATION AND SIGNATURE**

Under penalties of perjury, I certify that:

- The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me), and
- I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding, and
- I am a U.S. citizen or other U.S. person (as defined by IRS Form W-9 rev August 2013).

Cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return.

The Internal Revenue Service does not require your consent to any provision of this document other than the certification required to avoid backup withholding.

Signature: \_\_\_\_\_ First Name & Title of Person Signing Form: \_\_\_\_\_ Date: \_\_\_\_\_

**FOR STATE CONTROLLER'S OFFICE USE ONLY**

Primary 1099 Vendor <input type="checkbox"/>	1099 Indicator <input type="checkbox"/> Yes <input type="checkbox"/> No	Name of State agency contact & phone number:
Entered by: _____	Date: _____	Comments: _____

K.T.L.VEN-01 Rev 06/14

1. The officer must access the form electronically or print the form.
2. Follow all of the directions and fill out the form completely; sign and date.
3. Make sure all fields are completed.
4. A copy of the form can be made for your files.
5. Send the signed form to the State of Nevada Controller's office.

## Graduation

On the last day of the POST Academy, a ceremony is held. Each cadet receives an envelope that contains their Certificate of Academy Completion and Physical Fitness Test Score Card; which MUST be given to the employing agency SPOC. It is the officer's responsibility to ensure that these documents are provided so that the SPOC can apply for their POST basic certificate as soon as possible.

## Reserve Officer Training Requirements

POST has established Reserve Officer Training Requirements; which is composed of two modules that include online training and agency participation. This Reserve Officer Training has been based upon the NAC requirements for Reserve Certification and also upon the current Category I/II/III Academy structure. The goal of this academy is to train cadets in accordance with the state objectives thus allowing for their successful completion of the State Reserve Certification Examination and achieve proficiency in the skills required to become an accomplished officer.

### ***Module I***

The individual must successfully complete of the online training portion of the academy; which meets the NAC 289.170 requirements. This module must be completed 180 calendar days from the date of enrollment into the academy. The cadet must pass each exam with a minimum score of 80%. If the cadet fails any exam, they will be allowed to retake the topic and accompanying exam one time. Cadets must pass the retake or they will be removed from the academy. If a cadet fails more than two exam attempts in the entirety of the online topics, they will be removed from the academy.

### ***Module II***

Agencies shall have their employee successfully complete a basic course in the training of the use of firearms (NAC 289.170.3. (f), a course in the provisions of emergency first aid and cardiopulmonary resuscitation (NAC 289.170.3. (b), and a course in the tactics for the arrest and control of suspects, including, without limitation, methods of arrests and the use of less than lethal weapons (NAC 289.170.3(d), searching of Buildings, Unknown Risk and High-Risk Vehicle Stops, and Domestic Violence and Stalking. This module must be completed concurrently with module I 180 calendar days from the date of enrollment into the academy.

## Admission Requirements

Prior to being admitted to the academy, the following must be completed:

- ♦ The individual must be an employee of a Nevada law enforcement agency and fully covered under the agency's insurance.
- ♦ An "Employment PAR" must be submitted to POST prior to the start of the training.
- ♦ Individual must meet the POST Academy Entrance Category I Levels. The entrance PPFT must be completed a maximum of 30 days before the enrollment into the academy.
- ♦ All required forms must be completed and submitted to POST prior to enrollment in the Reserve Officer Training Academy.
- ♦ All individuals must have a login account for [nvelearn.nv.gov](http://nvelearn.nv.gov).

## Enrollment

The enrollment packet for each academy is posted on the POST website with a specified deadline date for submissions. This packet contains the forms that must be completed, provides detailed requirements and invaluable information for the cadet and employing agency.

When all the required documents have been received by POST your agency will be notified that you have been enrolled in the POST Reserve Officer Training Program. From the date of notification, you will have a maximum period of 180 calendar days to complete the Online Academic Module I and the Agency Module II requirements (refer to the module descriptions page).

At the completion of the Module II training conducted by the agency, the completed documents are to be submitted to division Administrative Assistant.

POST will review and confirm that all Module I and Module II requirements have been met and a Certificate of Completion will be emailed back to the agency contact.

Upon receipt of the Certificate of Completion, your agency will schedule the State Certification Exam. The form to schedule the exam can be located on our website under "Forms" and is titled "Request for State Certification Exam."

After the passing of the State Certification Exam, your agency SPOC will apply for the Basic Certificate by completing the "Basic Certificate Application" found on the Formatta website.

## Required POST Forms

The following are **samples** of the enrollment forms that must be completed and submitted by the employing agency on or before the advertised deadline date for each academy. After that date, enrollment will be on a first come first serve basis.

### Enrollment Checklist Form



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

#### ENROLLMENT CHECKLIST

- \_\_\_\_ Academy Registration
- \_\_\_\_ Current CPR/First Aid Certificate
- \_\_\_\_ Completed Entrance 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 the enrollment date.


By signing this form I am certifying I have included all the documents on this checklist.

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

1. Print the form.
2. Fill out the form completely and have both parties sign and date.
3. Make sure all fields are completed.
4. Make a copy of the form for your officer's files.
5. Send the signed form to POST.

## Physical Fitness Test Score Card

This form is found on the FORMS page of the POST website. A certified PPFT administrator completes and signs the "Physical Fitness Test Score Card" form verifying the officer successfully passed all tests.



STATE OF NEVADA  
COMMISSION ON PEACE OFFICER STANDARDS AND TRAINING  
5587 W. Pai Shone Avenue Carson City, Nevada 89701  
(775) 687-7678 Fax (775) 687-4911

**PHYSICAL FITNESS TEST SCORE CARD**  
**ACADEMY ENTRANCE**  
*Pursuant to NAC 289.200*

Test Date: \_\_\_\_\_ Start Time: \_\_\_\_\_ End Time: \_\_\_\_\_

Name: \_\_\_\_\_  
Last, First, MI \_\_\_\_\_ Last four of SSN or POST ID# \_\_\_\_\_

Category for Certification: ☐ Category I or Reserve ☐ Category II ☐ Category III

In order to maintain the integrity and validity of the testing, the battery of tests must be given in accordance to the physical fitness testing procedures.

Event	Standard	Score	Scorer Initials
Vertical Jump	Cat I & Reserve 11.5 inches reach	*Trial 1	
	Cat II 12 inches reach	*Trial 2	
	CAT III 12 inches reach	*Trial 3	
		Max Score	
*Note: All 3 reach trials must be attempted and recorded.			
Agility Run	Cat I & Reserve 23.4 seconds	*Trial 1	
	Cat II 24.9 seconds	*Trial 2	
	CAT III 24.5 seconds	Max Score	
*Note: 2 run trials must be attempted and recorded.			
1-minute Sit Ups	Cat I & Reserve 24	Score	
	Cat II 23		
Push Ups	Cat I & Reserve 18	Score	
	Cat II 12		
	CAT III 16		
300 Meter Run	Cat I & Reserve 82 seconds (1:22)	Score	
	Cat II 96 seconds (1:36)		
	CAT III 89 seconds (1:29)		
1.5 Mile Run	Cat I & Reserve 20:20 m/s	Score	
	Cat II 24:10 m/s		
	CAT III 21:10 m/s		

Name of Test Administrator: \_\_\_\_\_ Certification #: \_\_\_\_\_

Signature \_\_\_\_\_

PPFT Score Card-Academy Entrance 03/30/2017

1. Open the form.
2. Complete the information on the testing date and times.
3. Complete the officer information.
4. Make sure the three trials for the Vertical Jump are recorded.
5. Make sure the two trials for the Agility Run is recorded.
6. Complete the remainder of the tests for the officer's category.
7. Make sure the officer has passed all of the required tests and that "PASS" is marked correctly and that the Scorer Initials are clearly marked.
8. Complete the name of the PPFT Administrator and their POST PPFT Certification number.
9. Make sure the PPFT Administrator has signed the form.
10. Make a copy of the form for your officer's files.
11. Send the signed form to POST.



## Professional Courses Offered

As part of our core mission, POST develops and delivers professional training providing online courses as well as traditional classroom courses. The following are some of the courses delivered by POST. Please see the POST website for details and current offerings. POST certified courses can be added to the Training calendar on the POST website. Training Providers can be added to the training opportunities page if training is related to law enforcement, provided in Nevada and will benefit law enforcement officers.

### Online Courses

The POST Online (self-study) training Courses are offered through the State of Nevada Online Professional Development Center (known as nvelearn) by accessing the website <https://nvelearn.nv.gov> and follow the log-in instructions. This online training is available to anyone with a login to the "nvelearn" system 24x7, 365 days a year, from any computer with internet access.

### Instructor Development

The 40 hour Basic Instructor course is designed to give participants a working knowledge of adult learning theory, basic education theory, and various instructor tools that will help them become proficient instructors within their chosen field. Participants will learn how to write performance objectives and lesson plans and employing appropriate instructional strategies and instructional tools.

The 40-hour Intermediate Instructor course is the second level of instructor development. The prerequisite for this course is a basic instructor development certification. This course consists of training that includes adult learning theories, instructional design, icebreakers/energizers, generation gaps, motivating students, liability, and teaching effectiveness.

### First-Line Supervisor

This 80 hour course is designed for the law enforcement professional providing leadership skills and information pertinent to effective supervision.

### Management

The POST management program is made up of five modules that meet the training requirements of for the Management Certificate. You must complete all areas (Module 1-5) with a score of 80% or better for course certification. Management Modules can be completed at any time and in any order.

### Executive

This course is designed for newly elected Chiefs, Sheriffs, Command Staff, Deputies and other law enforcement staff that would benefit from this training that covers topics such as budget, line of duty deaths, labor law/EEO, media, and other important subjects.

## SFST Refresher

This course is NHTSA approved and focuses on enforcement of alcohol impaired driving. SFST Refresher course is for officers who have successfully completed the SHTSA/IACP approved DWI Detection and Standardized Field Sobriety Testing Training Program.

## Blue Courage

Blue Courage is a two-day leadership development workshop designed for all levels of officers.

## PPFT Administrator Course and Certification

This course covers the POST Physical Fitness Test (PPFT) standards that are required to attain a POST basic certification. The methods and requirements for correctly conducting and recording the results are covered. Upon successful completion of this course, the individual will be awarded a POST Physical Fitness Test Administrator certification and assigned an official PPFT administrator number; which is required to administer the PPFT.

A PPFT administrator is a person who has successfully completed the PPFT Administrator Course; which provides that person with the authorization to conduct the PPFT testing and certify that an individual has successfully passed.

## PPFT Administrator Responsibilities

A PPFT administrator is responsible to ensure that the PPFT testing procedures are conducted correctly, use correct equipment, and are performed in a safe environment for individuals that are applying for POST basic certification. The PPFT administrator oversees the PPFT testing and scoring assistants and is required to confirm that the scoring is correct and that all test procedures and results conform to POST standards. The PPFT administrator is responsible to verify that the "POST Physical Fitness Test Score Card" form is completed correctly and sign-off on all testing results that will be used to apply for an officer's basic certificate.

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**Note** See the section "Required Application Attachments", in Chapter 3 "Basic Certificates" for detailed information about the "POST Physical Fitness Test Score Card" form.

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## NALET and SNALET

The Northern Nevada Law Enforcement Trainers (NALET) and the Southern Nevada Law Enforcement Trainers (SNALET) are two groups whose members focus on providing quality training for Nevada's peace officers. NALET and SNALET members attend meetings coordinated by POST to discuss training issues facing peace officers; present upcoming training scheduled by their various agencies; and share ideas about current training needs, methods, and innovations. The yearly schedule for these meetings held monthly can be found on the POST website under the MEETINGS menu.

# Chapter 9 – Audits and Inspections

POST conducts audits and/or inspections of Nevada law enforcement agencies and training programs to ensure compliance with POST standards. These audits/inspections are important components of the POST mission. Audits may be performed on site or may be performed by data review and facilitated using electronic communications and/or phone conferences.

A monthly audit summary report will be generated by the auditor and forwarded to the Chief of Standards on the 1<sup>st</sup> of every month. The report will provide audits conducted, deficiencies found and status of corrections. These summary reports are compiled and reported quarterly to the POST Commission during the commission meeting. Copies of audit summary reports and audit reports may be included in the commission book. The information will be public and subject to public records requests.

## Agency Audit

Pursuant to NAC289.230 (4), the employing agency shall make available for inspection the records of all officers to verify that they have complied with the requirements of subsection 1. Approximately 25% (5 per month) of agencies will be audited each calendar year on a rotation basis. Agencies will receive advanced notice requesting an audit be scheduled at a mutually agreed upon time or may be scheduled as the result of an agency's request.

At the agency level, several points will be documented:

- ♦ The agency's methodology of record capture and retention. POST will document whether computerization methods are used or manual procedures are employed and the system used to secure the records.
- ♦ Verification of the agency information and contacts that are detailed in the POST database (e.g. SPOC, Alternative SPOC, Agency Administrator).
- ♦ Review agency policies to ensure compliance with all POST standards and regulations (e.g. are officers assigned to investigate sexual exploitation of children NRS432B.620 and have they completed an annual program of training for the detection and investigation of and response to cases of sexual abuse or sexual exploitation of children under the age of 18 years)
- ♦ Verification of overall officer employment history and certifications in training files
- ♦ Verification of qualified instructors teaching annual compliance courses. Resumes should be maintained onsite.

Once a training compliance audit has been completed, a report detailing the findings of the audit will be emailed to the participants of the audit and the agency administrator, detailing the findings of the audit. Administrative deficiencies will be noted in the audit report (Example: missing background files, missing documentation, etc.). If the deficiency can be resolved, it must be completed within 30 days. If the deficiency cannot be resolved, the audit report will be closed, but the notation will be documented as administrative and unresolved. A copy of the final audit report will be emailed to the SPOC and Agency administrator of that agency.

If the deficiency is an annual compliance training deficiency, the audit will remain open until all training deficiencies are resolved and documentation provided to show compliance. A Notice of Non-Compliance will be emailed to the SPOC and Agency Administrator to be served to the officer(s) within 10 days. Once the officer(s) has been served, the officer has 60 days to make up the missed training. If the training has not been completed in 60 days, a Notice of Intent to Suspend will be emailed to the SPOC and agency administrator to be served to the officer(s) within 10 days. The officer(s) will have the opportunity to appear at the next Commission meeting to contest the

Suspension. The Commission will determine whether to suspend the officer's basic certificate. **Once suspended, an officer cannot perform the duties of a peace officer.** Once all training deficiencies have been resolved, the Executive Director can temporarily reinstate the officer's basic certificate until the date of the next Commission meeting. The Commission will decide whether to reinstate the officer's basic certificate permanently.

## Officer Records

Officer records for selected individuals will be reviewed to verify that the information POST has on file matches the records of the agency. The information that may be reviewed includes:

- ♦ Verification of complete background (NAC 289.110)
- ♦ Hiring documentation that supports compliance with the hiring standards
- ♦ Personnel, background and medical records separate
- ♦ Basic and Professional Certification(s) to ensure every officer has, at a minimum, received his POST basic certification and verify that other certifications are documented, and all training used to obtain professional certificates is documented.
- ♦ Annual Compliance Training (NAC289.230)

## Annual Compliance Training

Training records for selected officers may be reviewed for information that includes:

- ♦ Details of the annual compliance proficiencies and training reported to POST are accurate and verify that the training is correct in the POST database. For the 12 hours of agency specific training required annually, the documentation reviewed may be attendance rosters and/or course certificates of completion. Annual compliance training requirements include:
  1. Biannual Firearms qualification
  2. Impact/chemical/electronic incapacitating device or any less lethal
  3. Defensive Tactics
  4. Carotid Restraint – **Repealed** (see chapter 4, Statutes of Nevada 2020, 32<sup>nd</sup> Special Session at page 73)
  5. Use of Force policy review
  6. 12 hrs. of continuing education in courses that address:
    - a) Racial profiling
    - b) Mental health including crisis intervention
    - c) Well-being of officers
    - d) Implicit bias recognition
    - e) De-escalation
    - f) Human trafficking; and
    - g) Firearms
- ♦ Details of the professional courses reported to POST are accurate and verify that the training is correct in the POST database. The documentation reviewed may be attendance rosters and/or course certificates of completion.

## Academy Audits

Training is a vital component of the POST mission; and, confirming that the training delivered to Nevada's law enforcement community meets the POST standards is essential.

Audits of all academies are conducted every year and involve, at a minimum, the following activities:

- ◆ Inspection of Academy records
- ◆ Verification the academy is achieving the statutory training standards
- ◆ Verification the academy is in compliance with the requirements set forth in the original certification
- ◆ Review of Academy policies and procedures
- ◆ Review of lesson plans, performance objectives, test questions, and curriculum schedule
- ◆ Examination of testing results, test failures, and remediation policy
- ◆ Classes may be monitored for quality and adherence to objectives.
- ◆ Failure of an academy to maintain the minimum curriculum, qualified instructors or requirements for the facility shall result in suspension or revocation of the certification of any course.

At the conclusion of the audit, POST will present recommendations of operational and administrative changes where appropriate.

*NOTE: QUALIFIED INSTRUCTORS- POST's interpretation of a qualified instructor means someone that has been certified through an entity that is specific to that training (i.e. Firearms – NRS or FBI rangemaster certified, Less lethal – TASER certified, OC Spray – SABRE certified) or has completed a POST Basic Instructor Development course, or is a subject matter expert in the subject they are teaching. Qualified instructors must also conduct annual compliance training.*

## Professional Course Audits

Professional courses and training providers are audited on a random basis. The auditor will verify compliance with the course certification documentation on file at POST and will ensure the training provider is in compliance with all standards and requirements. An audit of a professional course may include:

- ♦ Inspection of class records and rosters
- ♦ Verification the course is achieving the statutory training standards including:
  - The course is active and being taught regularly
  - That a certificate of completion is provided to each attendee that contains the name of the course, hours, date and POST certification number
- ♦ Verification the course is in compliance with the requirements set forth in the original certification including synopsis of course and instructors
- ♦ Review of lesson plans, objectives, test questions, and curriculum schedule
- ♦ Examination of testing results and course evaluations
- ♦ Classes may be monitored for quality and adherence to objectives.
- ♦ Failure to correct deficiencies will result in inactivation or decertification of the course.



# Chapter 10 – POST Administration

Administration consists of activities that support the commission and the overall management of agency tasks, functions and services.

## Commission Activities

POST Commission meetings are held quarterly throughout the year and are held in various locations around the state. A meeting may also be called at the will of the Chairman. Each meeting is noticed in conformance with the Nevada Open Meeting Laws. The schedule and associated documents for these meetings are posted timely in accordance with Nevada's Open Meeting Law and can be found on the POST website under the MEETINGS menu.

There are three general types of meetings that may occur. The notices, agenda and other meeting documents as required are prepared well in advance to include all actions and information to be presented, reviewed or to be acted upon by the Commission.

The notices, agenda, and meeting minutes for each Commission meeting and workshop shall be available for review on the POST website for a minimum of three years after the meeting occurs.

## Regularly Scheduled POST Commission Meeting

These meetings provide information and the venue for the Commission to take action on regulations and various actions relating to Chapter 289 of the Nevada Administrative Codes.

## Workshops

A Workshop may occur on the same day or a different day as the regularly scheduled Commission Meeting. The purpose of the Workshop is for the Commission to ONLY discuss a specific topic/issue; which they may adopt. A Workshop is where staff is able to ascertain the direction the Commission may or may not wish to go on a given topic. No action can be taken at a Workshop. The action taken by the Commission will be at a Regular Commission Meeting as an Agenda Item. Two workshops are required for adoption of a regulation.

## Public Comment Hearing

The Public Comment Hearing may be held after a Workshop or by itself but is always held on a different day from the Regular Commission Meeting where the topic for discussion will be voted on by the Commissioners. The purpose of this hearing is to give the public an opportunity to comment on the topic(s) of the meeting. One Public Comment Hearing is required for adoption of a regulation and cannot take place on the same day as a Workshop. These two meetings must be separated by one day minimum.



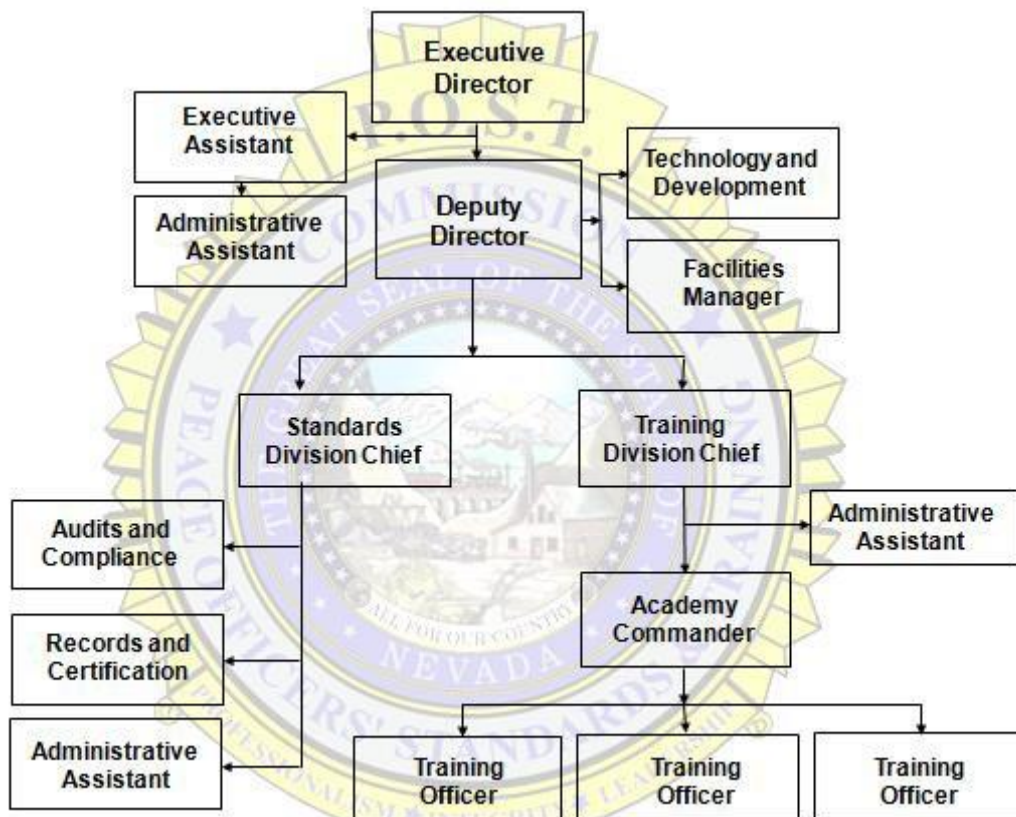
## Regulation Oversight

POST serves as the regulatory agency that monitors, establishes, and maintains the laws and regulations that govern Nevada's law enforcement community. Because of its governance, POST becomes involved with many regulatory and legislative activities such as:

- ♦ Monitor proposed legislation and analyze the impact to law enforcement
- ♦ Write amendments when needed
- ♦ Present/testify to Legislators when needed
- ♦ Review regulations and revise or develop new regulations as needed
- ♦ Gain consensus on issues and regulation changes from the law enforcement community
- ♦ Prepare implementation analysis and compliance plans
- ♦ Continue to interface with Legislature until final ratification and publishing

## Organizational Structure

The Commission's mission and activities are supported by an agency staff composed of an Executive Director, appointed by the Commission, and 15 supporting staff as shown below:



## Budget and Funding

Because the members of the POST Commission are appointed by the Governor, POST is a state agency under the Executive Branch of the State of Nevada. As such, the overall planning, budgeting, and fiscal management of POST funding must adhere to the Executive Branch policies and procedures. The POST budget is prepared on a bi-annual basis and must be approved by the Governor and the Legislature.

Each fiscal year, POST receives 12.5 percent of 49 percent of the total funds from what is called "court assessments"; which are primarily based on assessments from criminal and traffic fines. This money is received sporadically throughout the fiscal year and is divided among various state entities after the Court of Administration (Supreme Court) receives the first 51 percent of the total funds collected. Therefore, the POST Program is funded mainly by persons who violate the laws that peace officers are trained to enforce. No tax dollars are allocated to fund POST.

## Information Technology

POST has embraced computer technology in order to streamline and improve communication and services for Nevada's law enforcement community. The following are some of the technological avenues that have been employed to assist POST in striving to provide the best services:

- ♦ Website - The POST website address is <http://post.nv.gov/> where all of the information about POST is published. From the home page and the main menus of this website some of the items that can be accessed are:
  - POST Training Calendar – view scheduled courses around the state that are POST certified
  - POST News – view the latest POST Newsletter and other important happenings
  - SPOC Training – view or download comprehensive PowerPoint presentation that details what every agency single-point-of-contact should know.
  - Links to the NRS and NAC 289 as well as any Adopted Regulations
  - Training Information – Academy, professional courses, manuals as well as physical fitness preparation and testing information.
  - POST FORMS – Some are required by POST and some are available for agency's use
  - Scheduled Meetings – Commission Meetings, SNALET, and NALET (south and north trainers)
  - Reciprocity information and Professional Certificate requirements
- ♦ Facebook – The POST Facebook page can be accessed from the POST website or by going directly to <https://www.facebook.com/NVPOST>. Our Facebook page is updated regularly and publishes information that is of interest to Nevada law enforcement.
- ♦ Newsletter – In addition to being published on the POST website, the monthly newsletter is sent out via email to all agency administrators, SPOCs, NALET, SNALET, and academy contacts.
- ♦ FTP site for file transfer and download – This site is used to transfer files to POST (e.g. documents for academy certification). It also houses training materials for POST professional courses such as Basic and Intermediate Instructor Development, Ethical Use of Force etc. ; which can be used for agencies to host their own classes in these topics. Contact POST for access instructions.

- ♦ Online training via nvelearn website – Several POST certified courses are available after a login has been created. Access this website address <https://nvelearn.nv.gov/moodle/> for instructions.
- ♦ State Certification Examinations via nvelearn website – All exams are available on this website. They are password protected and must be scheduled by the agency or academy using the form that is available on the FORMS page of the POST website.
- ♦ Formatta Forms – These electronic forms are available to all agencies to report to POST new hires, updates to officer information, and officer training (annual compliance and professional training). There are also forms for applying for basic certification, professional certificates, course certification and updates to information of courses already certified.
- ♦ Snapshot Data display – Snapshot allows an agency to log into a database where they can view all of the information that POST has on all of their employed officers. Officer Profile Reports can be printed for individual officers as required.

## Requests for Duplicate Documents

Certain documents are retained by POST. Copies of documents may be requested by completing the form "Request For Duplicate Documents" that is found on the FORMS page of the POST website and submitting to POST for processing.



STATE OF NEVADA  
COMMISSION ON PEACE OFFICERS' STANDARDS AND TRAINING  
5587 Wa Pai Shone Avenue Carson City, Nevada 89701  
(775) 687-7678 Fax (775) 687-4911

### REQUEST FOR DUPLICATE DOCUMENTS

(All documents will be sent via email)

NOTE: If using Google Chrome, you must open this form in Adobe Reader to submit it to POST.

Name:		
Address:		
Street or PO Box, City, State, Zip		
Email (where you want to receive docs):		
POST ID:	Last 4 of Your SSN:	Phone:

#### CHECK ALL THAT APPLY:

- ☐ Certified copy of Category I Basic
- ☐ Certified copy of Category II Basic
- ☐ Certified copy of Category III Basic
- ☐ Certified copy of Reserve Certificate
- ☐ Certified copy of Intermediate Certificate
- ☐ Certified copy of Advanced Certificate
- ☐ Certified copy of Supervisor Certificate
- ☐ Certified copy of Management Certificate
- ☐ Certified copy of Executive Certificate
- ☐ Officer Profile Report (A listing of Basic Academy information and POST Certificates)
- ☐ Certified copy of POST Basic Academy Schedule Dates Attended:
- ☐ Officer Training Report (A listing of all training reported to POST)

NOTE: POST does not retain academy records for any academy other than POST. If you did not attend the POST academy in Carson City, you need to contact the academy you attended to obtain your records.

**SUBMIT**

Email to Rick Radecki, [rradecki@post.state.nv.us](mailto:rradecki@post.state.nv.us)

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