



STATE OF NEVADA
COMMISSION ON PEACE OFFICER STANDARDS AND TRAINING

5587 Wa Pai Shone Avenue Carson City, Nevada 89701

(775) 687-7678 Fax (775) 687-4911

CATEGORY I BASIC LAW ENFORCEMENT
ACADEMY CADET ENROLLMENT PACKET

CADET INSTRUCTIONS

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

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

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

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

****All above forms must be signed and dated within 1 year of the intended Academy of enrollment.****

A **completed packet** must be submitted by the deadline specified below to be eligible for a spot in the Academy. See the enrollment policy for further details.

Deadlines:

- Academy 2025-01 January 13, 2025



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SPECIAL NOTICE REGARDING DORMITORY RESIDENCY POLICY: All cadets are required to stay in the Academy dormitory during their training, there are no exceptions to this rule. However, during weekends and holidays, cadets are allowed to seek lodging off campus but are expected to return in time before the next scheduled training day.

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

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

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

The Controller's Office will only **accept the current version** of the form; please ensure you download the form from our website, **DO NOT** use any old forms as the Controller's Office will not process them.

Attention Veterans

If you are a veteran and qualify for Veteran's Education Benefits and would like to apply for those benefits, complete Form 22-1990 (if you have never applied) or form 22-1995 (if you have already applied for benefits), BEFORE the first day of Academy.

POST will also need a copy of all certificates, transcripts (unofficial is approved) and training that is wished to be reviewed for prior credit (DD-214, MILITARY TRANSCRIPTS, COLLEGE TRANSCRIPTS). **Please note: collection and review of post-secondary education and/or military documents is required by Department of Veterans Affairs. POST does not grant credit for prior military or post-secondary education. All cadets are required to attend all aspects of training programs.**

Please bring those filled out and completed the first week of the Academy.

If you have any questions, please visit <http://www.benefits.va.gov/gibill> or <https://gibill.custhelp.com/app/home> or call 888-GIBILL1 (888-442-4551).



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ACADEMY REGISTRATION/RELEASE OF LIABILITY

Applicant: _____ Please circle: Male Female

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

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

NV POST Training Portal Email: _____

High School Graduate: Yes No If no, GED: Yes No

Highest College Year Completed: 13 14 15 16 17 18

Highest Degree Earned: _____

Cadet's Home Address: _____

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

Agency Name: _____

Agency Address: _____

Agency Contact: _____ Agency Contact's Phone: _____

Agency Contact's Email: _____

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

Supervisor's Email: _____

I, _____ release The State of Nevada, The Commission on Peace Officer Standards and Training (POST), The Nevada POST Academy Staff and instructors, and any agency officially associated or connected with the Academy from liability in case of any illness or injury not covered by my agency's worker's compensation insurance. I will only be covered by insurance to the extent that I would be covered while at my own agency under my personal or agency provided medical insurance.

Applicant Signature: _____ Date: _____



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POST ACADEMY ENROLLMENT POLICY

Each POST Academy class has a maximum of 32 cadets open to all agencies in the state. The start date and the enrollment packet for each Academy class are posted on the POST website along with the specified deadline date for enrollment. All completed forms and documents that are required for successful enrollment must be received by the specified deadline date, at which time enrollment for that class is considered closed. Once the deadline has been reached, if the Academy has not yet reached capacity, any agency who had previously submitted more than 2 completed enrollment packets, will be admitted to the Academy on a first come first served basis of when their packet was submitted, up until the Academy reaches capacity. If there are still spots, the remaining spots will be filled on a first come first served basis until capacity is reached, at that time any subsequent completed enrollment packets will be put on the alternate list.

If more than the allowed number of 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 1 year of employment prior to the start of the following Academy.
3. State agencies with cadets due to reach 1 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 PPRT. Alternate cadets are not guaranteed enrollment in the class; however, if vacancies occur on day 1, each vacancy shall be filled by an alternate cadet in their prioritized order. Any alternate cadet not confirmed into the class and cadets that had successfully enrolled, but were not accepted, will automatically be placed on a waiting list for the following Academy class.

By signing below, you acknowledge receipt of the above Academy Enrollment Policy. You further acknowledge that you have read, understand, and accept the policy in its entirety.

Agency Administrator Designee

Signature

Date

Cadet Name

Signature

Date



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ENROLLMENT AGREEMENT

- Employee is covered by agency insurance (worker's compensation) and understands who to contact in the agency if injured during the Academy
- Employee holds current CPR and First Aid training certificates.
- The agency agrees to the following registration fees, which will be billed upon successful completion of the entrance PPRT and is **non-refundable**:

Category I	\$600.00
Tribal	\$2,420.00

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

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



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MEDICAL CLEARANCE

TO PARTICIPATE IN THE IN-SERVICE PHYSICAL READINESS PROGRAM

Print Name of Cadet

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

Having read the above Physical Activity Description, and having personally examined the above-named individual, it is my professional opinion that:

Check One:

- The above-named individual should participate in the Physical Fitness Program.
- The above-named individual's participation in the Physical Fitness Program should be restricted as follows:

Physician's Name(print): _____

Address: _____

Telephone Number: _____

Physician's Signature

Date



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DEFENSIVE DRIVING ONLINE TRAINING

For cadets to operate a State of Nevada vehicle, POST Academy requires cadets to complete the online Defensive Driving, available through *State of Nevada Online Professional Development Center*. This online training is available to anyone with a *Nevada Employee Action and Timekeeping System (NEATS)* account. The minimum passing score on the final exam is 80%. **This online class must be completed before attending the Academy.**

- If you are a State of Nevada employee, access the <https://nvelearn.nv.gov/moodle/> and follow the Log-in Instructions using your NEATS login and password.
- If you are NOT a State of Nevada employee and DO NOT already have a NEATS account, access the <https://nvapps.state.nv.us/> and complete a NEATS Account Application to obtain a User ID and Password.
- After you have completed the application go to <https://nvelearn.nv.gov/moodle/> and you will log into the ONLINE PROFESSIONAL DEVELOPMENT CENTER using your new user ID and password.
- Go to the **NAVIGATION** box located on the right-hand side and Click **COURSES**.
- Click **State of Nevada Employees**.
- Click **Defensive Driving**.
- Click **Defensive Driving Refresher**.
- Disregard “Please read this first” and “Who must take this course.”
- Showing on this page and to the left of the screen is Topics 1-12. Topic 12 is the final exam. Click each topic and follow prompts to complete that topic.
- Topic 12 is the final exam, course evaluation and how to receive credit for this course. Follow directions to download the certificate and forward to Bre Gatlin at bgatlin@post.state.nv.us.

Create Username & Password for the Training Portal:

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



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REQUIRED EQUIPMENT and UNIFORMS

Cadet's uniforms are expected to be in serviceable condition and inspection ready. The academy will continue to make it mandatory for the cadets to purchase indicated items below directly from <https://asignshop.net/>, other items listed at the bottom can be found at other vendors such as Uniformity or Galls. If you have trouble processing your order from A Sign Shop, please contact the vendor directly at 775-782-6800. **Uniforms from the A Sign Shop will be delivered to POST before the first day of the academy.**

UNIFORM (ALL TO BE ORDERED AT "A SIGN SHOP")

- Dickies uniform s/s shirt (2 required, 4 recommended)
- Dickies uniform l/s shirt (1 required)
- Dickies uniform pants (2 required, 4 recommended)
- Port Authority windbreaker jacket (1 required) *Black*
- Port Authority flex fit cap (1 required) *Black*
- Black belt (1 required): At least 1" wide w/ rectangular uniform belt buckle.
- Cargo pants (1 required): Any Khaki or Tan colored.

PHYSICAL TRAINING ATTIRE (ALL CAN BE FOUND AT A SIGN SHOP)

Not required to purchase from A Sign Shop unless marked

- Port & Company knit cap (1 required *Black* OR any solid black beanie.
- Sport-Tek exercise pants (1 required) *Black* OR any solid black exercise pants.
- Sport-Tek exercise shorts (1 required) *Black* OR any solid black exercise shorts.
- Sport-Tek sweatshirt (1 required) *Black* ¼ Zip OR any solid black ¼ zip sweatshirt.
- Port & Company t-shirt w/ last name on rear in 2" black letters (4 required) *Sand* **(THIS SHIRT MUST BE ORDERED FROM A SIGN SHOP)**
- Athletic socks (4 pairs required): Solid white.

ITEMS NOT AVAILABLE AT A SIGN SHOP (can be ordered at any vendor, follow SKU #s)

- Tie (1 required): TAC-TIE18-BLACK-18" *Black*
- Tie Bar (1 required): PRE-P51-SILVE-5/16" X 2" *Silver*
- Name plate (1 required w/ last name ONLY): EOR-BDG12-SILVE-0 *Silver* 1/2 X 23/8
- Uniform boots (1 pair required): Black, capable of a high shine, free of ornamentation or decorative stitching, constructed w/ rubber or composition soles & heels. Corfam, patent leather or western style is NOT permitted.
- Uniform socks (4 required): Solid black
- Utility/hiking boots for range/ practical training days (1 required): Any color.
- Running shoes (1 pair required): Any quality running shoes.



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EQUIPMENT & SUPPLIES

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

MISCELLANEOUS INFORMATION

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