

## TRAINING BULLETIN

A PUBLICATION OF THE SAN DIEGO POLICE DEPARTMENT

DAVID NISLEIT  
CHIEF OF POLICE

23-16

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### POST COMMISSION REGULATION 1215 – ADDRESS OF RECORD (AOR)

#### I. PURPOSE

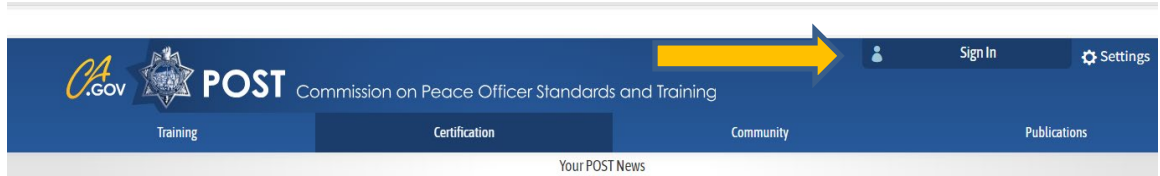
The purpose of this Training Bulletin is to introduce sworn Department members to Commission on Peace Officer Standards and Training Regulation 1215.

#### II. SCOPE

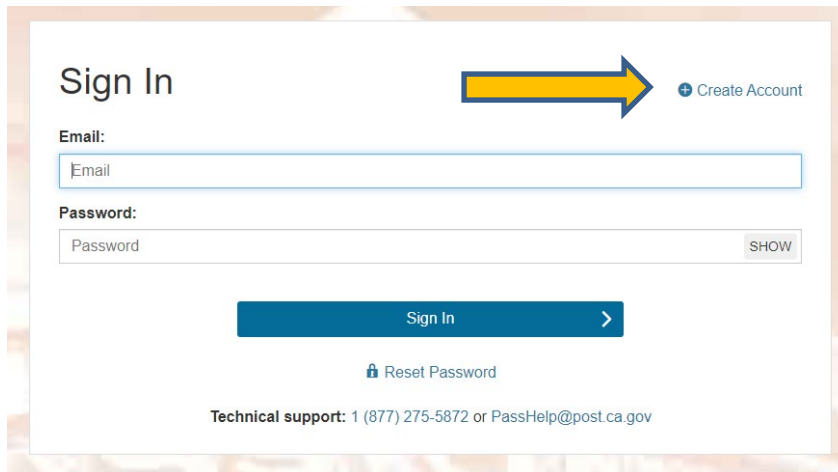
This Training Bulletin applies to all sworn personnel.

#### III. PROCEDURES

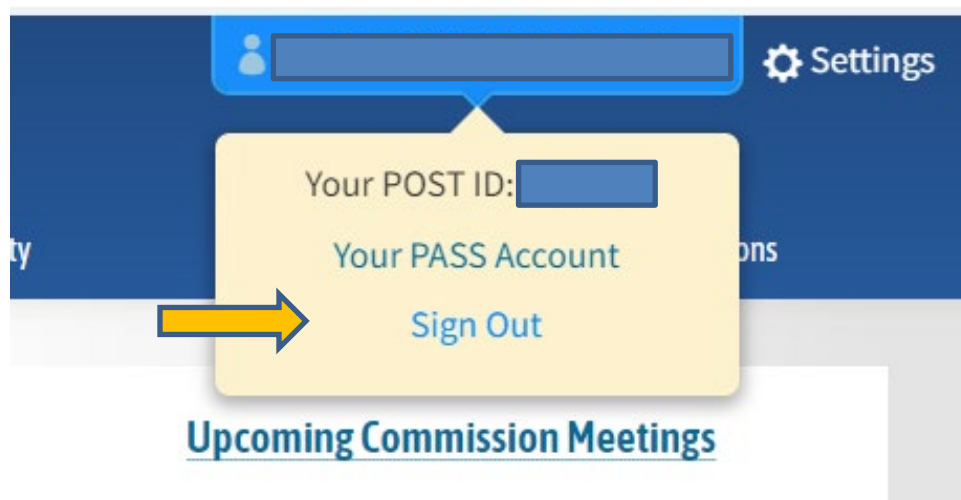
- A. On November 14, 2023, the Office of Administrative Law approved the adoption of *Commission Regulation 1215-Address of Record (AOR)*, which went into effect the same day. This created a new regulation requiring individual peace officers to designate an official address of record (AOR) with the Commission on Peace Officer Standards and Training (POST). The purpose of the AOR is for correspondence between the Peace Officer Standards Accountability Division (POSAD) and individual peace officers regarding their peace officer certification. **To comply with this new regulation, all sworn personnel need to log into or create a POST PASS account and designate a physical AOR by December 31, 2023.** Additionally, upon appointment, new sworn personnel shall create a POST PASS account and designate a physical AOR.
- B. To comply with the new regulation, sworn personnel shall follow these steps:
1. Log onto: <https://post.ca.gov/>
  2. Select the icon in the upper right hand corner of the screen. Sign into your current POST PASS account.



- a. If you do not have an account, you need to select the Create Account link.



3. After you have created a new account or signed in, you should see your name in the upper right hand corner. Click on your name and a drop down will show a selection for Your PASS Account. Click on your PASS Account.



4. After logging into your account, you should be notified that your account is incomplete, and you need to update your Address of

Record (AOR). Click the link in the message to go to the AOR screen to change it, if necessary.

Your address of record is incomplete. You are required to maintain an "address of record" with POST.



## PASS Account

- a. Sworn personnel may designate the current official address of the San Diego Police Department (1401 Broadway, San Diego, CA 92101) by selecting the first option.
- b. The second box selection is for those that choose a personal mailing address, or a personal Post Office Box (P.O. Box) as their physical AOR if they choose.

Your address of record information is incomplete. You are required to maintain an "address of record" with POST.



### Address of Record

I understand that I am required to maintain an "address of record" at which POST may serve me with any and all correspondence relating to my peace officer certification and/or status, and that I must notify the Commission of any change of this address. I further understand that notifications from POST may be time-sensitive and may require immediate action in order to maintain my peace officer certification and/or status.

I acknowledge and agree that my address of record for the purpose of receiving correspondence from POST is the address of my current law enforcement agency, or the agency with which I was most recently employed and that I am responsible for making arrangements for timely receipt of correspondence from POST.

I elect to provide an address of record other than the address of my current or former law enforcement agency. My complete address of record is as follows:

Street	City	State	Zip
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Save



- C. Any sworn personnel who do not create or update their POST PASS account to designate an official AOR will be deemed to have agreed to receive communications from POST at their currently listed address/SDPD Headquarters address.
- D. As these notifications may be time-sensitive and require immediate action, it is highly recommended by POST that sworn personnel designate a personal mailing address or P.O. Box as their AOR. It is also recommended by POST that sworn personnel use or include a personal email address when setting up or updating their POST PASS account, to ensure timely communication of important updates

regarding peace officer certification. **POST shall not disclose any personal mailing or email address to any member of the public.**

- E. The AOR shall be maintained by all current sworn personnel for the duration of their career and for at least three years after separation from service as a peace officer. If any sworn personnel transfer to another law enforcement agency, change their designated AOR, or separate from employment, they shall log into their POST PASS account and provide a new AOR. It is the responsibility of the individual peace officer to maintain a current AOR via their POST PASS account. POSAD and POST shall not be held responsible for communications mailed to a peace officer's outdated AOR.
  - 1. POST has included in the regulation that, “The peace officer's current employing agency shall not be held responsible for communications not received by the individual peace officer in a timely manner.”

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Please read at squad conferences and give a copy to all sworn personnel.