

**State of California  
Office of Administrative Law**

**In re:**  
**Commission on Peace Officer Standards and  
Training**

**Regulatory Action:**

**Title 11, California Code of Regulations**

**Adopt sections: 1215**

**Amend sections:**

**Repeal sections:**

**NOTICE OF APPROVAL OF REGULATORY  
ACTION**

**Government Code Section 11349.3**

**OAL Matter Number: 2023-1002-01**

**OAL Matter Type: Regular (S)**

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This rulemaking action by the Commission on Peace Officer Standards and Training (Commission) adopts requirements for peace officers to provide the Commission with a physical address of record for purposes of receiving correspondence regarding their peace officer certification.

OAL approves this regulatory action pursuant to section 11349.3 of the Government Code. This regulatory action becomes effective on 11/14/2023.

**Date:** November 14, 2023



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**Kevin D. Hull  
Senior Attorney**

**For: Kenneth J. Pogue  
Director**

**Original: Manuel Alvarez, Jr., Executive  
Director**

**Copy: Michelle Weiler**

## **ADOPT**

### **Text of Proposed Regulatory Action**

#### **§ 1215. Address of Record.**

##### **11 CA ADC § 1215**

- (a) A certified peace officer shall maintain, with POST, a physical address of record (AOR) for the purposes of correspondence regarding their peace officer certification.
- (1) By December 31, 2023, all current peace officers shall log into or create a POST PASS account via the POST website and provide a physical AOR. Upon appointment as a peace officer, a new peace officer shall create a POST PASS account via the POST website and provide a physical AOR.
- (A) The peace officer shall acknowledge that the address of their current employing agency shall serve as their physical address of record. Alternatively, the peace officer may choose to designate an AOR other than their current employing agency's address. Any officers who designate their current employing agency's address as their AOR shall make arrangements to promptly receive notifications from POST. If a peace officer designates an AOR other than their current employing agency's address, POST shall not disclose the peace officer's alternate physical AOR to any member of the public.
- (B) The peace officer shall acknowledge that this is the address at which they will receive the notifications made pursuant to this section and that these notifications may be time-sensitive and require immediate action on their part to maintain their certification.
- (C) Any peace officer who fails to create or update their POST PASS account to acknowledge or designate an official AOR will be deemed to have agreed to receive notifications at their current employing agency.
- (D) The AOR shall be maintained by the peace officer for the duration of their career and for at least 3 years after separation from service as a peace officer, the duration for which a valid certification remains active once a peace officer has separated from service as a peace officer.
- (2) If a peace officer transfers to another law enforcement agency, changes their designated AOR, or separates from employment, they shall log into their POST PASS account and provide a new acknowledgement or a new physical AOR.

Note: Authority cited: Section 13503, 13506, Penal Code. Section 11505(c), Government Code. Reference: Section 11505(c) Government Code.