



Information Regarding POST Barcoded Identification Cards

POST will be using an Officer Key ("Okey" for short - the letter "O" followed by six digits) in the new POST records software that is scheduled for launch this year. The officer key # is POST Council's individually assigned number for officers to use instead of using their SS# to identify the officer for a training roster. The Okey # can be placed on agency ID cards in a barcode format, and the **recommended barcode format is CODE 39**. The officer will be able to use an ID card with an Okey barcode, to be placed on a training roster via a barcode scanner. Agencies are encouraged to use the barcode on their departmental IDs. Individuals and agencies can purchase ID cards with barcodes from POST (see web link http://www.gapost.org/pdf_file/replacement_cert.pdf), agencies can produce their own ID cards with these barcodes, or agencies can order cards with barcodes from vendors. PLEASE NOTE THAT ID CARDS WITH BARCODES ARE **NOT REQUIRED** TO HAVE AN OFFICER PLACED ON THE ROSTER IN THE NEW POST RECORDS SYSTEM. The ID card with a barcode is just one option for adding an officer to a training roster. Instructors will be able to place officers on a roster by several options in the new system. POST Council will be conducting training on the new records system in various locations in the near future. Please watch the POST Council web site for future postings on upcoming training sessions. With the implementation of the new records system, the course completion reports (C12s) will no longer be used. **Agencies should continue to use C12s until notified of the implementation of the new POST records system.**

If your agency has a need for the roster with Okeys prior to launch of the new system, agencies may request their roster with Okeys by sending an e-mail to echadell@gapost.org. These types of requests will be processed as volume and staffing allow. When the new POST records system is launched, agencies will be able to obtain the Okeys for their officers via an agency roster report in the new system. Once the new system is launched, instructors wishing to take advantage of this training roster option will need barcode scanners that can read CODE 39 barcode formats to a software that can save a .txt file such as Notepad, MS Excel, etc. There are multiple vendors that sell barcode scanners which read the CODE 39 format, and prices will vary. **Seeing this option demonstrated in a POST records training session with all of the other training roster options is recommended before purchasing a barcode scanner.**