

# Information Technology Familiarization



# Security Officer Requirements

## Initial Certification

- \$75 non-refundable fee
- 24-hour training class
- Fingerprinting at MorphoTrust
- Must be done within 30 days of application

## Renewal Certification

- \$82.00 non-refundable fee
- 8-hour training class
- Fingerprints resubmitted – included in renewal fee
- Must be done *prior* to expiration date

- *Active law enforcement exempt from training only*



# Forgot Logon ID and Password



https://oraprodapp3.njsp.org:8250/applicant/logon.do - Windows Internet Explorer

https://oraprodapp3.njsp.org:8250/applicant/logon.do Certificate Error Live Search

File Edit View Favorites Tools Help

NJSP Private Detective Unit https://oraprodapp3.njsp.or... https://oraprodapp3.njsp...



## Security Agency / Instructor / Officer Application Process

[Helpful Links](#)

**USER ACCESS** [ABOUT SSL CERTIFICATES](#)

FIRST TIME APPLICANT RETURNING APPLICANT  
RENEWAL APPLICATIONS

- *Always* Returning Applicant if a profile has previously been created/possess SORA card
- Returning/Renewal will both bring you to the logon screen

New Jersey State Police [Contact Us](#)

Done Internet 100%

start Private Detective Uni... https://oraprodapp3... HR Database IT SORA Instructor20... 10:21 AM



# Security Agency / Instructor / Officer Application Process

## Helpful Links

### USER ACCESS

[ABOUT SSL CERTIFICATES](#)

FIRST TIME APPLICANT

RETURNING APPLICANT

RENEWAL APPLICATIONS

• If known, use logon ID and password to access account

If you have previously created a user id, log in below.

Active Users    Logonid:

                         Password:

• Otherwise, use either of the 2 links to help gain access to the database.

[Reset](#)

[Next](#)

Forgot your password? [Click here](#)

Forgot your logon id? [Click here](#)



Helpful Links

- If you click *Forgot Password*:
- Enter Logon ID, Application ID or Certification #
  - Application ID cannot be the Renewal ID number
- Type in email address - This email MUST match the email address on file
- This will send an email with the logon ID & password

E-MAIL PASSWORD

LogonId [dropdown menu]  
LogonId [input field]  
Application Id [input field]  
Certification Number [input field]

the one on record and be current and active. If this E-mail is not current, go to the [Access Account](#) page.

Reset

Submit

Cancel



Helpful Links

- If you click *Forgot Logon ID:*
- Select Application ID or Certification # and type appropriate in box
- Select Place of Birth
- Enter Date of Birth

ACCESS ACCOUNT Without LOGON-ID and PASSWORD

Place of Birth :	State	New Jersey
	<small>(State for US born - Country for all others)</small>	
Application Id	191121	
Application Id	09/24/1956	<small>(MMDDYYYY)</small>
Certification Number		
<input type="button" value="Reset"/>	<input type="button" value="Next"/>	<input type="button" value="Cancel"/>



# Security Agency / Instructor / Officer Application Process

[Helpful Links](#)

## ACCESS ACCOUNT Without LOGON-ID and PASSWORD

Place of Birth :	State	New Jersey
	<small>(State for US born - Country for all others)</small>	
Application Id	191121	
Date of Birth :	09/24/1956	<small>(MMDDYYYY)</small>

Reset

Next

Cancel



## Security Agency / Instructor / Officer Application Process

### Helpful Links

- Type in answer to the hint question
- This MUST match answer in the database

### ACCESS ACCOUNT Without LOGON-ID and PASSWORD

**Hint Question :** What is your father's middle name?  
**Hint Answer :**   
Note: Answer the Hint Question that you had selected.

Reset

Next

Cancel



## Security Agency / Instructor / Officer Application Process

### Helpful Links

- This page shows Logon ID
- Create a new password & confirm
- Type in a valid email address
- Click submit - this will log you into database

### ACCESS ACCOUNT Without LOGON-ID and PASSWORD

<b>LogonId :</b>	lpp4530
<b>New Password :</b>	<input type="text"/>
<b>Confirm Password :</b>	<input type="text"/>
<b>Email :</b>	<input type="text"/>

Note: Only provide a current and active e-mail address.

Reset

Submit

New Jersey State Police

Contact Us



Welcome Frank Morrell [Main Page](#) [Helpful Links](#) [Log Out](#)

[New Applications](#) [Security Officer](#)

### USER AGREEMENT

*Any person who knowingly provides false or misleading information or knowingly omits information in completing this application may be committing a fourth degree crime and is subject to criminal prosecution in accordance with the applicable New Jersey Statute (s). Additionally, any person who falsifies or furnishes misleading information in the questionnaire section of this application shall be subject to denial of their application in accordance with the applicable New Jersey Administrative Code(s). Applications submitted by persons convicted of first, second, third, or fourth degree crimes; or any offense involving the unlawful use, possession or sale of a controlled dangerous substance; or any offense contrary to public interest as determined by the Superintendent shall be denied. All Application fees submitted for licensing and/or certification are non-refundable in accordance with the applicable New Jersey Administrative Code(s).*

[I ACCEPT.](#)

[I DO NOT ACCEPT.](#)

# Security Officer Training Course Notifications

- Must be submitted to the Private Detective Unit *prior* to scheduled classes
  - *pdu@gw.njsp.org*
- Subject line should identify the type of notification
- Must include times, dates, location, tentative roster
- Any changes/updates to schedule or roster must be sent to PDU
- Active Law Enforcement Email Notification
  - Must be *active, full-time* law enforcement officer for training exemption
  - Include name of officer and current department



# Examples of Instructor E-mail Notifications



Name	Subject	Date
Boris Pugachevskiy	Re: Linwood Smith	3/11/2013 11:41
Kurt Shepherd <KShephe	SORA Renewal	3/15/2013 11:54
George Sabol <george.se	Initial SORA Class (Pre-notification)	3/15/2013 3:14
Fern Abbott <fabbott@	AFI class Roster MArch 16th	3/16/2013 10:
"Amilkar M. Velez" <ve	Updated Roster SORA I-13-02	3/16/2013 1:4
"Christopher Walsh" <C	Fw: SOS Security Renewal Class List 3-17	3/17/2013 8:4
<ccscweidl@comcast.n	SORA Initial Class	3/17/2013 5:3
<clkruise@comcast.net>	SORA Instructor refresher course	3/17/2013 6:00
"Amilkar M. Velez" <ve	Upload of SORA	3/17/2013 9:0
Craig Gower <cgower@	Final Roster for SORA Certification Class	3/18/2013 8:3
Bill Jones <fatboy316@	24hr Basic SORA Class	3/18/2013 10:
Fern Abbott <fabbott@	results for 24 hr class AFI March 9 - 17	3/18/2013 10:
"Chuck Hoefler" <chu	SORA	3/18/2013 12:
<ed@rumolo.us>	SORA Instructor Class	3/18/2013 12:46
Fern Abbott <fabbott@	Roster for AFI recert class this Sat 3/23	3/18/2013 1:5
"George R. Saunders" <	SORA training	3/18/2013 1:5
<cpadula@comcast.net	L/E officers trained	3/18/2013 2:2
"Fitzgerald, Mark F" <N	March 28, 2013 class	3/18/2013 3:3
"Christopher Walsh" <C	Fw: SORA Class New Hires 3-19-20-21 21	3/18/2013 4:3
<hoffmannpi@yahoo.cc	Request for Application Process Help	3/18/2013 4:3
Durwin Coppock <sfc_cc	S.O.R.A. COURSE	3/18/2013 6:03
Jason Fermin <jcfermin1	Re: Sora Instructor Application # 223382	3/18/2013 6:08
<cpadula@comcast.net	Final roster for SORA renewal class of 3-	3/18/2013 7:2
George Sabol <gaabol@	Initial SORA Class (Class completion notif	3/18/2013 10:
"Carrig, Bill" <Bill.Carrig	NJ SORA	3/19/2013 9:1
Charles Atkinson <chuc	Re: Sora Renewal Class	3/19/2013 9:4
Mark Dellavalle <ssgt404	Reserve Seat in Sora Instructor Class	3/19/2013 10:41
Thomas Kozakiewicz <t	SORA Recertification Class Results	3/19/2013 10:
NJ Guard Training Acad	SORA Training Course :: Final Roster	3/19/2013 12:
Daniel Dawson <danielk	SORA instructor corse	3/19/2013 12:
Kevin Marriner Sr <bra:	SORA Instructor refresher class	3/19/2013 12:
"Montagna, Mark" <Ma	RE: NJ SORA class	3/19/2013 12:
"C.O.P.S." <c.o.p.s.llc@c	SORA CLASS	3/19/2013 12:

# Security Officer ID Card Photos

- Passport/Driver's License style photo
- NO hats, sunglasses, Bluetooth devices, uniforms (security/police)
- Sized between 50kb and 1MB
- Dimensions of 649 x 820
- Crop photo first, then resize to proper dimensions to fill ID Card
- File name should not contain any special characters
  - # & \* / @ or spaces
  - Error message to select a .jpg or .png file



# Cropping Using Microsoft Office



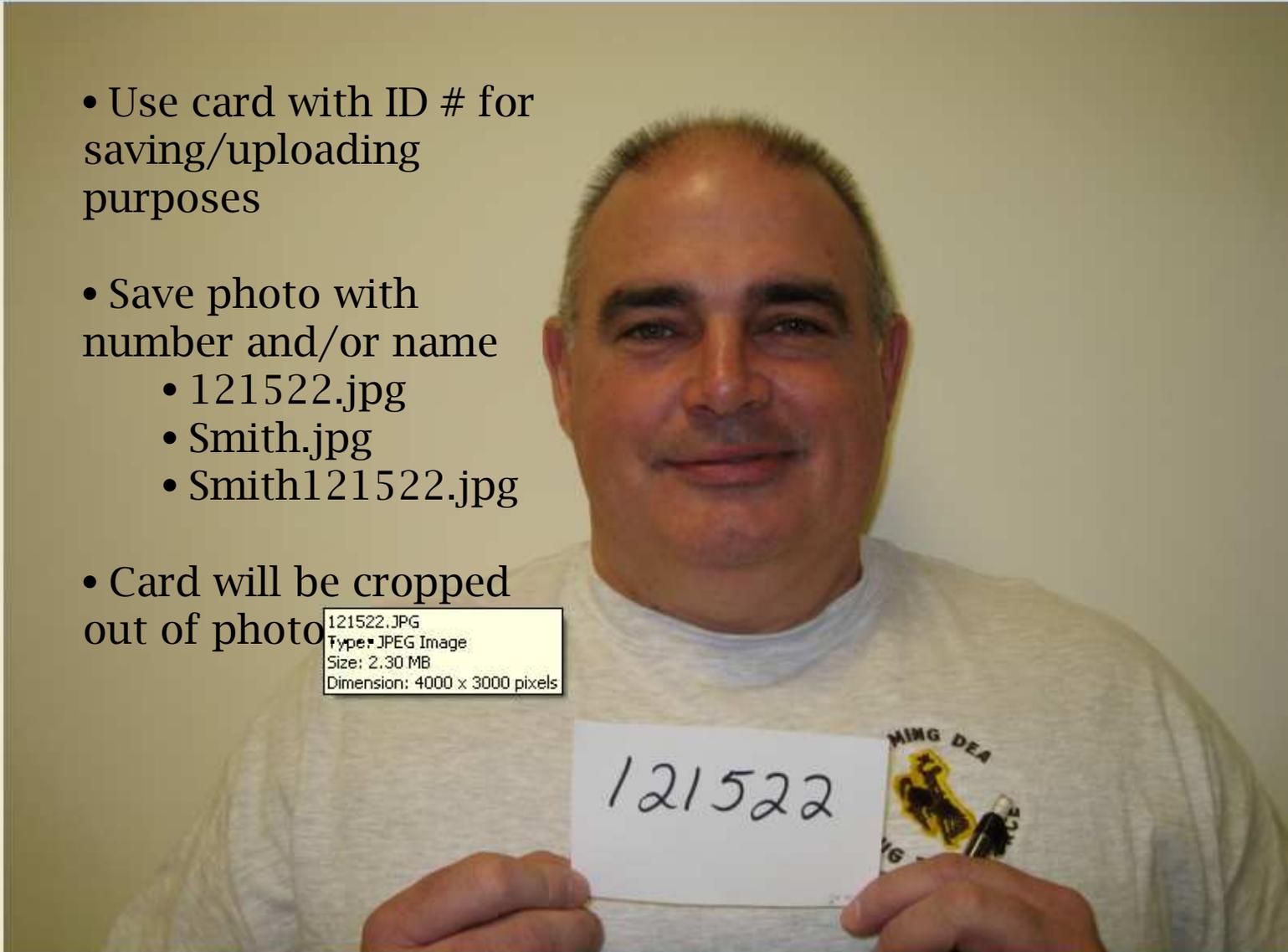
- Use card with ID # for saving/uploading purposes

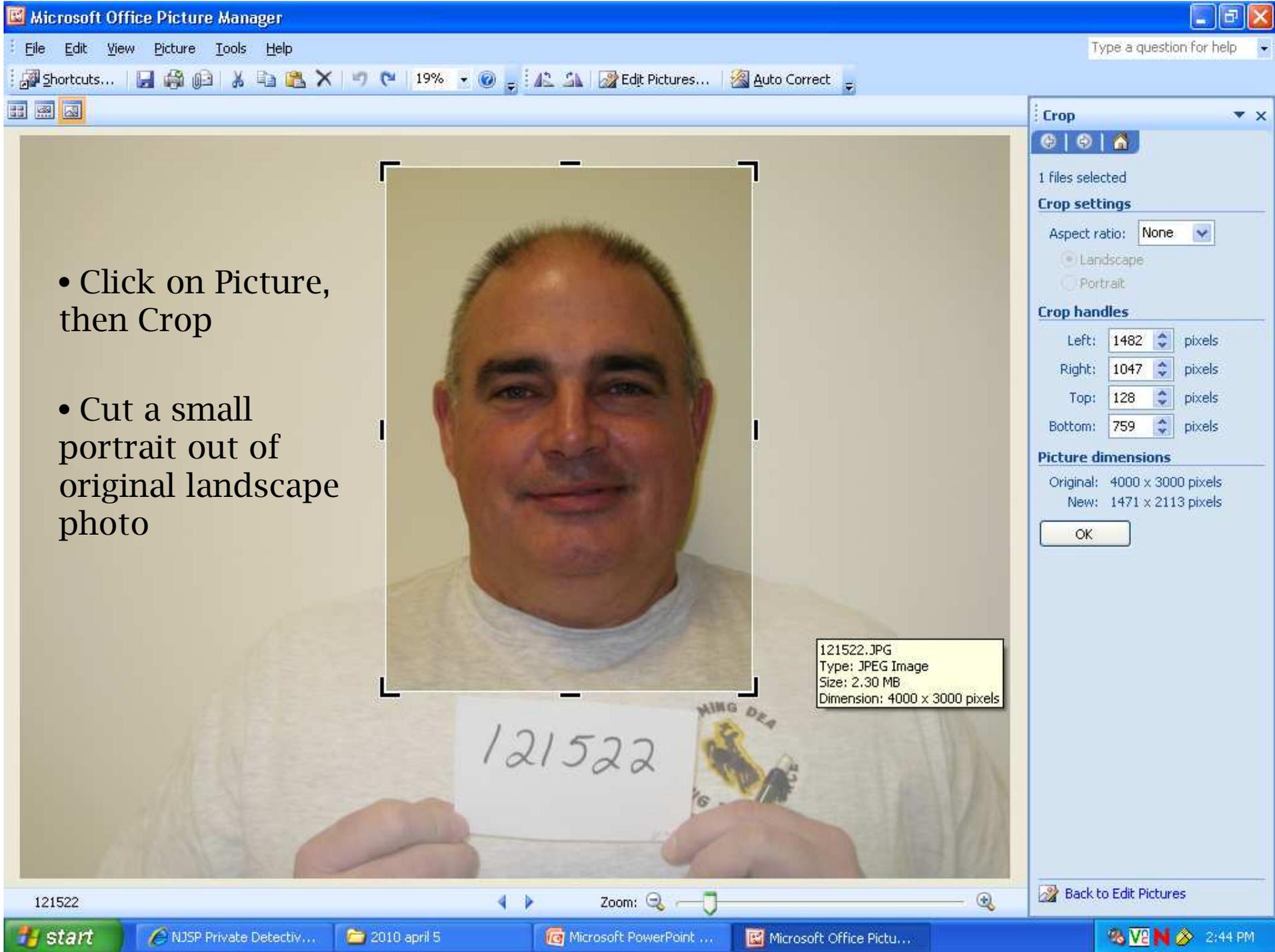
- Save photo with number and/or name

- 121522.jpg
- Smith.jpg
- Smith121522.jpg

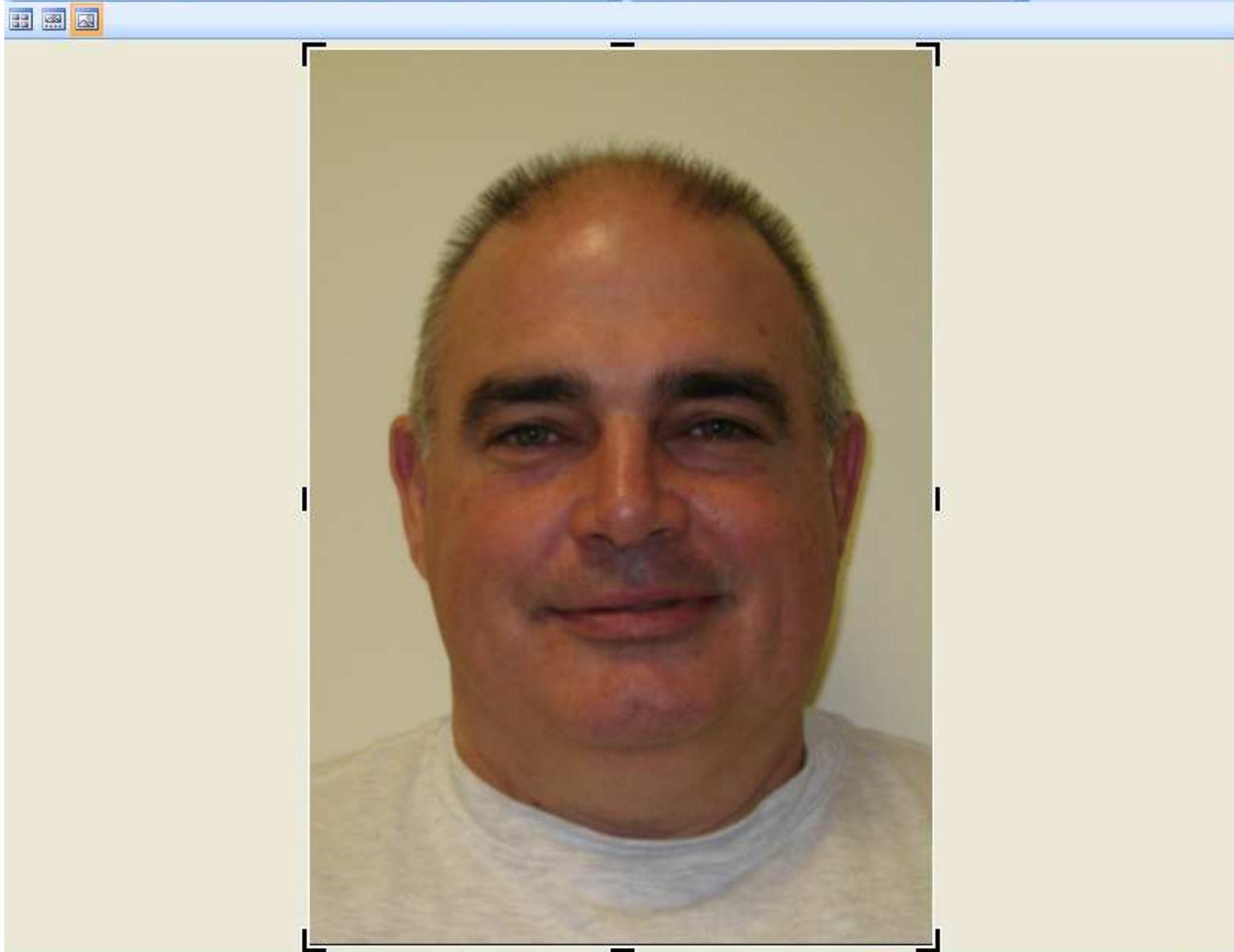
- Card will be cropped out of photo

121522.JPG  
Type: JPEG Image  
Size: 2.30 MB  
Dimension: 4000 x 3000 pixels





- Click on Picture, then Crop
- Cut a small portrait out of original landscape photo



**Crop**

1 files selected

**Crop settings**

Aspect ratio: None

Landscape  
 Portrait

**Crop handles**

Left: 0 pixels  
Right: 0 pixels  
Top: 0 pixels  
Bottom: 0 pixels

**Picture dimensions**

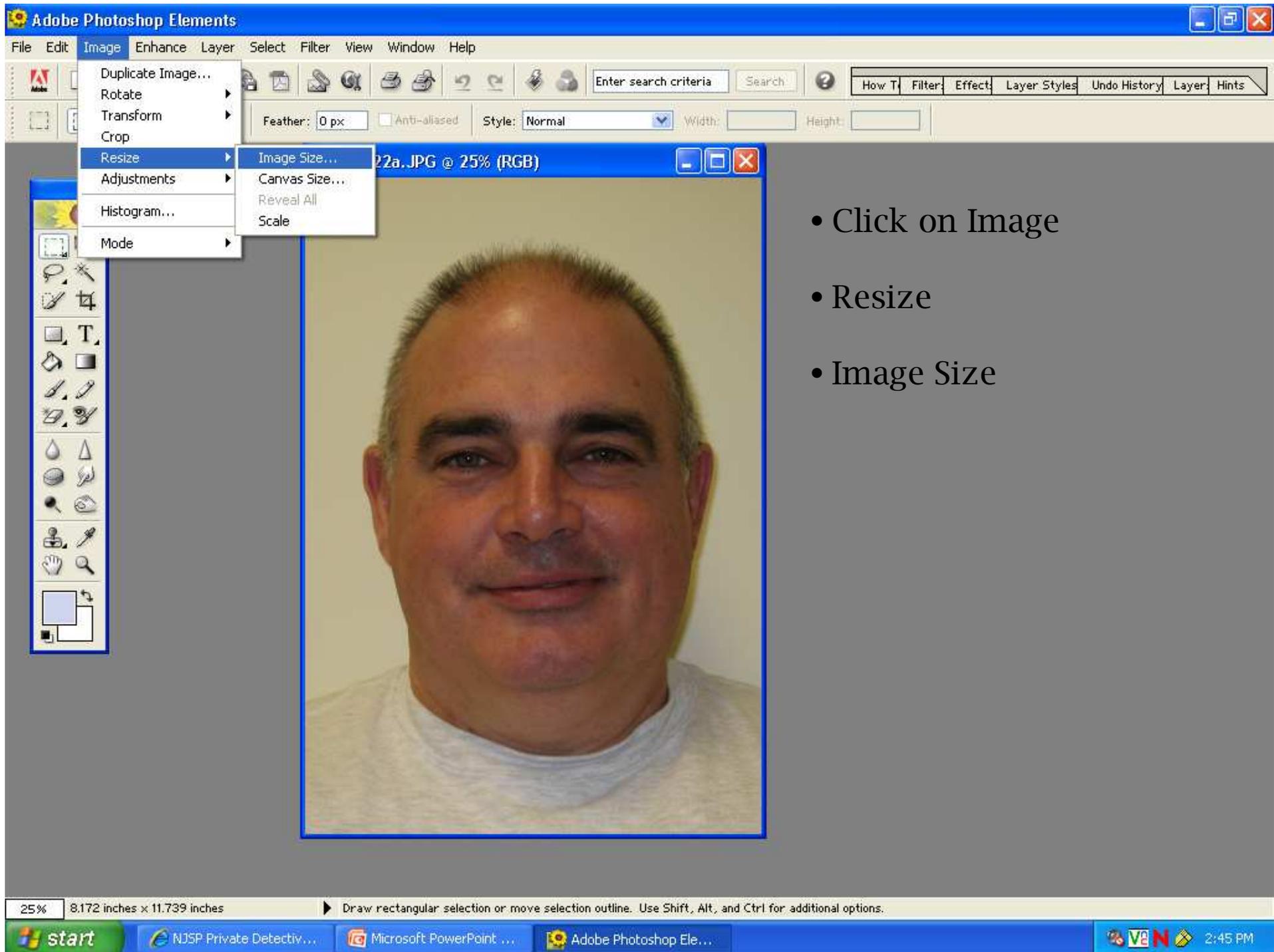
Original: 1471 x 2113 pixels  
New: 1471 x 2113 pixels

OK

Back to Edit Pictures

# Resize Using Adobe Photoshop





- Click on Image
- Resize
- Image Size

Adobe Photoshop Elements

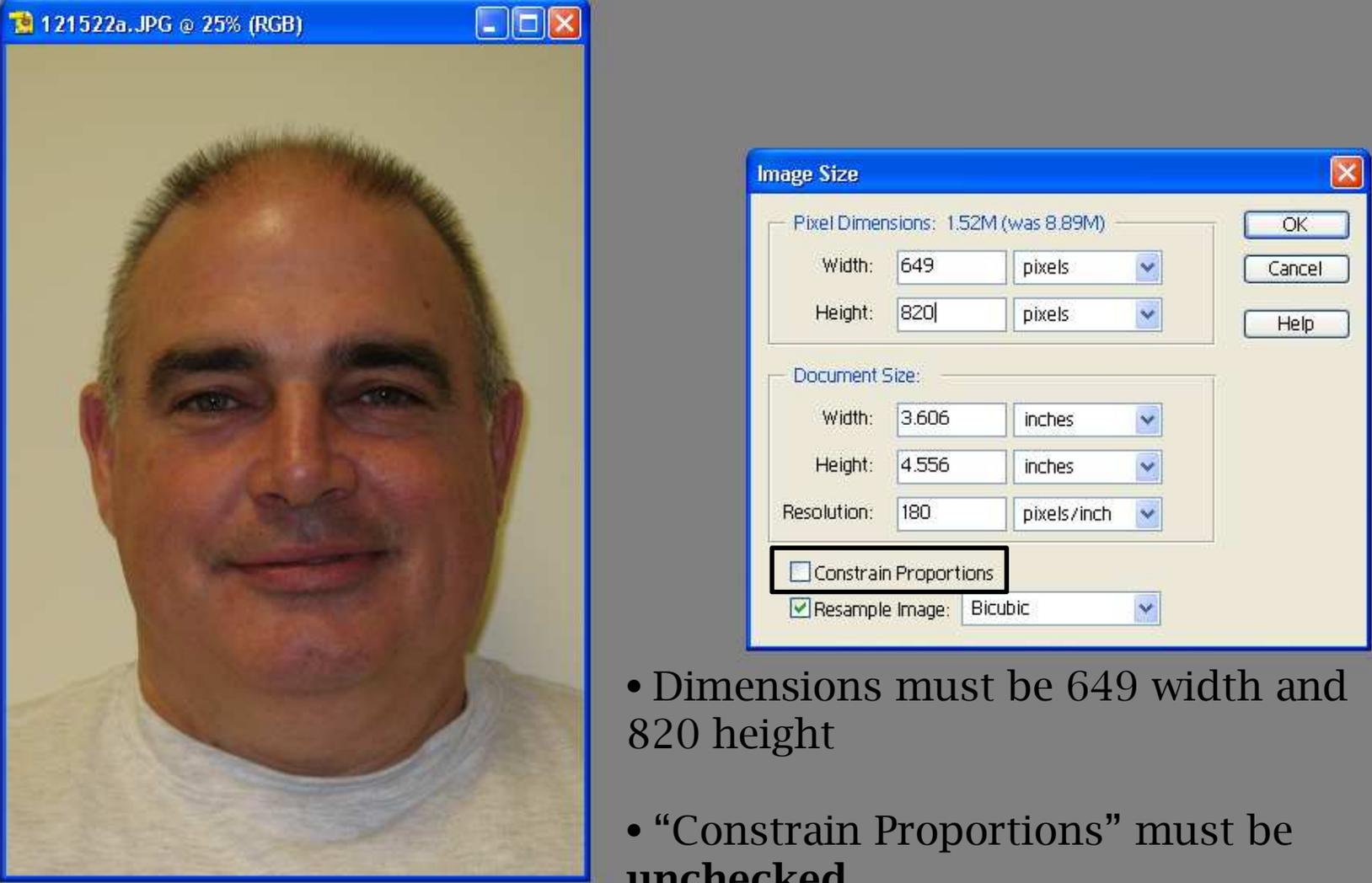
File Edit Image Enhance Layer Select Filter View Window Help

Enter search criteria Search

How To Filter Effect Layer Styles Undo History Layer Hints

Feather: 0 px Anti-aliased Style: Normal Width: Height:

121522a.JPG @ 25% (RGB)



Pixel Dimensions: 1.52M (was 8.89M)

Width: 649 pixels

Height: 820 pixels

Document Size:

Width: 3.606 inches

Height: 4.556 inches

Resolution: 180 pixels/inch

Constrain Proportions

Resample Image: Bicubic

OK Cancel Help

25% 8.172 inches x 11.739 inches

start NJSP Private Detectiv... Microsoft PowerPoint ... Adobe Photoshop Ele... 2:46 PM

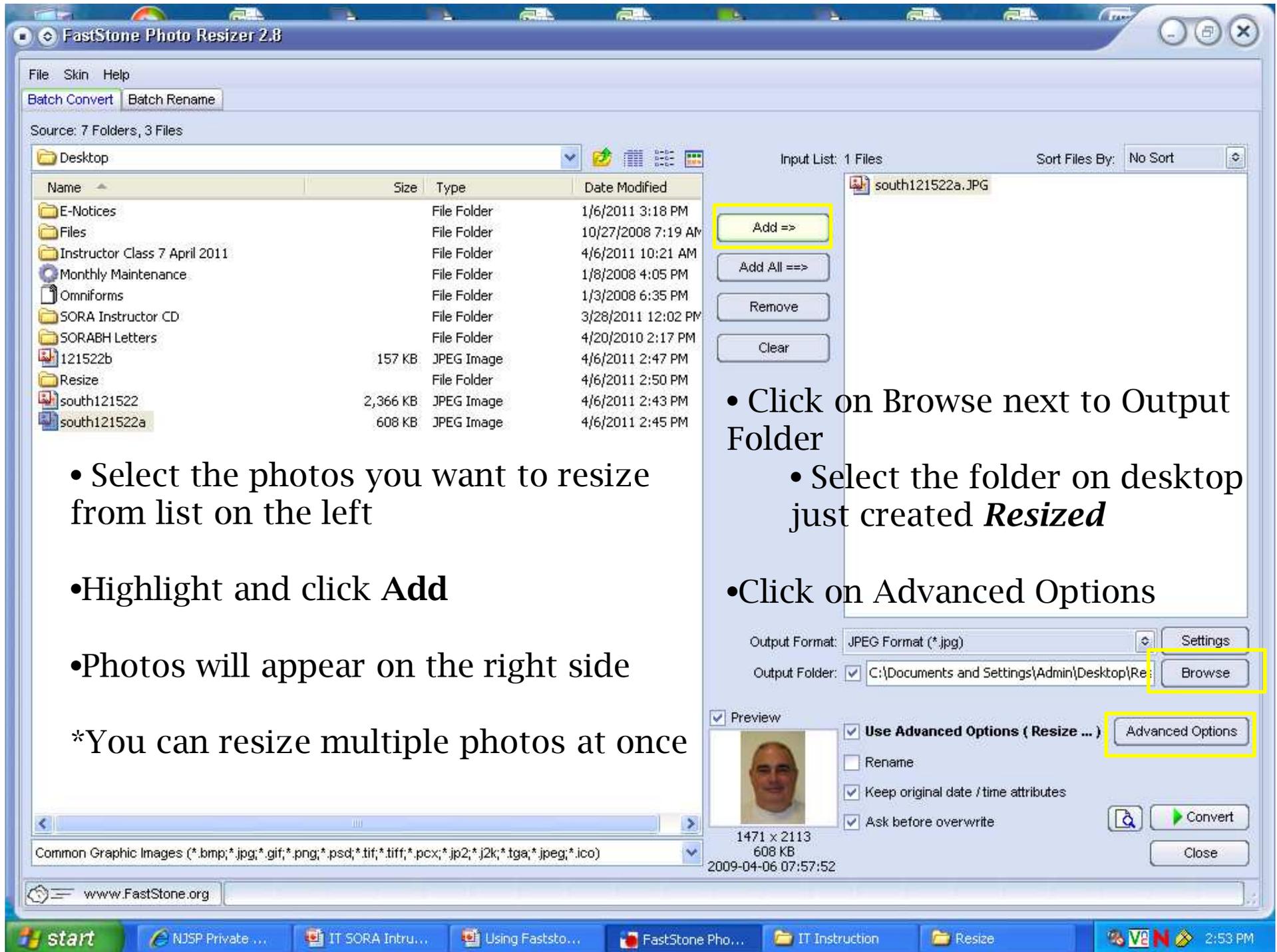
- Dimensions must be 649 width and 820 height
- “Constrain Proportions” must be unchecked

# Resize Using Faststone



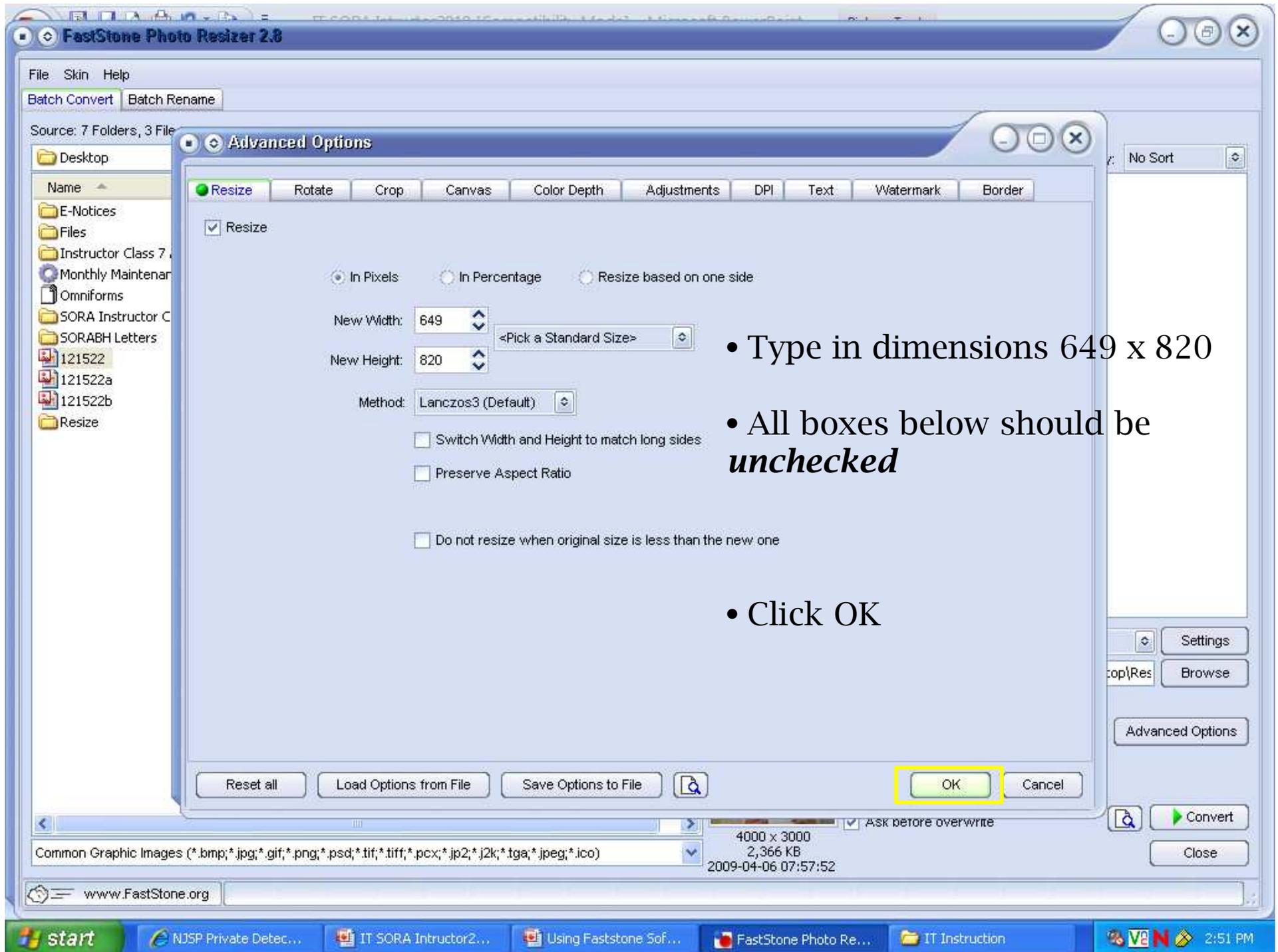
# Create a Folder on Your Desktop Labeled *Resized*

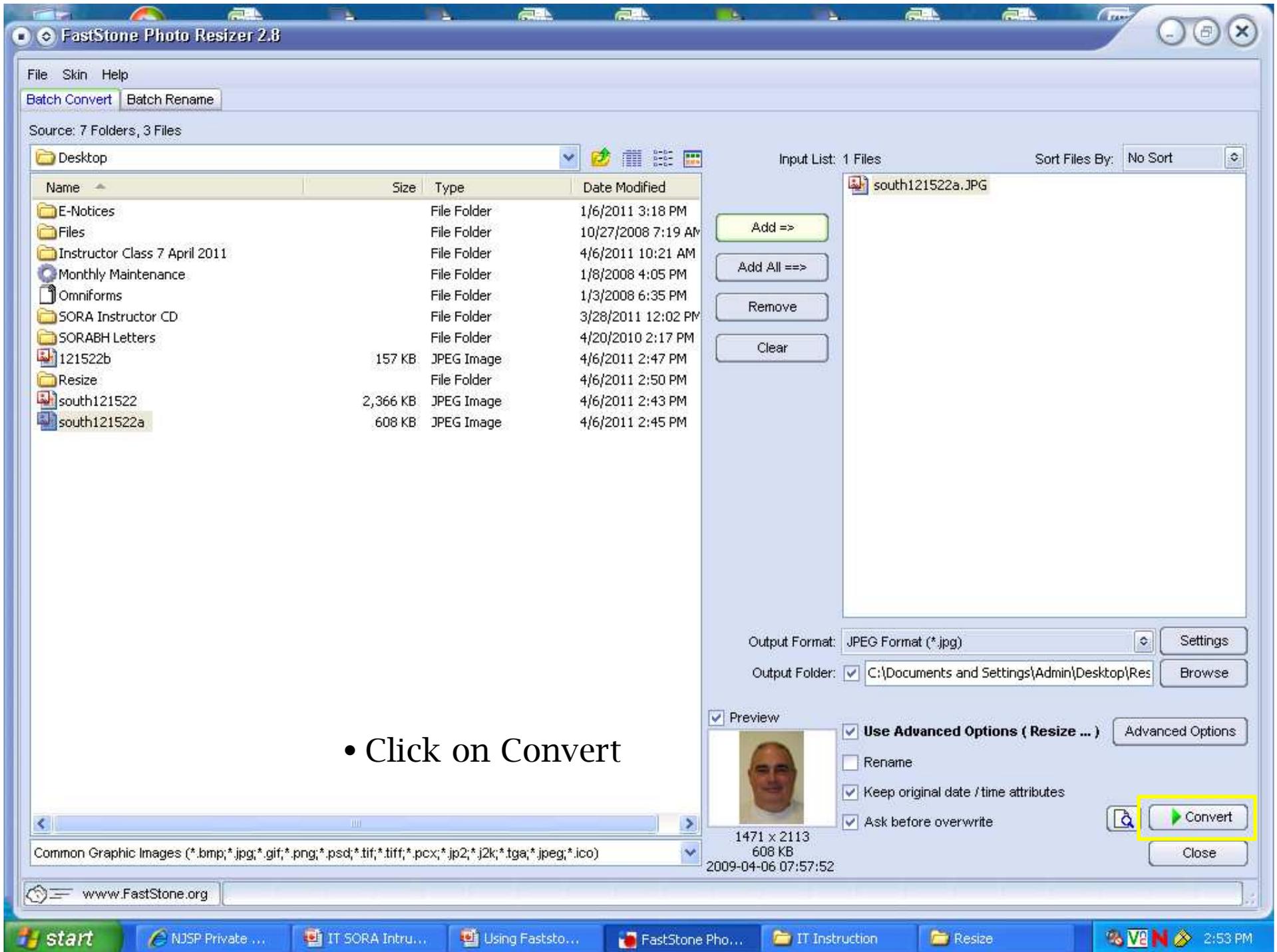




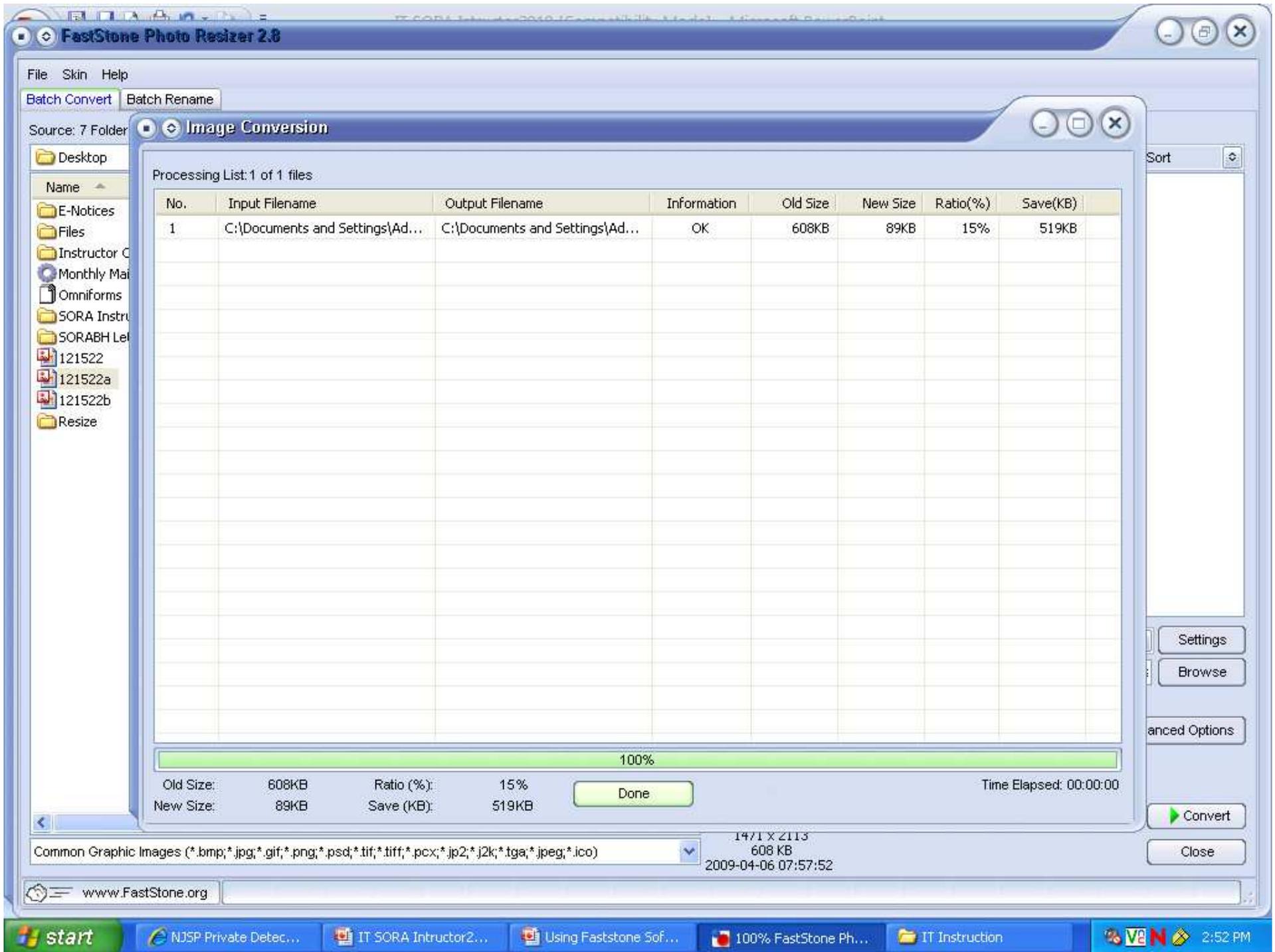
- Select the photos you want to resize from list on the left
- Highlight and click **Add**
- Photos will appear on the right side
- \*You can resize multiple photos at once

- Click on Browse next to Output Folder
  - Select the folder on desktop just created **Resized**
- Click on Advanced Options





• Click on Convert



Resize

File Edit View Favorites Tools Help

Back Search Folders

Address C:\Documents and Settings\Admin\Desktop\Resize Go

**Picture Tasks**

- Get pictures from camera or scanner
- View as a slide show
- Order prints online
- Print pictures
- Copy all items to CD

**File and Folder Tasks**

- Make a new folder
- Publish this folder to the Web
- Share this folder

**Other Places**

- Desktop
- My Pictures
- My Computer
- My Network Places

**Details**

**Resize**  
File Folder  
Date Modified: Today, April 06, 2011, 2:52 PM

Dimensions: 649 x 820  
Date Picture Taken: 4/6/2009 7:57 AM  
Camera Model: Canon PowerShot SD950 IS  
Type: JPEG Image  
Size: 88.8 KB

- Go to Resize folder on desktop
- Photo is now the correct dimensions and size

start NJSP Private... IT SORA Intru... Using Faststo... FastStone Pho... IT Instruction Resize 2:54 PM

# Uploading Training Results & Photos



https://oraprodapp3.njsp.org:8250/applicant/logout.do - Windows Internet Explorer

https://oraprodapp3.njsp.org:8250/applicant/logout.do

Certificate Error

Google

File Edit View Favorites Tools Help

NJSP Private Detective Unit New Jersey State Police - I... New Jersey State Police

https://oraprodapp3.njsp.org:8250/applicant/log...

 **Security Agency / Instructor / Officer**  
**Application Process**

[Helpful Links](#)

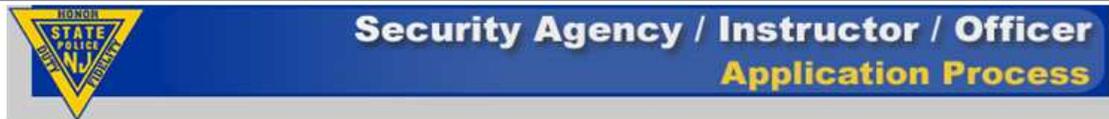
**USER ACCESS** ABOUT SSL CERTIFICATES

[FIRST TIME APPLICANT](#) [RETURNING APPLICANT](#)  
[RENEWAL APPLICATIONS](#)

- Log in as a Returning Applicant

New Jersey State Police [Contact Us](#)

Done Trusted sites | Protected Mode: Off 100% 8:37 AM



New Applications	<b>Instructor</b>
	Change My Password
	My Application(s)
	Lost My Instructor ID Card
	Update Profile
	<b>Send In The Training Result &amp; Photo</b>
	Search For Instructors
	Edit Work Experience

### Main Page

You have logged into the Security Agency / Instructor / Officer Application Process. Please use the menu above to navigate the website.

All information entered is considered to be offered as a sworn statement. Any misstatement of fact shall constitute a crime of the fourth degree, shall be grounds for denial, and may subject the applicant to civil penalties up to \$10,000.00 for the first offense, \$20,000.00 second and subsequent offenses. Each violation shall constitute a separate and subsequent offense.



Welcome PDU NJSP Main Page Helpful Links Log Out

New Applications Instructor

Instructor Uploads Security Officer Data

--Please Select--
Please Select-
Security Officer Initial Application Id
Security Officer Renewal Application Id

New Jersey State Police Contact Us



Welcome PDU NJSP Main Page Helpful Links Log Out

New Applications Instructor

Instructor Uploads Security Officer Data

Name : MAISHA EVANS
Application Id : 122121
Email : maisha\_29@yahoo.com
Certification Number : 122121 (Verify this Temp Certification Id is valid.)

Back Next

New Jersey State Police Contact Us



# Security Agency / Instructor / Officer Application Process

Welcome PDU NJSP

[Main Page](#)

[Helpful Links](#)

[Log Out](#)

[New Applications](#)

[Instructor](#)

## Instructor Uploads Security Officer Data

Previous Training Result :  
Has Digital Photo been uploaded? No

Training Result :



- Pass
- Fail

Photo file size is 50 Kb minimum maximum.

[Id Photo How to...](#)

[Reset](#)

[Update](#)

New Jersey State Police

[Contact Us](#)

Choose file

Look in: Resize



52981c

File name:

Files of type:

Applications Instructor

Uploads Security Officer Data

Training Result :  
 al Photo been uploaded? No

Training Result :

Photo file size is 50 Kb minimum to 5 Mb maximum.  
[Id Photo How to...](#)



# Security Agency / Instructor / Officer Application Process

Welcome PDU NJSP

[Main Page](#)

[Helpful Links](#)

[Log Out](#)

[New Applications](#)

[Instructor](#)

- The data is uploaded successfully.

## Security Officer Renewal Instructions

Comprehensive Text Document:

[MS Word](#)

Power Point Presentations:

[Ethics](#)

[Report Writing](#)

[Use of Force](#)

## Main Page

You have logged into the Security Agency / Instructor / Officer Application Process. Please use the menu above to navigate the website.

All information entered is considered to be offered as a sworn statement. Any misstatement of fact shall constitute a crime of the fourth degree, shall be grounds for denial, and may subject the applicant to civil penalties up to \$10,000.00 for the first offense, \$20,000.00 second and subsequent offenses. Each violation shall constitute a separate and subsequent offense.

New Jersey State Police

[Contact Us](#)

# SORA Updates



THE STATE OF NEW JERSEY  
DEPARTMENT OF LAW & PUBLIC SAFETY  
OFFICE OF THE ATTORNEY GENERAL

NJHome | Services A to Z | Departments/Agencies | FAQs

OAG Home OAG Services from A - Z

STATE POLICE NJ  
Honor · Duty · Fidelity  
Colonel Rick Fuentes, Superintendent  
NJSP Home

> NJSP Home | > Services

NJSP Quick Links

## Private Detective Information

Provided by the New Jersey State Police

### SORA UPDATES

01/02/13	<a href="#">SORA Instructor Course 2013</a> [PDF - 481kb]
01/02/13	<a href="#">SORA Instructor Refresher Course</a> [PDF - 475kb]
01/02/13	<a href="#">SORA FAQ's Updated</a> [PDF - 65kb]
03/12/12	<a href="#">SORA Fingerprinting Fee Decrease</a> [PDF - 543kb]
08/15/11	<a href="#">SORA Database Enhancement</a> [PDF - 418kb]
07/21/11	<a href="#">SORA Tips Line</a> [PDF - 328kb]
02/10/11	<a href="#">SORA Licensing Requirements</a> [PDF - 469kb]
04/20/09	<a href="#">Renewal Application Fingerprint Process</a> [PDF - 26kb]
01/18/08	<a href="#">Self Audit</a> [PDF - 32kb]
06/28/07	<a href="#">SORA Instructor Testing Policies</a> [PDF - 106kb]
04/10/07	<a href="#">Security Agency License Application</a> [PDF - 63kb]
02/06/07	<a href="#">Instructor Tax Exemption</a> [PDF - 119kb]
06/08/06	<a href="#">SORA Update</a> [PDF - 63kb]

**Security Officer, Instructor and Agency Applications**  
Security Officer Instructor Applications must be received prior to March 22, 2013 if you wish to attend this course. This is the only instructor course scheduled for 2013.

**Licensed Security Agency HR Functions**

• It is your responsibility to monitor this page for all class announcements, updates, etc.

# Licensed Agency HR Functions



https://oraprodapp3.njsp.org:8250/soa/logout.do - Windows Internet Explorer

https://oraprodapp3.njsp.org:8250/soa/logout.do

File Edit View Favorites Tools Help

NJSP Private Detective Unit NJSP Intranet Services - Po... https://oraprodapp3.nj...



# Private Detective & Security Guard Registry

## New Jersey State Police

Header Image

### USER LOGON

If you have a user id created with your Agency, log in below.

Active Users    **LogonId :**

**Password :**

- Owners use Logon ID and password from initial application
- Security Officers designated as an HR or Admin user – access HR database using same Logon ID and Password from Security Officer profile
- Forgot Logon ID and/or Password?

New Jersey State Police

Done    Trusted sites | Protected Mode: Off    100%    3:33 PM



# Private Detective & Security Guard Registry New Jersey State Police

Welcome PDU NJSP Test Corporate Name [Log Out](#)

Home	Agency	Branch	Employee	Administration
	Add Contact			
	Edit/Remove Contact			
	View/Edit Agency Profile			
	Self Audit			
	Change Agency Location			
	Update Owner Profile			
	Pay Location Change Fees			

You have logged into the Private Detective the menu at the top to navigate the website.



# Private Detective & Security Guard Registry New Jersey State Police

Welcome PDU NJSP Test Corporate Name [Log Out](#)

Home	Agency	Branch	Employee	Administration
		Open Branch		
		View/Edit Branch Profile		
		Manage Contacts		
		Close Branch		
		Pay Branch Fees		

You have logged into the Private Detective Security Agency App navigate the website.



# Private Detective & Security Guard Registry New Jersey State Police

Welcome PDU NJSP Test Corporate Name [Log Out](#)

Home	Agency	Branch	<b>Employee</b>	Administration
			Register	
			Terminate	
			Update	
			SO Certificate Status	

You have logged into the Private Detective Security Agency Application. Please use the menu at the top to navigate the website.

https://oraprodapp3.njsp.org:8250/soa/select-employee-type.do - Windows Internet Explorer

https://oraprodapp3.njsp.org:8250/soa/select-employee-type.do

File Edit View Favorites Tools Help

NJSP Private Detective Unit New Jersey State Police - I... New Jersey State Police

NJSP Private Detective Unit NJSP Intranet Services - Po... https://oraprodapp3.nj... X

 **Private Detective & Security Guard Registry**  
New Jersey State Police

Welcome PDU NJSP Test Corporate Name [Log Out](#)

Home Agency Branch Employee Administration

Register Employee

Select Employee Type

--Please Select--  
--Please Select--  
Security Officer  
Other

- Register Security Officers by selecting *Security Officer* and enter the Certification Number (from ID card) or Temp Certificate on the next page
- Register Non-security employees by selecting *Other*

New Jersey State Police

98 Trusted sites | Protected Mode: Off 100% 3:20 PM



Welcome PDU NJSP Test Corporate Name Log Out

- Home
- Agency
- Branch
- Employee
- Administration

Register Employee

Select SO Search Type

--Please Select--  
--Please Select--  
SO Certification Number  
SO Temp Certification Number

https://oraprodapp3.njsp.org:8250/soa/register-so-tempcert-srch-submit.do - Windows Internet Explorer

https://oraprodapp3.njsp.org:8250/soa/register-so-tempcert-srch-submit.do

File Edit View Favorites Tools Help

NJSP Private Detective Unit New Jersey State Police - I... New Jersey State Police

NJSP Private Detective Unit NJSP Intranet Services - Po... https://oraprodapp3.nj... x

Home Safety Tools >>



## Private Detective & Security Guard Registry New Jersey State Police

Welcome PDU NJSP Test Corporate Name [Log Out](#)

Home	Agency	Branch	Employee	Administration
------	--------	--------	----------	----------------

- Security Officer with the given Temp Cert number not found.

[Register Security Officer as an Employee](#)

Please enter SO Temp Certification Number :

[Reset](#) [Next](#)

New Jersey State Police

98 Trusted sites | Protected Mode: Off 100% 3:22 PM

- Above message will appear if already approved or denied
- If approved - use Certification # from ID Card



# Private Detective & Security Guard Registry New Jersey State Police

Welcome PDU NJSP Test Corporate Name [Log Out](#)

- Home
- Agency
- Branch
- Employee
- Administration

### Register Security Officer as an Employee

<b>Name:</b> Jose Villanueva	<b>Photo</b>
<b>DOB:</b> 09/16/1992	
<b>SBI:</b> 942322E	
<b>SSN:</b> 599-36-2534	
<b>Address:</b> 303 THIRD ST TRENTON NJ - 08611	
<b>Phone:</b> 609-396-0253	<b>Issued:</b> 02/08/2013
<b>Email:</b> anthonyvillanueva_23@yahoo.com	<b>Expires:</b> 02/08/2015

[Register](#)

https://oraprodapp3.njsp.org:8250/soa/sec-off-certification-status.do - Windows Internet Explorer

https://oraprodapp3.njsp.org:8250/soa/sec-off-certification-status.do

File Edit View Favorites Tools Help

NJSP Private Detective Unit NJSP Intranet Services - Po... https://oraprodapp3.nj...



# Private Detective & Security Guard Registry New Jersey State Police

Welcome PDU NJSP Test Corporate Name [Log Out](#)

Home Agency Branch Employee Administration

### Upcoming Security Officer Renewals

Select a Report

Certifications due for Renewal within the next:	<input type="radio"/> 30 days.
	<input type="radio"/> 60 days.
	<input type="radio"/> 90 days.

Reset Next Cancel

New Jersey State Police

98 Trusted sites | Protected Mode: Off 100% 3:24 PM

- Click on Employee Tab
  - SO Certificate Status
- Will show current employees eligible for renewal in upcoming months



# Private Detective & Security Guard Registry New Jersey State Police

Welcome PDU NJSP Test Corporate Name [Log Out](#)

Home Agency Branch Employee Administration

### Upcoming Security Officer Renewals

Select a Report

File Download

Do you want to open or save this file?

 Name: SOCertStatusRpt.xls  
Type: Microsoft Office Excel 97-2003 Worksheet, 5.00KB  
From: oraproduct3.njsp.org

Open Save Cancel

While files from the Internet can be useful, some files can potentially harm your computer. If you do not trust the source, do not open or save this file. [What's the risk?](#)

Resel

SOCertStatusRpt[1].xls [Compatibility Mode] - Microsoft Excel

Home Insert Page Layout Formulas Data Review View

Cut Copy Paste Format Painter Clipboard

Arial 10 Bold Italic Underline Font Color Background Color

Wrap Text Merge & Center Alignment

General Number \$ % + .0 .00

Conditional Formatting Format as Table Cell Styles Styles

Insert Delete Format Cells

AutoSum Fill Clear Sort & Filter Find & Select Editing

A1 Upcoming Security Officer Renewals

1	Upcoming Security Officer Renewals									J	K	L	M	N	O	P	Q	R	S	
2	Test Corporate Name																			
3	Report created on : 03/19/2013 Report date range : 30 days from 03/19/2013.																			
4																				
5																				
6	Row Num	First Nam	Last Nam	Home Ph	Home Em	SBI#	Status	Co Cert.	Star Cert.	End Date										
7																				
8	<i>No records found for the given date range.</i>																			
9																				
10																				
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Ready

Sec. Off. Certification Status

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Home Safety Tools



## Private Detective & Security Guard Registry New Jersey State Police

Welcome PDU NJSP Test Corporate Name [Log Out](#)

Home	Agency	Branch	Employee	<b>Administration</b>
				Add User
				Edit/Remove User
				Civil Penalties

You have logged into the Private Detective Security Agency Application. Please use the menu at the top to navigate the website.

New Jersey State Police

Trusted sites | Protected Mode: Off 100% 3:27 PM

- To add an HR/Admin user, first register them under the Employee tab
- HR Users only have rights to Register and Terminate employees
- Admin users have the same rights as an Owner

https://oraprodapp3.njsp.org:8250/soa/self-audit.do - Windows Internet Explorer

https://oraprodapp3.njsp.org:8250/soa/self-audit.do

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Home Safety Tools



## Private Detective & Security Guard Registry New Jersey State Police

Welcome PDU NJSP Test Corporate Name [Log Out](#)

Home Agency Branch Employee Administration

### Self Audit

#### Request a new Audit Report

Start Date :  (MMDDYYYY)  
End Date :  (MMDDYYYY)

- You can request an audit for a 2-year period
  - Will show all registrations and terminations during that time

**TIP:** After entering dates, hold down CONTROL key on keyboard and click next - do not let go until you see the excel sheet pop up on your screen.

New Jersey State Police

98 Trusted sites | Protected Mode: Off 100% 3:28 PM

# \* Reminders \*



- Temporary Certificates
  - Only issued ONE time
  - Valid for 30 days
  - No extensions – can be allowed to take prints/class with prior approval from PDU
  - Cannot work past expiration of temporary certificate
  
- Renewal Process
  - Renewal reminders are e-mailed at 90, 60, 30 days prior to expiration – sent to email address on file
  - Agencies receive expired notice for all officers registered to agency
  - No temporary certificate upon renewal
  - App and class must be done *prior* to expiration
  - No extensions – can be allowed to take class after expiration with approval from PDU



- Training Results
  - Must be upload within 5 days - the sooner the better!
- Check personal profile information for accuracy BEFORE submitting
  - Compliance with above will eliminate phone calls to correct careless mistakes
  - Misspelled name, wrong DOB, wrong Gender, etc...
- Verify address and be sure to include any Apartment, Building # & Floor
  - If security officer changes address with agency, they must change it in SORA database
- DQ's/Background Checks
  - Any drug conviction and/or any felony conviction
  - We DO NOT check records prior to printing - please do not tell them to call us to check



- If assisting with application, answer ‘YES’ to the last question:
  - *“Did you, the applicant, complete this questionnaire with the aide of another?” (If YES, provide the name of the individual(s) who assisted with this questionnaire)*
  - *Provide your name and title*
- This is the Security Officer’s application – they should keep track of logon ID, password, answer to hint question, email address, etc.
- Security Officers up for renewal MUST click on RENEWAL APPLICATIONS
  - They should NOT click FIRST TIME APPLICANT
  - Forgot Logon ID / Forgot Password?
- All fees are NON-refundable
  - *N.J.A.C. 13:55A-3.2(b) & 13:55A-3.6(b)*



# Compliance Inspections



# Compliance Inspections

- N.J.A.C. 13:55A-7.3(a) & (b)
- Can be done at any time to ensure compliance with statute, rules and regulations, and instructor policies
- Must be able to provide:
  - Class sign-in sheets
  - Syllabus
  - Copies of Security Officer documents
    - Temporary Certificate
- Conduct training classes in acceptable facility



# Contact Information

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609-341-3426

