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









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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



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Szollar 2262	Boris Pugachevskiy	Re: Linwood Smith	3/11/2013 11:41	
Tallett	Kurt Shepherd < KShephe	SORA Renewal	3/15/2013 11:54	
Tamburelli	George Sabol < george.sa	Initial SORA Class (Pre-notification)	3/15/2013 3:14	
	Fern Abbott <fabbott@< td=""><td>AFI class Roster MArch 16th</td><td>3/16/2013 10:</td><td></td></fabbott@<>	AFI class Roster MArch 16th	3/16/2013 10:	
Telfeyan	🖂 🛯 👘 "Amilkar M. Velez" <ve< td=""><td>Updated Roster SORA I-13-02</td><td>3/16/2013 1:4</td><td></td></ve<>	Updated Roster SORA I-13-02	3/16/2013 1:4	
Temp	Christopher Walsh" <c< td=""><td>Fw: SOS Security Renewal Class List 3-17</td><td>3/17/2013 8:4</td><td></td></c<>	Fw: SOS Security Renewal Class List 3-17	3/17/2013 8:4	
Test email	<csccweidl@comcast.n< td=""><td>SORA Initial Class</td><td>3/17/2013 5:3</td><td></td></csccweidl@comcast.n<>	SORA Initial Class	3/17/2013 5:3	
Tevoli 1041	<clkruse@comcast.net></clkruse@comcast.net>	SORA Instructor refresher course	3/17/2013 6:00	
Thomas 921	🖂 "Amilkar M. Velez" <ve< td=""><td>Upload of SORA</td><td>3/17/2013 9:0</td><td></td></ve<>	Upload of SORA	3/17/2013 9:0	
Thornton 2322	Craig Gower <cgower@< td=""><td>Final Roster for SORA Certification Class</td><td>3/18/2013 8:3</td><td></td></cgower@<>	Final Roster for SORA Certification Class	3/18/2013 8:3	
Timlin (owner)	Bill Jones <fatboy316@< td=""><td>24hr Basic SORA Class</td><td>3/18/2013 10:</td><td></td></fatboy316@<>	24hr Basic SORA Class	3/18/2013 10:	
Toro 5055	Fern Abbott <fabbott@< td=""><td>results for 24 hr class AFI March 9 - 17</td><td>3/18/2013 10:</td><td></td></fabbott@<>	results for 24 hr class AFI March 9 - 17	3/18/2013 10:	
	Chuck Hoeffler" <chu< td=""><td>SORA</td><td>3/18/2013 12:</td><td></td></chu<>	SORA	3/18/2013 12:	
Tunney	<ed@rumolo.us></ed@rumolo.us>	SORA Instructor Class	3/18/2013 12:4€	
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IZChange200/ not a	George R. Saunders" <	SORA training	3/18/2013 1:5	
Undeliverable	<pre>cpadula@comcast.net</pre>	L/E officers trained	3/18/2013 2:2	
Valerian	"Fitzgerald, Mark F" <n< p=""></n<>	March 28, 2013 class	3/18/2013 3:3	
Vazquez, Tim	Christopher Walsh" <c< td=""><td>Fw: SORA Class New Hires 3-19-20-21 2</td><td>3/18/2013 4:3</td><td></td></c<>	Fw: SORA Class New Hires 3-19-20-21 2	3/18/2013 4:3	
Velazquez, Maximilia	choffmannpi@yahoo.cc	Request for Application Process Help	3/18/2013 4:3	
Velez, Amilkar	Durwin Coppock <sfc_cc< td=""><td>S.O.R.A. COURSE</td><td>3/18/2013 6:03</td><td></td></sfc_cc<>	S.O.R.A. COURSE	3/18/2013 6:03	
Veneruso	Jason Fermin < jcfermin1	Re: Sora Instructor Application # 223382	3/18/2013 6:08	
Voornees, John	<pre>cpadula@comcast.net</pre>	Final roster for SORA renewal class of 3-	3/18/2013 7:2	
Wagner 5403	George Sabol <gaabol@< td=""><td>Initial SORA Class (Class completion notif</td><td>3/18/2013 10:</td><td></td></gaabol@<>	Initial SORA Class (Class completion notif	3/18/2013 10:	
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ward, A.	Charles Atkinson <chuc< td=""><td>Re: Sora Renewal Class</td><td>3/19/2013 9:4</td><td></td></chuc<>	Re: Sora Renewal Class	3/19/2013 9:4	
Wasko	Mark Dellavalle <ssgt404< td=""><td>Reserve Seat in Sora Instructor Class</td><td>3/19/2013 10:45</td><td></td></ssgt404<>	Reserve Seat in Sora Instructor Class	3/19/2013 10:45	
White Reheat	Thomas Kozakiewicz <t< td=""><td>SORA Recertification Class Results</td><td>3/19/2013 10:</td><td></td></t<>	SORA Recertification Class Results	3/19/2013 10:	
White, Robert	NJ Guard Training Acad	SORA Training Course :: Final Roster	3/19/2013 12:	
Wied 241	Daniel Dawson <daniek< td=""><td>SORA instructor corse</td><td>3/19/2013 12:</td><td></td></daniek<>	SORA instructor corse	3/19/2013 12:	
Willbide 1194	Kevin Marriner Sr 	SORA Instructor refresher class	3/19/2013 12:	
Williams	🖂 🖟 🦷 "Montagna, Mark" <ma< td=""><td>RE: NJ SORA class</td><td>3/19/2013 12:</td><td></td></ma<>	RE: NJ SORA class	3/19/2013 12:	
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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
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Cropping Using Microsoft Office









Resize Using Adobe Photoshop







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Uploading Training Results & Photos







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SORA Updates





Licensed Agency HR Functions



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* 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 I A C 13:55A-3 2(h) & 13:55

•*N.J.A.C.* 13:55*A*-3.2(*b*) & 13:55*A*-3.6(*b*)



Compliance Inspections



Compliance Inspections

• <u>N.J.A.C.</u> 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

pdu@gw.njsp.org

609-633-9352

609-341-3426

