Law Enforcement Portal Guide

Special event permit applications require endorsement from the Municipal Clerk and Chief of Police to hold their event within the municipality: Social Affair, Catering and Extension of Premises.

ABC has created a portal for Law Enforcement Users.

Law Enforcement will register their credentials with the Division; in turn, the Division will create an account and provide the login information to the new user via email. Use the below link to register credentials if you have not already done so.

Credential Link: https://www.nj.gov/oag/abc/posse/police-chief-credentials.html

NOTE: If you are receiving notifications from the system, we already have your credentials there is no need to register again.

Please add the following email addresses to your email provider's safe list:

1. POSSEAdmin@lps.state.nj.us –ABC will send notifications and respond to inquiries sent to this email address
2. ABCDoNotReply@njoag.gov – Event Notifications will be sent from this address by the system

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The below screens will address using the new Law Enforcement Portal

To access the Law Enforcement Portal follow this URL: https://www.nj.gov/oag/abc/posse/index.html

Select the button to Login in under the **LAW ENFORCEMENT USERS** heading

Login Screen:

When prompted enter the email address used to register in the system along with the password provided by NJABC

Email:

Password: Forgot password?

Log In

DISCLAIMER: You are accessing an application belonging to the State of New Jersey, Department of Law and Public Safety. This application and data contained within is only provided for use authorized by the Department of Law and Public Safety. Unauthorized or improper use of the application or data contained within may result in civil proceedings and/or criminal prosecution.

Successful Login: Users will see the Main Menu screen, welcoming them onto the system

Main Menu | My Profile | Help Videos | Sign Out

Welcome Frank!

ANNOUNCEMENTS

Welcome to the Police Portal site, here you can respond to applications and renewals requiring approval Navigate to the Permitting Menu and click an Application or Renewal in the grid below to provide a response.

Permitting

Parts of the Main Menu:

1. **Announcements**: The Division will post important announcements and information in this section

ANNOUNCEMENTS

> Welcome to the Police Portal site, here you can respond to applications and renewals requiring approval Navigate to the Permitting Menu and click an Application or Renewal in the grid below to provide a response.

2. **Navigational Button**s:

Main Menu | My Profile | Help Videos | Sign Out

- a. **Main Menu:** First screen on entry
- b. **My Profile:** Information such as name and password can be managed here
- c. **Help Videos:** *Coming Soon* Tutorials offered by the Division to assist with using the portal
- d. **Sign Out:** Successfully logs the user out of the system

ABC Home I Contact ABC I Licensing/Permits

- e. **ABC Home:** Navigates user to the Division's website
- f. **Contact ABC:** Provides an email and phone number for ABC Assistance
- g. **Licensing/Permits:** Navigates user to the Division's Licensing and Permits webpage

- h. **Help Button:** Shows the User helpful information

Permitting

3. **Permitting Menu:**
   a. Navigates the user to their permit dashboard to see if there are any applications (files) pending response or to search for any permits

Permit Dashboard: After using the **Permitting Menu** button, the user will see the **Permits Dashboard**

Main Menu | My Profile | Help Videos | Sign Out

Permits

 Permitting Search

The permit applications / renewals listed below associated with your user account require Police attention.

APPLICATIONS / RENEWALS PENDING RESPONSE

	File Number	Municipality	Application Type	Permit Type	Permit Number	Description	Due Date
	264555	44- A NJ TOWN	Permit Application	Extension of Premises		Permit No. (pending) State: (pending) Type: None License Number: 1234-33-456-789 Permittee: PIAZZA	Feb 12, 2019

Action Items: Applications/Renewals Pending Response

- All files that are present in the listing need action by the user
- The system will only show ten (10) files, if there are more than ten, there will be a Show More... to see applications awaiting response
- The listing will show an overview of all the files
- The **Due Date** is the date a response is expected by ABC

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Application:

New Permit Application - Catering

File Number:	264554
Permit Number:	
Status:	Municipal Review
Submitted Date:	Feb 09, 2019 12:43:35 pm
Permit Type:	Catering
Permittee:	AGEE
License Number:	1234-33-456-789
Licensee:	AGEE
Location Name:	Permit Application - Catering
Location Address:	Permit Application - Catering

QUESTIONS

1: Please supply the person's name and phone number to contact should there be any questions related to this application.
NAME
PHONE NUMBER
Permit Application - Catering

2: Is the event premise licensed or is there a Winery Salesroom/Outlet on the premise?   ○ Yes   ● No

3: Is the event premise owned by a municipality, County or the State?   ○ Yes   ● No

4: Does the premise conduct mercantile business?   ○ Yes   ● No

5: Will a charge be assessed by a ticket?   ○ Yes   ● No

6: Will there be a cash bar?   ○ Yes   ● No

1. Contains all the applicants' information, the questions and answers they responded to as part of the application, and the documents they uploaded, such as Site Plan/Sketch

2. **Checklist** items to be checked, to ensure that the Law Enforcement User has reviewed all information. ABC will use this section to confirm that checklist actions were completed as part of the review
NOTE: Specific application types may have different checklist items

APPLICATION DOCUMENTS

Description	File Name	Uploaded Date
Site Plan/Sketch of Premise	Floorplan - Braise.xlsx	Mar 01, 2019 09:01:34 am

CHECKLIST

Completed?	Description	Mandatory?
☐	You have read all questions and answers submitted as part of this application?	Yes
☐	You have reviewed all documents submitted as part of this application?	Yes

RESPONSES

Responder	Response Date	Response	Conditions	Comments / Reason
Frank Culmone (Police)	Mar 01, 2019 09:23:47 am	Hold	No	Holding Document
Municipal				AWAITING RESPONSE
Police				AWAITING RESPONSE

3. **Responses**: This area will provide the User with the responses of the users reviewing the application. Users can see responses from the Municipal Clerk, other Law Enforcement and themselves

4. **Documents**: If a document(s) is uploaded by a User it will be available as READ-ONLY and cannot be removed. Users can see documents from the Municipal Clerk, other Law Enforcement and themselves

DOCUMENTS

Responder	Description	File Name	Uploaded Date
Municipal Clerk	Holding Document	Notice Affidavit.pdf	Mar 01, 2019 09:23:33 am

Endorsement Section:

1. **Special Conditions**: Posed as a question, which if answered with YES, will require a document containing those conditions to be uploaded:

*Does this response include Special Conditions?   ○Yes   ⦿No

2. **Comments/Reason**: The user can add any comments that they deem necessary to the application:

POLICE COMMENTS / REASON:

The applicant has provided a sefficient security plan for approval

3. **Documents**: Can be uploaded to support the responses being made by the user:

＋ Upload

	Description	FileName	Uploaded Date	
	Parking Plan	parking.jpg	Feb 15, 2019 03:55:33 pm	✖

4. **Certification** (example only): The responding party will need to read a certification and follow the instructions:

I further certify that the statements provided herein are accurate. If any of the foregoing statements are willfully false, I am subject to punishment.

☑ Check here to indicate that you have read and agree to the certification above.   *Full Name: [____]

[Save] [Hold] [Endorse]   [Do Not Endorse]

   a. After the certification is completed a full name box will appear to enter your name as well as the response buttons of "Endorse" and "Do Not Endorse".

5. **Buttons:**
   a. **Save:** Navigates the application back to the top and ensures all information entered is present
   b. **Hold:** Requires that a Comment/Reason be entered to put the application on hold to allow for additional review time
   c. **Endorse:** Submits the application to ABC after all checklist items and endorsement has been completed

      d.   **Do Not Endorse:** Submits the application to ABC after a comment/reason for denial was entered and the endorsement was completed

      <u>**NOTE:**</u> If the buttons are selected but the required documents, checklist items, or comments were not completed it will result in an error

6. **Submission**: When an application has been submitted the user will be navigated back to the main menu. The application will no longer appear on their dashboard
7. **Review Endorsed Application**: You can search for the application, a read only copy will be provided, no changes can be made
8. **Copy of Certificate:** From within the read-only application, if ABC has issued the permit, a **REPORTS** section will appear. The permit certificate can be downloaded from within this section

Other:

Submission:

- The system has been designed to submit an application to the Division once it has received the appropriate responses
- If both parties endorse the application, it comes to the Division
- If both parties do not endorse the application, it comes to the Division
- If the application is no endorsed by one party, but the other parties response is to endorse, the application will result in an error. The User is prompted to reach out directly to the party that did not endorse the application

Review Period (Due Date):

- From the date of submission there will be an identified time period in which the Law Enforcement User has to respond, this is your Due Date
- Two business days before Due Date a reminder email will be sent to the Law Enforcement User
- ABC will be made aware that the application has not been endorsed and may reach out

Permitting Search:

Permit Application Search

File Number:	
Permit Number:	
Permit Type:	(All) ▼
Application Type:	(All) ▼
Permittee:	
License Number:	(format: 9999-99-999-999)
Licensee:	
Trade Name:	
Event Date:	mmm dd, yyyy To: mmm dd, yyyy

Search

Entering criteria in the fields provided will return permits which fit the conditions

Helpful Hint: Wildcard searching - When conducting a search place a **%** at the front of the search term or at the end or both will assist in broadening searches. When a phrase is searched the system will look exactly for the data entered, unless a wildcard is used

Example: Permittee: %Maurice

Permitting Search Results:

NOTE: At the end of each column, the user will see the application status

Permit Application Search

Search Again

File Number	Permit Number	Permit Type	Application Type	Permittee	License Number	Licensee	Trade Name	Event Date	Status
264533		Catering	Permit Application	ORIENTAL	1234-33-456-789	ORIENTAL	CATCH	Apr 26, 2019 - Apr 26, 2019	Rejected
264539	64552	Catering	Permit Application	LARRY INC	1234-33-789-456	LARRY INC	MANGOS	Apr 27, 2019 - Apr 27, 2019	Approved
264554		Catering	Permit Application	AGEE MERCANTILE	1234-33-456-789	AGEE	BRAND	Mar 22, 2019 - Mar 22, 2019	In Review
264555		Extension of Premises	Permit Application	PIAZZA	1234-33-789-456	PIAZZA	PIAZZA	May 01, 2019 - May 01, 2019	Municipal Review
264699		Extension of Premises	Permit Application	LARRY INC	1234-33-456-789	LARRY INC	MANGOS	Apr 30, 2019 - Apr 30, 2019	Municipal Hold

Non-Municipal Issuing Authority:

Applicants holding an event on property or premises that are owned by or under the control of a State or County entity, identified in question two (2) of the application, may not be under the jurisdiction of the town to approve:

> Ex. Question 2) Is the event premise or property owned by or under the control of a A) municipality, B) county, C) State or D) other? Please identify the owner by one of the aforementioned codes. Provide the name of the owner, as well as a phone number for the owner and for what the premise is normally used.

If the applicant identified a County or State premises or property, which you do not have jurisdiction over, please contact the Division of Alcoholic Beverage Control at 609-984-2830 and request to speak with a representative of the Permit Unit.