

NEW BRUNSWICK
NBPA
 Parking Authority

ENFORCEMENT FIELD TRAINING CHECK LIST

Employee: Romeo Ali

2 Week Training Beginning Date: 03/06/25 End Date: 03-23-25

1 Week Extension Beginning Date: _____ End Date: 03-23-25

Task/Procedure	Shift Trained	Successfully Completed	Date	Supervisor Initials	Trainee Initials
----------------	---------------	------------------------	------	---------------------	------------------

Attendance:

Lateness policy (5 in 90 days)	1st	✓	3-6-25	TH	RA
Call-outs - Rules and Regulations (732-236-7546)	1st	✓	3-6-25	TH	RA

Uniforms & Appearance:

Uniform Requirements (Solid Black Accessories)	1st	✓	3-6-25	TH	RA
Off Duty Uniform Policy	1st	✓	3-6-25	TH	RA

From the NBPA Personnel Manual and Policies:

Attentiveness/ Customer Service/Professionalism	1st	✓	3-6-25	TH	RA
Use of phones, laptops, media devices	1st	✓	3-6-25	TH	RA
No operation of personal vehicles while on company time	1st	✓	3-6-25	TH	RA
Procedures for 38's & 99's	1st	✓	3-6-25	TH	RA
Inclement weather policy	1st	✓	3-6-25	TH	RA
Report any lost or stolen or damaged property/equipment immediately	1st	✓	3-6-25	TH	RA
Returning NBPA Equipment Time Frame (Same Day)	1st	✓	3-6-25	TH	RA
No sleeping while on duty	1st	✓	3-6-25	TH	RA

PrimePoint Payroll System:

Log into system	1st	✓	3-6-25	TH	RA
Request Time Procedure	1st	✓	3-6-25	TH	RA
How to review timecard & add notes	1st	✓		TH	RA

Power DMS:

Log into system	1st	✓	3-6-25	TH	RA
Policy - (Need to check daily)	1st	✓	3-6-25	TH	RA
Set up email notifications	1st	✓	3-6-25	TH	RA
Sign documents	1st	✓	3-6-25	TH	RA
Security settings/change password	1st	✓	3-6-25	TH	RA

Radio Communications:

Radio Codes (Attached)	1st	✓	3-7-25	TH	PA
Phonetic alphabet (Attached)	1st	✓	3-7-25	TH	PA
Radio Etiquette	1st	✓	3-7-25	TH	PA
Emergency button	1st	✓	3-7-25	TH	PA

Key Watch:

How To Pull Keys (Last 4 of Social)	1st	✓	3-8-25	TH	PA
When To Pull Keys (Site Location) /passing of keys	1st	✓	3-8-25	TH	PA

Hand Held Units:

Handheld: Replacing Printer Paper	1st	✓	3-7-25	TH	PA
Handheld: Parking Summons	1st	✓	3-7-25	TH	PA
Handheld: PA violation Summons	1st	✓	3-7-25	TH	PA

Enforcing Meter / Payments

Zones	2nd	✓	3-7-25	TH	PA
Meter Parking without paying exceptions (Attached)	2nd	✓	3-7-25	TH	PA
Meter Exceeding Time	2nd	✓	3-7-25	TH	PA
Payment Options (Parkmobile/ Credit Card /Coins)	2nd	✓	3-7-25	TH	PA

Wards & Zones

List all all Wards & Zones (Attached)	2nd	✓	3-7-25	TH	PA
---------------------------------------	-----	---	--------	----	----

Parking Violations

Ordinancies and Fine (Attached)	2nd	✓	3-7-25	TH	PA
Parking Exceeding Time (Attached)	2nd	✓		TH	PA

Alternate Side Parking April 1st to October 31st

Days / Time / Streets (Attached)	1st	✓	3-10-25	TH	PA
----------------------------------	-----	---	---------	----	----

Altercation

What to do in this seniaro	2nd	✓	3-10-25	TH	PA
----------------------------	-----	---	---------	----	----

Residential Permit Lookup

LPR Plate Recognition and Lookup	1st	✓	3-10-25	TH	PA
iPhone Plate Lookup	1st	✓	3-10-25	TH	PA

Downtime Sheet

When does it need to be completed	2nd	✓	3-20-25	TH	PA
-----------------------------------	-----	---	---------	----	----

Vehicles:

Vehicle inspections/pictures	1st	✓	3-7-25	TH	PA
Starting / End Mileage	1st	✓	3-7-25	TH	PA
Fulling Process / Fueling Site (Donaldson)	1st	✓	3-7-25	TH	PA
Successfully & safely navigate to each site/jurisdiction	1st	✓	3-7-25	TH	PA
Vehicle Washing Process	1st	✓	3-7-25	TH	PA
All Motor Vehicle Violations	1st	✓	3-7-25	TH	PA

Fueling policy

Gas pin numbers	2nd	✓	3-8-25	TH	PA
Reporting vehicle/fueling info.	2nd	✓	3-8-25	TH	PA

Fob usage	2nd	✓	3-8-25	TH	RA
Call it into PS	2nd	✓	3-8-25	TH	RA

Enforcing Parking Lots

<u>Mavfair Lot</u> Monday to Friday 8AM to 8PM (Once per Day)		✓	N/A	TH	RA
<u>Lot 26</u> Monday to Saturday 8AM - 8PM (As needed)	1st	✓	3-10-25	TH	RA
<u>Liberty Lot</u> Monday to Sunday 8AM to 10PM (As needed)	1st	✓	3-10-25	TH	RA
<u>Lot 2</u> Monday to Saturday 6PM to 9PM (As needed)	1st	✓	3-10-25	TH	RA
<u>City Hall Lot</u> Thursday to Sunday 6PM to 8PM (As needed)	2nd	✓	3-20-25	TH	RA
<u>Liberty Lot</u> Monday to Friday 8AM to 3PM (As needed)	1st	✓	3-10-25	TH	RA

Parking Lot Tickets:

ParkMobile log in	1st	✓	3-13-25	TH	RA
Verification code	1st	✓	3-13-25	TH	RA
Email to corresponding phone	1st	✓	3-13-25	TH	RA
Zone number	1st	✓	3-13-25	TH	RA
Verify payment/no results found (no payment)	1st	✓	3-13-25	TH	RA
Issue ticket/Exceeding time limit \$22.00	1st	✓	3-13-25	TH	RA

Parking Summons

Phone usage and log in	1st	✓	3-7-25	TH	RA
Printer usage	1st	✓	3-7-25	TH	RA
Paper usage	1st	✓	3-7-25	TH	RA

Enforcing Holidays & Weekends (Discretion)

Holiday permits and meters	2nd	✓	3-8-25	TH	RA
Hiram Sq (Monday to Sunday)	2nd	✓	3-8-25	TH	RA
NY Ave & Jefferson (Monday to Saturday)	2nd	✓	3-8-25	TH	RA
Churches		✓	3-8-25	TH	RA

NBPA Vehicle Accident/Damage:

Reporting to Communications minor/major damage	2nd	✓	3-7-25	TH	RA
Not reporting damage/termination	2nd	✓	3-7-25	TH	RA
Not leaving the scene of an accident	2nd	✓	3-7-25	TH	RA
Drug test	2nd	✓	3-7-25	TH	RA