

NEW BRUNSWICK
NBPA
 Parking Authority

ENFORCEMENT FIELD TRAINING CHECK LIST

Employee: Tina Hilgman Moorman

Recertification

2 Week Training Beginning Date: _____ End Date: _____

1 Week Extension Beginning Date: _____ End Date: _____

Task/Procedure	Shift Trained	Successfully Completed	Date	Supervisor Initials	Trainee Initials
Attendance:					
Lateness policy (5 in 90 days)	1st	✓	11-4-24	NH	TH
Call-outs - Rules and Regulations (732-236-7546)	1st	✓	11-4-24	NH	TH

Uniforms & Appearance:					
Uniform Requirements (Solid Black Accessories)	1st	✓	11-4-24	NH	TH
Off Duty Uniform Policy	1st	✓	11-4-24	NH	TH

From the NBPA Personnel Manual and Policies:					
Attentiveness/ Customer Service/Professionalism	1st	✓	11-4-24	NH	TH
Use of phones, laptops, media devices	1st	✓	11-4-24	NH	TH
No operation of personal vehicles while on company time	1st	✓	11-4-24	NH	TH
Procedures for 38's & 99's	1st	✓	11-4-24	NH	TH
Inclement weather policy	1st	✓	11-4-24	NH	TH
Report any lost or stolen or damaged property/equipment immediately	1st	✓	11-4-24	NH	TH
Returning NBPA Equipment Time Frame (Same Day)	1st	✓	11-4-24	NH	TH
No sleeping while on duty	1st	✓	11-4-24	NH	TH

PrimePoint Payroll System:					
Log into system	1st	✓	11-4-24	NH	TH
Request Time Procedure	1st	✓	11-4-24	NH	TH
How to review timecard & add notes	1st	✓	11-4-24	NH	

Power DMS:					
Log into system	1st	✓	11-4-24	NH	TH
Policy - (Need to check daily)	1st	✓	11-4-24	NH	TH
Set up email notifications	1st	✓	11-4-24	NH	TH
Sign documents	1st	✓	11-4-24	NH	TH
Security settings/change password	1st	✓	11-4-24	NH	TH

<u>Radio Communications:</u>				
Radio Codes (Attached)	1st	✓	11-4-24	NH YB
Phonetic alphabet (Attached)	1st	✓	11-4-24	NH YB
Radio Etiquette	1st	✓	11-4-24	NH YB
Emergency button	1st	✓	11-4-24	NH YB

<u>Key Watch:</u>				
How To Pull Keys (Last 4 of Social)	1st	✓	11-4-24	NH YB
When To Pull Keys (Site Location) /passing of keys	1st	✓	11-4-24	NH YB

<u>Hand Held Units:</u>				
Handheld: Replacing Printer Paper	1st	✓	11-4-24	NH YB
Handheld: Parking Summons	1st	✓	11-4-24	NH YB
Handheld: PA violation Summons	1st	✓	11-4-24	NH YB

<u>Enforcing Meter / Payments</u>				
Zones	1st	✓	11-4-24	NH YB
Meter Parking without paying exceptions (Attached)	1st	✓	11-4-24	NH YB
Meter Exceeding Time	1st	✓	11-4-24	NH YB
Payment Options (Parkmobile/ Credit Card /Coins)	1st	✓	11-4-24	NH YB

<u>Wards & Zones</u>				
List all all Wards & Zones (Attached)	1st	✓	11-4-24	NH YB

<u>Parking Violations</u>				
Ordinancies and Fine (Attached)	1st	✓	11-4-24	NH YB
Parking Exceeding Time (Attached)	1st	✓	11-4-24	NH YB

<u>Alternate Side Parking April 1st to October 31st</u>				
Days / Time / Streets (Attached)	1st	✓	11-4-24	NH YB

<u>Altercation</u>				
What to do in this seniaro	1st	✓	11-4-24	NH YB

<u>Residential Permit Lookup</u>				
LPR Plate Recognition and Lookup	1st	✓	11-4-24	NH YB
iPhone Plate Lookup	1st	✓	11-4-24	NH YB

<u>Downtime Sheet</u>				
When does it need to be completed	1st	✓	11-4-24	NH YB

<u>Vehicles:</u>				
Vehicle inspections/pictures	1st	✓	11-4-24	NH YB
Starting / End Mileage	1st	✓	11-4-24	NH YB
Fulling Process / Fueling Site (Donaldson)	1st	✓	11-4-24	NH YB
Successfully & safely navigate to each site/jurisdiction	1st	✓	11-4-24	NH YB
Vehicle Washing Process	1st	✓	11-4-24	NH YB
All Motor Vehicle Violations	1st	✓	11-4-24	NH YB
<u>Fueling policy</u>	1st	✓	11-4-24	NH YB
Gas pin numbers	1st	✓	11-4-24	NH YB
Reporting vehicle/fueling info.	1st	✓	11-4-24	NH YB

Fob usage	1st	✓	11-4-24	NH	✓
Call it into PS	1st	✓	11-4-24	NH	✓

Enforcing Parking Lots

Mayfair Lot Monday to Friday 8AM to 8PM (Once per Day)	1st	✓	11-4-24	NH	✓
Lot 26 Monday to Saturday 8AM - 8PM (As needed)	1st	✓	11-4-24	NH	✓
Liberty Lot Monday to Sunday 8AM to 10PM (As needed)	1st	✓	11-4-24	NH	✓
Lot 2 Monday to Saturday 6PM to 9PM (As needed)	1st	✓	11-4-24	NH	✓
City Hall Lot Thursday to Sunday 6PM to 8PM (As needed)	1st	✓	11-4-24	NH	✓
Liberty Lot Monday to Friday 8AM to 3PM (As needed)	1st	✓	11-4-24	NH	✓

Parking Lot Tickets:

ParkMobile log in	1st	✓	11-4-24	NH	✓
Verification code	1st	✓	11-4-24	NH	✓
Email to corresponding phone	1st	✓	11-4-24	NH	✓
Zone number	1st	✓	11-4-24	NH	✓
Verify payment/no results found (no payment)	1st	✓	11-4-24	NH	✓
Issue ticket/Exceeding time limit	1st	✓	11-4-24	NH	✓

Parking Summons

Phone usage and log in	1st	✓	11-4-24	NH	✓
Printer usage	1st	✓	11-4-24	NH	✓
Paper usage	1st	✓	11-4-24	NH	✓

Enforcing Holidays & Weekends (Discretion)

Holiday permits and meters	1st	✓	11-4-24	NH	✓
Hiram Sq (Monday to Sunday)	1st	✓	11-4-24	NH	✓
NY Ave & Jefferson (Monday to Saturday)	1st	✓	11-4-24	NH	✓
Churches	1st	✓	11-4-24	NH	✓

NBPA Vehicle Accident/Damage:

Reporting to Communications minor/major damage	1st	✓	11-4-24	NH	✓
Not reporting damage/termination	1st	✓	11-4-24	NH	✓
Not leaving the scene of an accident	1st	✓	11-4-24	NH	✓
Drug test	1st	✓	11-4-24	NH	✓