

NEW BRUNSWICK
NBPA
Parking Authority

ENFORCEMENT FIELD TRAINING CHECK LIST

Employee: Anthony Perez

2 Week Training Beginning Date: 04/14/25 End Date: 5/1/25

1 Week Extension Beginning Date: 04/07/25 End Date: _____

Task/Procedure	Shift Trained	Successfully Completed	Date	Supervisor Initials	Trainee Initials
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Attendance:

Lateness policy (5 in 90 days)	1st	✓	4-7-25	(MR)	AP
Call-outs - Rules and Regulations (732-236-7546)	1st	✓	4-7-25	(MR)	AP

Uniforms & Appearance:

Uniform Requirements (Solid Black Accessories)	1st	✓	4-7-25	(MR)	AP
Off Duty Uniform Policy	1st	✓	4-7-25	(MR)	AP

From the NBPA Personnel Manual and Policies:

Attentiveness/ Customer Service/Professionalism	1st	✓	4-7-25	(MR)	AP
Use of phones, laptops, media devices	1st	✓	4-7-25	(MR)	AP
No operation of personal vehicles while on company time			4-7-25	(MR)	AP
Procedures for 38's & 99's	1st	✓	4-7-25	(MR)	AP
Inclement weather policy	1st	✓	4-7-25	(MR)	AP
Report any lost or stolen or damaged property/equipment immediately	1st	✓	4-7-25	(MR)	AP
Returning NBPA Equipment Time Frame (Same Day)	1st	✓	4-7-25	(MR)	AP
No sleeping while on duty	1st	✓	4-7-25	(MR)	AP

PrimePoint Payroll System:

Log into system	1st	✓	4-7-25	MR	AP
Request Time Procedure	1st	✓	4-7-25	MR	AP
How to review timecard & add notes	1st	✓	4-7-25	MR	AP

Power DMS:

Log into system	1st	✓	4-7-25	(MR)	AP
Policy - (Need to check daily)	1st	✓	4-7-25	(MR)	AP
Set up email notifications	1st	✓	4-7-25	(MR)	AP
Sign documents	1st	✓	4-7-25	(MR)	AP
Security settings/change password	1st	✓	4-7-25	(MR)	AP

Radio Communications:

Radio Codes (Attached)	1st	✓	4-8-25	(NR)	AP
Phonetic alphabet (Attached)	1st	✓	4-8-25	(NR)	AP
Radio Etiquette	1st	✓	4-8-25	(NR)	AP
Emergency button	1st	✓	4-8-25	(NR)	AP

Key Watch:

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

Hand Held Units:

Handheld: Replacing Printer Paper	1st	✓	4-8-25	(NR)	AP
Handheld: Parking Summons	1st	✓	4-8-25	(NR)	AP
Handheld: PA violation Summons	1st	✓	4-8-25	(NR)	AP

Enforcing Meter / Payments

Zones	2st	✓	4-8-25	(NR)	AP
Meter Parking without paying exceptions (Attached)	1st	✓	4-8-25	(NR)	AP
Meter Exceeding Time	1st	✓	4-8-25	(NR)	AP
Payment Options (Parkmobile/ Credit Card /Coins)	2st	✓	4-8-25	(NR)	AP

Wards & Zones

List all all Wards & Zones (Attached)	2st	✓	4-8-25	(NR)	AP
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Parking Violations

Ordinances and Fine (Attached)	1st	✓	4-8-25	(NR)	AP
Parking Exceeding Time (Attached)	1st	✓	4-8-25	(NR)	AP

Alternate Side Parking April 1st to October 31st

Days / Time / Streets (Attached)	1st	✓	4-11-25	(NR)	AP
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Altercation

What to do in this senario	2st	✓	4-8-25	(NR)	AP
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Residential Permit Lookup

LPR Plate Recognition and Lookup	1st	✓	4-11-25	(NR)	AP
iPhone Plate Lookup	1st	✓	4-11-25	(NR)	AP

Downtime Sheet

When does it need to be completed	2st	✓	4-11-25		AP
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Vehicles:

Vehicle inspections/pictures	2st	✓	4-8-25	(NR)	AP
Starting / End Mileage	2st	✓	4-8-25	(NR)	AP
Fueling Process / Fueling Site (Donaldson)	2st	✓	4-8-25	(NR)	AP
Successfully & safely navigate to each site/jurisdiction	2st	✓	4-8-25	(NR)	AP
Vehicle Washing Process	2st	✓	4-8-25	(NR)	AP
All Motor Vehicle Violations	1st	✓	4-8-25	(NR)	AP

Fueling policy

Gas pin numbers	2st	✓	4-11-25	(NR)	AP
Reporting vehicle/fueling info.	2st	✓	4-11-25	(NR)	AP

Fob usage	251	✓	4-11-25	AP	AP
Call it into PS	231	✓	4-11-25	AP	AP

Enforcing Parking Lots

Mayfair Lot Monday to Friday 8AM to 8PM (Once per Day)					
Lot 26 Monday to Saturday 8AM - 8PM (As needed)	1st	✓	4-14-25	TH	AP
Liberty Lot Monday to Sunday 8AM to 10PM (As needed)	2st	✓	4-14-25	TH	AP
Lot 2 Monday to Saturday 6PM to 9PM (As needed)	1st	✓	4-14-25	TH	AP
City Hall Lot Thursday to Sunday 6PM to 8PM (As needed)	2st	✓	4-13-25	TH	AP
Liberty Lot Monday to Friday 8AM to 3PM (As needed)	1st	✓	4-19-25	TH	AP

Parking Lot Tickets:

ParkMobile log in	1st	✓	4-14-25	TH	AP
Verification code	1st	✓	4-14-25	TH	AP
Email to corresponding phone	1st	✓	4-14-25	TH	AP
Zone number	1st	✓	4-14-25	TH	AP
Verify payment/no results found (no payment)	1st	✓	4-14-25	TH	AP
Issue ticket/Exceeding time limit \$22.00 52.00	1st	✓	4-14-25	TH	AP

Parking Summons

Phone usage and log in	1st	✓	4-8-25	TH	AP
Printer usage	1st	✓	4-8-25	TH	AP
Paper usage	1st	✓	4-8-25	TH	AP

Enforcing Holidays & Weekends (Discretion)

Holiday permits and meters	1st	✓	4-12-25	TH	AP
Hiram Sq (Monday to Sunday)	2 st	✓	4-12-25	TH	AP
NY Ave & Jefferson (Monday to Saturday)	1st	✓	4-12-25	TH	AP
Churches	1st	✓	4-12-25	TH	AP

NBPA Vehicle Accident/Damage:

Reporting to Communications minor/major damage	1st	✓	4-11-25	TH	AP
Not reporting damage/termination	1st	✓	4-11-25	TH	AP
Not leaving the scene of an accident	1st	✓	4-11-25	TH	AP
Drug test	1st	✓	4-11-25	TH	AP