

NEW BRUNSWICK  
**NBPA**  
 Parking Authority

**ENFORCEMENT FIELD TRAINING CHECK LIST**

Employee: Devon Graham

2 Week Training Beginning Date: 11-7-25

End Date: 01-07-2026

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 | ✓ | 1-7-26 | TH | D.G. |
| Call-outs - Rules and Regulations (732-236-7546) | 1st | ✓ | 1-7-26 | TH | D.G. |

**Uniforms & Appearance:**

|                                                |     |   |        |    |      |
|------------------------------------------------|-----|---|--------|----|------|
| Uniform Requirements (Solid Black Accessories) | 1st | ✓ | 1-7-26 | TH | D.G. |
| Off Duty Uniform Policy                        | 1st | ✓ | 1-7-26 | TH | D.G. |

**From the NBPA Personnel Manual and Policies:**

|                                                                     |     |   |        |    |      |
|---------------------------------------------------------------------|-----|---|--------|----|------|
| Attentiveness/ Customer Service/Professionalism                     | 1st | ✓ | 1-7-26 | TH | D.G. |
| Use of phones, laptops, media devices                               | 1st | ✓ | 1-7-26 | TH | D.G. |
| No operation of personal vehicles while on company time             | 1st | ✓ | 1-7-26 | TH | D.G. |
| Procedures for 38's & 99's                                          | 1st | ✓ | 1-7-26 | TH | D.G. |
| Inclement weather policy                                            | 1st | ✓ | 1-7-26 | TH | D.G. |
| Report any lost or stolen or damaged property/equipment immediately | 1st | ✓ | 1-7-26 | TH | D.G. |
| Returning NBPA Equipment Time Frame (Same Day)                      | 1st | ✓ | 1-7-26 | TH | D.G. |
| No sleeping while on duty                                           | 1st | ✓ | 1-7-26 | TH | D.G. |

**PrimePoint Payroll System:**

|                                    |     |   |        |    |      |
|------------------------------------|-----|---|--------|----|------|
| Log into system                    | 1st | ✓ | 1-7-26 | TH | D.G. |
| Request Time Procedure             | 1st | ✓ | 1-7-26 | TH | D.G. |
| How to review timecard & add notes | 1st | ✓ | 1-7-26 | TH | D.G. |

**Power DMS:**

|                                   |     |   |        |    |      |
|-----------------------------------|-----|---|--------|----|------|
| Log into system                   | 1st | ✓ | 1-7-26 | TH | D.G. |
| Policy - (Need to check daily)    | 1st | ✓ | 1-7-26 | TH | D.G. |
| Set up email notifications        | 1st | ✓ | 1-7-26 | TH | D.G. |
| Sign documents                    | 1st | ✓ | 1-7-26 | TH | D.G. |
| Security settings/change password | 1st | ✓ | 1-7-26 | TH | D.G. |

|                              |     |   |        |         |
|------------------------------|-----|---|--------|---------|
| <b>Radio Communications:</b> |     |   |        |         |
| Radio Codes (Attached)       | 1st | ✓ | 1-7-24 | NA D.G. |
| Phonetic alphabet (Attached) | 1st | ✓ | 1-7-24 | NA D.G. |
| Radio Etiquette              | 1st | ✓ | 1-7-24 | NA D.G. |
| Emergency button             | 1st | ✓ | 1-7-24 | NA D.G. |

|                                                    |     |   |        |         |
|----------------------------------------------------|-----|---|--------|---------|
| <b>Key Watch:</b>                                  |     |   |        |         |
| How To Pull Keys (Last 4 of Social)                | 1st | ✓ | 1-7-24 | NA D.G. |
| When To Pull Keys (Site Location) /passing of keys | 1st | ✓ | 1-7-24 | NA D.G. |

|                                   |     |   |        |         |
|-----------------------------------|-----|---|--------|---------|
| <b>Hand Held Units:</b>           |     |   |        |         |
| Handheld: Replacing Printer Paper | 1st | ✓ | 1-7-24 | NA D.G. |
| Handheld: Parking Summons         | 1st | ✓ | 1-7-24 | NA D.G. |
| Handheld: PA violation Summons    | 1st | ✓ | 1-7-24 | NA D.G. |

|                                                    |     |   |        |         |
|----------------------------------------------------|-----|---|--------|---------|
| <b>Enforcing Meter / Payments</b>                  |     |   |        |         |
| Zones                                              | 1st | ✓ | 1-7-24 | NA D.G. |
| Meter Parking without paying exceptions (Attached) | 1st | ✓ | 1-7-24 | NA D.G. |
| Meter Exceeding Time                               | 1st | ✓ | 1-7-24 | NA D.G. |
| Payment Options (Parkmobile/ Credit Card /Coins)   | 1st | ✓ | 1-7-24 | NA D.G. |

|                                       |     |   |        |         |
|---------------------------------------|-----|---|--------|---------|
| <b>Wards &amp; Zones</b>              |     |   |        |         |
| List all all Wards & Zones (Attached) | 1st | ✓ | 1-7-24 | NA D.G. |

|                                   |     |   |        |         |
|-----------------------------------|-----|---|--------|---------|
| <b>Parking Violations</b>         |     |   |        |         |
| Ordinancies and Fine (Attached)   | 1st | ✓ | 1-7-24 | NA D.G. |
| Parking Exceeding Time (Attached) | 1st | ✓ | 1-7-24 | NA D.G. |

|                                                         |     |   |        |         |
|---------------------------------------------------------|-----|---|--------|---------|
| <b>Alternate Side Parking April 1st to October 31st</b> |     |   |        |         |
| Days / Time / Streets (Attached)                        | 1st | ✓ | 1-7-24 | NA D.G. |

Field will be done 4-1-24

|                            |     |   |        |         |
|----------------------------|-----|---|--------|---------|
| <b>Altercation</b>         |     |   |        |         |
| What to do in this senario | 1st | ✓ | 1-7-24 | NA D.G. |

|                                  |     |   |        |         |
|----------------------------------|-----|---|--------|---------|
| <b>Residential Permit Lookup</b> |     |   |        |         |
| LPR Plate Recognition and Lookup | 1st | ✓ | 1-7-24 | NA D.G. |
| iphone Plate Lookup              | 1st | ✓ | 1-7-24 | NA D.G. |

|                                   |     |   |        |         |
|-----------------------------------|-----|---|--------|---------|
| <b>Downtime Sheet</b>             |     |   |        |         |
| When does it need to be completed | 1st | ✓ | 1-7-24 | NA D.G. |

|                                                          |     |   |        |         |
|----------------------------------------------------------|-----|---|--------|---------|
| <b>Vehicles:</b>                                         |     |   |        |         |
| Vehicle inspections/pictures                             | 1st | ✓ | 1-7-24 | NA D.G. |
| Starting / End Mileage                                   | 1st | ✓ | 1-7-24 | NA D.G. |
| Fulling Process / Fueling Site ( Donaldson)              | 1st | ✓ | 1-7-24 | NA D.G. |
| Successfully & safely navigate to each site/jurisdiction | 1st | ✓ | 1-7-24 | NA D.G. |
| Vehicle Washing Process                                  | 1st | ✓ | 1-7-24 | NA D.G. |
| All Motor Vehicle Violations                             | 1st | ✓ | 1-7-24 | NA D.G. |

|                                 |     |   |        |         |
|---------------------------------|-----|---|--------|---------|
| <b>Fueling policy</b>           |     |   |        |         |
|                                 | 1st | ✓ | 1-7-24 | NA      |
| Gas pin numbers                 | 1st | ✓ | 1-7-24 | NA D.G. |
| Reporting vehicle/fueling info. | 1st | ✓ | 1-7-24 | NA D.G. |

|                 |     |   |        |    |    |
|-----------------|-----|---|--------|----|----|
| Fob usage       | 1st | ✓ | 1-7-24 | NH | DG |
| Call it into PS | 1st | ✓ | 1-7-24 | NH | DG |

**Enforcing Parking Lots**

|                                                         |     |   |        |    |    |
|---------------------------------------------------------|-----|---|--------|----|----|
| Mayfair Lot Monday to Friday 8AM to 8PM (Once per Day)  | 1st | ✓ | 1-7-24 | NH | DG |
| Lot 26 Monday to Saturday 8AM - 8PM (As needed)         | 1st | ✓ | 1-7-24 | NH | DG |
| Liberty Lot Monday to Sunday 8AM to 10PM (As needed)    | 1st | ✓ | 1-7-24 | NH | DG |
| Lot 2 Monday to Saturday 6PM to 9PM (As needed)         | 1st | ✓ | 1-7-24 | NH | DG |
| City Hall Lot Thursday to Sunday 6PM to 8PM (As needed) | 2nd | ✓ | 1-7-24 | NH | DG |
| Liberty Lot Monday to Friday 8AM to 3PM (As needed)     | 1st | ✓ | 1-7-24 | NH | DG |

**Parking Lot Tickets:**

|                                              |     |   |        |    |    |
|----------------------------------------------|-----|---|--------|----|----|
| ParkMobile log in                            | 1st | ✓ | 1-7-24 | NH | DG |
| Verification code                            | 1st | ✓ | 1-7-24 | NH | DG |
| Email to corresponding phone                 | 1st | ✓ | 1-7-24 | NH | DG |
| Zone number                                  | 1st | ✓ | 1-7-24 | NH | DG |
| Verify payment/no results found (no payment) | 1st | ✓ | 1-7-24 | NH | DG |
| Issue ticket/Exceeding time limit            | 1st | ✓ | 1-7-24 | NH | DG |

**Parking Summons**

|                        |     |   |        |    |    |
|------------------------|-----|---|--------|----|----|
| Phone usage and log in | 1st | ✓ | 1-7-24 | NH | DG |
| Printer usage          | 1st | ✓ | 1-7-24 | NH | DG |
| Paper usage            | 1st | ✓ | 1-7-24 | NH | DG |

**Enforcing Holidays & Weekends ( Discretion)**

|                                         |     |   |        |    |    |
|-----------------------------------------|-----|---|--------|----|----|
| Holiday permits and meters              | 1st | ✓ | 1-7-24 | NH | DG |
| Hiram Sq (Monday to Sunday)             | 1st | ✓ | 1-7-24 | NH | DG |
| NY Ave & Jefferson (Monday to Saturday) | 1st | ✓ | 1-7-24 | NH | DG |
| Churches                                | 1st | ✓ | 1-7-24 | NH | DG |

**NBPA Vehicle Accident/Damage:**

|                                                |     |   |        |    |    |
|------------------------------------------------|-----|---|--------|----|----|
| Reporting to Communications minor/major damage | 1st | ✓ | 1-7-24 | NH | DG |
| Not reporting damage/termination               | 1st | ✓ | 1-7-24 | NH | DG |
| Not leaving the scene of an accident           | 1st | ✓ | 1-7-24 | NH | DG |
| Drug test                                      | 1st | ✓ | 1-7-24 | NH | DG |