

NEW BRUNSWICK  
**NBPA**  
Parking Authority

ENFORCEMENT FIELD TRAINING CHECK LIST

Employee: Edwin Nguyen

2 Week Training Beginning Date: 9-25-24

End Date: 3-12-25

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 | ✓ | 9-19-24 | TH | EN |
| Call-outs - Rules and Regulations (732-236-7546) | 1st | ✓ | 9-19-24 | TH | EN |

**Uniforms & Appearance:**

|                                                |     |   |         |    |    |
|------------------------------------------------|-----|---|---------|----|----|
| Uniform Requirements (Solid Black Accessories) | 1st | ✓ | 9-19-24 | TH | EN |
| Off Duty Uniform Policy                        | 1st | ✓ | 9-19-24 | TH | EN |

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

|                                                                     |     |   |         |    |    |
|---------------------------------------------------------------------|-----|---|---------|----|----|
| Attentiveness/ Customer Service/Professionalism                     | 1st | ✓ | 9-18-24 | TH | EN |
| Use of phones, laptops, media devices                               | 1st | ✓ | 9-18-24 | TH |    |
| No operation of personal vehicles while on company time             | 1st | ✓ | 9-18-24 | TH | EN |
| Procedures for 38's & 99's                                          | 1st | ✓ | 9-18-24 | TH | EN |
| Inclement weather policy                                            | 1st | ✓ | 9-18-24 | TH | EN |
| Report any lost or stolen or damaged property/equipment immediately | 1st | ✓ | 9-18-24 | TH | EN |
| Returning NBPA Equipment Time Frame (Same Day)                      | 1st | ✓ | 9-18-24 | TH | EN |
| No sleeping while on duty                                           | 1st | ✓ | 9-18-24 | TH | EN |

**PrimePoint Payroll System:**

|                                    |     |   |         |    |    |
|------------------------------------|-----|---|---------|----|----|
| Log into system                    | 1st | ✓ | 9-18-24 | TH | EN |
| Request Time Procedure             | 1st | ✓ | 9-18-24 | TH | EN |
| How to review timecard & add notes | 1st | ✓ | 9-18-24 | TH | EN |

**Power DMS:**

|                                   |     |   |         |    |    |
|-----------------------------------|-----|---|---------|----|----|
| Log into system                   | 1st | ✓ | 9-18-24 | TH | EN |
| Policy - (Need to check daily)    | 1st | ✓ | 9-18-24 | TH | EN |
| Set up email notifications        | 1st | ✓ | 9-18-24 | TH | EN |
| Sign documents                    | 1st | ✓ | 9-18-24 | TH | EN |
| Security settings/change password | 1st | ✓ | 9-18-24 | TH | EN |

**Radio Communications:**

|                              |     |   |         |    |    |
|------------------------------|-----|---|---------|----|----|
| Radio Codes (Attached)       | 1st | ✓ | 9-21-24 | TH | GN |
| Phonetic alphabet (Attached) | 1st | ✓ | 9-21-24 | TH | GN |
| Radio Etiquette              | 1st | ✓ | 9-21-24 | TH | GN |
| Emergency button             | 1st | ✓ | 9-21-24 | TH | GN |

**Key Watch:**

|                                                    |     |   |         |    |    |
|----------------------------------------------------|-----|---|---------|----|----|
| How To Pull Keys (Last 4 of Social)                | 1st | ✓ | 9-21-24 | TH | GN |
| When To Pull Keys (Site Location) /passing of keys | 1st | ✓ | 9-21-24 | TH | GN |

**Hand Held Units:**

|                                   |     |   |         |    |    |
|-----------------------------------|-----|---|---------|----|----|
| Handheld: Replacing Printer Paper | 1st | ✓ | 9-19-24 | TH | GN |
| Handheld: Parking Summons         | 1st | ✓ | 9-19-24 | TH | GN |
| Handheld: PA violation Summons    | 1st | ✓ | 9-19-24 | TH | GN |

**Enforcing Meter / Payments**

|                                                    |     |   |         |    |    |
|----------------------------------------------------|-----|---|---------|----|----|
| Zones                                              | 2nd | ✓ | 9-19-24 | TH |    |
| Meter Parking without paying exceptions (Attached) | 2nd | ✓ | 9-19-24 | TH | GN |
| Meter Exceeding Time                               | 2nd | ✓ | 9-19-24 | TH | GN |
| Payment Options (Parkmobile/ Credit Card /Coins)   | 2nd | ✓ | 9-19-24 | TH | GN |

**Wards & Zones**

|                                       |     |   |         |    |    |
|---------------------------------------|-----|---|---------|----|----|
| List all all Wards & Zones (Attached) | 2nd | ✓ | 9-19-24 | TH | GN |
|---------------------------------------|-----|---|---------|----|----|

**Parking Violations**

|                                   |     |   |         |    |    |
|-----------------------------------|-----|---|---------|----|----|
| Ordinancies and Fine (Attached)   | 2nd | ✓ | 9-19-24 | TH | GN |
| Parking Exceeding Time (Attached) | 2nd | ✓ | 9-19-24 | TH | GN |

**Alternate Side Parking April 1st to October 31st**

|                                  |     |   |         |    |    |
|----------------------------------|-----|---|---------|----|----|
| Days / Time / Streets (Attached) | 1st | ✓ | 9-25-24 | TH | GN |
|----------------------------------|-----|---|---------|----|----|

**Altercation**

|                            |     |   |         |    |    |
|----------------------------|-----|---|---------|----|----|
| What to do in this senario | 2nd | ✓ | 9-20-24 | TH | GN |
|----------------------------|-----|---|---------|----|----|

**Residental Permit Lookup**

|                                  |     |   |         |    |    |
|----------------------------------|-----|---|---------|----|----|
| LPR Plate Recognition and Lookup | 1st | ✓ | 9-25-24 | TH | GN |
| iPhone Plate Lookup              | 1st | ✓ | 9-25-24 | TH | GN |

**Downtime Sheet**

|                                   |     |   |         |    |    |
|-----------------------------------|-----|---|---------|----|----|
| When does it need to be completed | 2nd | ✓ | 9-20-24 | TH | GN |
|-----------------------------------|-----|---|---------|----|----|

**Vehicles:**

|                                                          |     |   |         |    |    |
|----------------------------------------------------------|-----|---|---------|----|----|
| Vehicle inspections/pictures                             | 1st | ✓ | 9-19-24 | TH | GN |
| Starting / End Mileage                                   | 1st | ✓ | 9-19-24 | TH | GN |
| Fulling Process / Fueling Site ( Donaldson)              | 1st | ✓ | 9-21-24 | TH | GN |
| Successfully & safely navigate to each site/jurisdiction | 1st | ✓ | 9-21-24 | TH | GN |
| Vehicle Washing Process                                  | 1st | ✓ | 9-25-24 | TH | GN |
| All Motor Vehicle Violations                             | 1st | ✓ | 9-25-24 | TH | GN |

**Fueling policy**

|                                 |     |   |         |    |    |
|---------------------------------|-----|---|---------|----|----|
| Gas pin numbers                 | 2nd | ✓ | 9-21-24 | TH | GN |
| Reporting vehicle/fueling info. | 2nd | ✓ | 9-21-24 | TH | GN |

|                 |     |   |         |    |    |
|-----------------|-----|---|---------|----|----|
| Fob usage       | 2nd | ✓ | 9-24-24 | TH | EN |
| Call it into PS | 2nd | ✓ | 9-24-24 | TH | EN |

Enforcing Parking Lots

|                                                         |     |   |         |    |    |
|---------------------------------------------------------|-----|---|---------|----|----|
| Mayfair Lot Monday to Friday 8AM to 8PM (Once per Day)  | 1st | ✓ | 9-25-24 | TH | EN |
| Lot 26 Monday to Saturday 8AM - 8PM (As needed)         | 1st | ✓ | 9-25-24 | TH | EN |
| Liberty Lot Monday to Sunday 8AM to 10PM (As needed)    | 1st | ✓ | 9-25-24 | TH | EN |
| Lot 2 Monday to Saturday 6PM to 9PM (As needed)         | 2nd | ✓ | 9-25-24 | TH | EN |
| City Hall Lot Thursday to Sunday 6PM to 8PM (As needed) | 2nd | ✓ | 9-25-24 |    | EN |
| Liberty Lot Monday to Friday 8AM to 3PM (As needed)     | 1st | ✓ | 9-25-24 | TH | EN |

Parking Lot Tickets:

|                                              |     |   |         |    |    |
|----------------------------------------------|-----|---|---------|----|----|
| ParkMobile log in                            | 1st | ✓ | 9-25-24 | TH | EN |
| Verification code                            | 1st | ✓ | 9-25-24 | TH | EN |
| Email to corresponding phone                 | 1st | ✓ | 9-25-24 | TH | EN |
| Zone number                                  | 1st | ✓ | 9-25-24 | TH | EN |
| Verify payment/no results found (no payment) | 1st | ✓ | 9-25-24 | TH | EN |
| Issue ticket/Exceeding time limit \$52.00    | 1st | ✓ | 9-25-24 | TH | EN |

Parking Summons

|                        |        |   |         |    |    |
|------------------------|--------|---|---------|----|----|
| Phone usage and log in | 2nd 5k | ✓ | 9-19-25 | TH | EN |
| Printer usage          | 2nd 5k | ✓ | 9-19-25 | TH | EN |
| Paper usage            | 2nd 5k | ✓ | 9-19-25 | TH | EN |

Enforcing Holidays & Weekends ( Discretion)

|                                         |        |   |         |    |    |
|-----------------------------------------|--------|---|---------|----|----|
| Holiday permits and meters              | 1st 5k | ✓ | 9-21-25 | TH | EN |
| Hiram Sq (Monday to Sunday)             | 1st    | ✓ | 9-21-25 | TH | EN |
| NY Ave & Jefferson (Monday to Saturday) | 1st    | ✓ | 9-21-25 | TH | EN |
| Churches                                | 1st    | ✓ | 9-21-25 | TH | EN |

NBPA Vehicle Accident/Damage:

|                                                |     |  |         |    |    |
|------------------------------------------------|-----|--|---------|----|----|
| Reporting to Communications minor/major damage | 1st |  | 9-20-25 | TH | EN |
| Not reporting damage/termination               | 1st |  | 9-20-25 | TH | EN |
| Not leaving the scene of an accident           | 1st |  | 9-20-25 | TH | EN |
| Drug test                                      | 1st |  | 9-20-25 | TH | EN |