

NEW BRUNSWICK
NBPA
 Parking Authority

ENFORCEMENT FIELD TRAINING CHECK LIST

Employee: Juelz Peralta

2 Week Training Beginning Date: 6-9-25

End Date: 6-22-25

1 Week Extension Beginning Date: _____

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		✓	6-2-25	TH	JP
Call-outs - Rules and Regulations (732-236-7546)	1st		✓	6-2-25	TH	JP

Uniforms & Appearance:

Uniform Requirements (Solid Black Accessories)	1st		✓	6-2-25	TH	JP
Off Duty Uniform Policy	1st		✓	6-2-25	TH	JP

From the NBPA Personnel Manual and Policies:

Attentiveness/ Customer Service/Professionalism	1st		✓	6-2-25	TH	JP
Use of phones, laptops, media devices	1st		✓	6-2-25	TH	JP
No operation of personal vehicles while on company time	1st		✓	6-2-25	TH	JP
Procedures for 38's & 99's	1st		✓	6-3-25	TH	JP
Inclement weather policy	1st		✓	6-3-25	TH	JP
Report any lost or stolen or damaged property/equipment immediately	1st		✓	6-3-25	TH	JP
Returning NBPA Equipment Time Frame (Same Day)	1st		✓	6-3-25	TH	JP
No sleeping while on duty	1st		✓	6-3-25	TH	JP

PrimePoint Payroll System:

Log into system	1st		✓	6-2-25	TH	JP
Request Time Procedure	1st		✓	6-2-25	TH	JP
How to review timecard & add notes	1st		✓	6-2-25		JP

Power DMS:

Log into system	1st		✓	6-2-25	TH	JP
Policy - (Need to check daily)	1st		✓	6-2-25	TH	JP
Set up email notifications	1st		✓	6-2-25	TH	JP
Sign documents	1st		✓	6-2-25	TH	JP
Security settings/change password	1st		✓	6-2-25	TH	JP

<u>Radio Communications:</u>				
Radio Codes (Attached)	1st	✓	6-3-25	TH JP
Phonetic alphabet (Attached)	1st	✓	6-3-25	TH JP
Radio Etiquette	1st	✓	6-3-25	TH JP
Emergency button	1st	✓	6-3-25	TH JP

<u>Key Watch:</u>				
How To Pull Keys (Last 4 of Social)	2nd	✓	6-3-25	TH JP
When To Pull Keys (Site Location) /passing of keys	2nd	✓	6-3-25	TH JP

<u>Hand Held Units:</u>				
Handheld: Replacing Printer Paper	2nd	✓	6-3-25	TH JP
Handheld: Parking Summons	2nd	✓	6-3-25	TH JP
Handheld: PA violation Summons	2nd	✓	6-3-25	TH JP

<u>Enforcing Meter / Payments</u>				
Zones	2nd	✓	6-3-25	TH JP
Meter Parking without paying exceptions (Attached)	2nd	✓	6-3-25	TH JP
Meter Exceeding Time	2nd	✓	6-3-25	TH JP
Payment Options (Parkmobile/ Credit Card /Coins)	2nd	✓	6-3-25	TH JP

<u>Wards & Zones</u>				
List all all Wards & Zones (Attached)	1st	✓	6-4-25	TH JP

<u>Parking Violations</u>				
Ordinancies and Fine (Attached)	1st	✓	6-3-25	TH JP
Parking Exceeding Time (Attached)	1st	✓	6-3-25	TH JP

<u>Alternate Side Parking April 1st to October 31st</u>				
Days / Time / Streets (Attached)	1st	✓	6-3-25	TH JP

<u>Altercation</u>				
What to do in this senario	2nd	✓	6-4-25	TH JP

<u>Residential Permit Lookup</u>				
LPR Plate Recognition and Lookup	1st	✓	6-5-25	TH JP
iPhone Plate Lookup	2nd	✓	6-5-25	TH JP

<u>Downtime Sheet</u>				
When does it need to be completed	2nd	✓	6-6-25	TH JP

<u>Vehicles:</u>				
Vehicle inspections/pictures	1st	✓	6-3-25	TH JP
Starting / End Mileage	1st	✓	6-3-25	TH JP
Fulling Process / Fueling Site (Donaldson)	2nd	✓	6-3-25	TH JP
Successfully & safely navigate to each site/jurisdiction	2nd	✓	6-3-25	TH JP
Vehicle Washing Process	2nd	✓	6-3-25	TH JP
All Motor Vehicle Violations	1st	✓	6-3-25	TH JP
		✓		TH JP
<u>Fueling policy</u>	1st	✓		TH JP
Gas pin numbers	2nd	✓	6-6-25	TH JP
Reporting vehicle/fueling info.	2nd	✓	6-6-25	TH JP

Fob usage		2nd	✓	6-6-25	TH	JP
Call it into PS		2nd	✓	6-6-25	TH	JP

Enforcing Parking Lots

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

Parking Lot Tickets:

ParkMobile log in	1st	✓	6-9-25	TH	JP
Verification code	1st	✓	6-9-25	TH	JP
Email to corresponding phone	1st	✓	6-9-25	TH	JP
Zone number	1st	✓	6-9-25	TH	JP
Verify payment/no results found (no payment)	2nd	✓	6-9-25	TH	JP
Issue ticket/Exceeding time limit	2nd	✓	6-9-25	TH	JP

Parking Summons

Phone usage and log in	1st	✓	6-3-25	TH	JP
Printer usage	2nd	✓	6-3-25	TH	JP
Paper usage	2nd	✓	6-3-25	TH	JP

Enforcing Holidays & Weekends (Discretion)

Holiday permits and meters	1st	✓	6-20-25	TH	JP
Hiram Sq (Monday to Sunday)	1st	✓	6-20-25	TH	JP
NY Ave & Jefferson (Monday to Saturday)	2nd	✓	6-20-25	TH	JP
Churches	2nd	✓	6-20-25	TH	JP

NBPA Vehicle Accident/Damage:

Reporting to Communications minor/major damage	1st	✓	6-6-25	TH	JP
Not reporting damage/termination	1st	✓	6-6-25	TH	JP
Not leaving the scene of an accident	1st	✓	6-6-25	TH	JP
Drug test	1st	✓	6-6-25	TH	JP