

NEW BRUNSWICK NBPA Parking Authority

ENFORCEMENT FIELD TRAINING CHECK LIST

Employee: Michael Robertson

2 Week Training Beginning Date: 12-4-23

End Date: 12-23-2023

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	✓	11-28-23	TH	MR
Call-outs - Rules and Regulations (732-236-7546)	1st	✓	11-28-23	TH	MR

Uniforms & Appearance:					
Uniform Requirements (Solid Black Accessories)	1st	✓	11-28-23	TH	MR
Off Duty Uniform Policy	1st	✓	11-28-23	TH	MR

From the NBPA Personnel Manual and Policies:					
Attentiveness/ Customer Service/Professionalism	1st	✓	11-29-23	TH	MR
Use of phones, laptops, media devices	1st	✓	11-29-23	TH	MR
No operation of personal vehicles while on company time	1st	✓	11-29-23	TH	MR
Procedures for 38's & 99's	1st	✓	11-29-23	TH	MR
Inclement weather policy	1st	✓	11-29-23	TH	MR
Report any lost or stolen or damaged property/equipment immediately	1st	✓	11-29-23	TH	MR
Returning NBPA Equipment Time Frame (Same Day)	1st	✓	11-29-23	TH	MR
No sleeping while on duty	1st	✓	11-29-23	TH	MR

PrimePoint Payroll System:					
Log into system	1st	✓	11-28-23	TH	MR
Request Time Procedure	1st	✓	11-28-23	TH	MR
How to review timecard & add notes	1st	✓	11-28-23	TH	MR

Power DMS:					
Log into system	1st	✓	11-28-23	TH	MR
Policy - (Need to check daily)	1st	✓	11-29-23	TH	MR
Set up email notifications	1st	✓	11-28-23	TH	MR
Sign documents	1st	✓	11-28-23	TH	MR
Security settings/change password	1st	✓	11-28-23	TH	MR

Radio Communications:				
Radio Codes (Attached)	1st	✓	11-29-23	TH (NR)
Phonetic alphabet (Attached)	1st	✓	11-29-23	TH (NR)
Radio Etiquette	1st	✓	11-29-23	TH (NR)
Emergency button	1st	✓	11-29-23	TH (NR)

Key Watch:				
How To Pull Keys (Last 4 of Social)	1st	✓	11-29-23	TH (NR)
When To Pull Keys (Site Location) /passing of keys	1st	✓	11-29-23	TH (NR)

Hand Held Units:				
Handheld: Replacing Printer Paper	1st	✓	11-29-23	TH (NR)
Handheld: Parking Summons	1st	✓	11-29-23	TH (NR)
Handheld: PA violation Summons	1st	✓	11-29-23	TH (NR)

Enforcing Meter / Payments				
Zones	2nd st	✓	11-30-23	TH (NR)
Meter Parking without paying exceptions (Attached)	2nd st	✓	11-30-23	TH (NR)
Meter Exceeding Time	2nd st	✓	11-30-23	TH (NR)
Payment Options (Parkmobile/ Credit Card /Coins	2nd st	✓	11-30-23	TH (NR)

Wards & Zones				
List all all Wards & Zones (Attached)	1st	✓	11-30-23	TH (NR)

Parking Violations				
Ordinancies and Fine (Attached)	1st	✓	11-30-23	TH (NR)
Parking Exceeding Time (Attached)	2nd st	✓	11-30-23	TH (NR)

Alternate Side Parking April 1st to October 31st				
Days / Time / Streets (Attached)	1st	✓	4-1-24	TH (NR)

Altercation				
What to do in this seniaro	2nd st	✓	11-30-23	TH (NR)

Residential Permit Lookup				
LPR Plate Recognition and Lookup	1st	✓	11-30-23	TH (NR)
iPhone Plate Lookup	2nd st	✓	11-30-23	TH (NR)

Downtime Sheet				
When does it need to be completed	2nd st	✓	11-30-23	TH (NR)

Vehicles:				
Vehicle inspections/pictures	1st	✓	11-29-23	TH (NR)
Starting / End Mileage	2nd st	✓	11-29-23	TH (NR)
Fuiling Process / Fueling Site (Donaldson)	2nd st	✓	11-29-23	TH (NR)
Successfully & safely navigate to each site/jurisdiction	2nd st	✓	11-29-23	TH (NR)
Vehicle Washing Process	2nd st	✓	11-29-23	TH (NR)
All Motor Vehicle Violations	1st	✓	11-29-23	TH (NR)

Fueling policy				
Gas pin numbers	1st	✓	11-29-23	TH (NR)
Reporting vehicle/fueling info.	2nd st	✓	11-29-23	TH (NR)

Fob useage	2nd	✓	11-29-23	TH	(MP)
Call it into PS	2nd	✓	11-29-23	TH	(MP)

Enforcing Parking Lots					
Mayfair Lot Monday to Friday 8AM to 8PM (Once per Day)	1st	✓	11-30-23	TH	(MP)
Lot 26 Monday to Saturday 8AM - 8PM (As needed)	1st	✓	11-30-23	TH	(MP)
Liberty Lot Monday to Sunday 8AM to 10PM (As needed)	1st	✓	11-30-23	TH	(MP)
Lot 2 Monday to Saturday 6PM to 9PM (As needed)	2nd	✓	11-30-23	TH	(MP)
City Hall Lot Thursday to Sunday 6PM to 8PM (As needed)	2nd	✓	11-30-23	TH	(MP)
LibRARY Lot Monday to Friday 8AM to 3PM (As needed)	1st	✓	11-30-23	TH	(MP)

Parking Lot Tickets:					
ParkMobile log in	1st	✓	11-29-23	TH	(MP)
Verification code	1st	✓	11-29-23	TH	(MP)
Email to corresponding phone	1st	✓	11-29-23	TH	(MP)
Zone number	1st	✓	11-29-23	TH	(MP)
Verify payment/no results found (no payment)	2nd	✓	11-29-23	TH	(MP)
Issue ticket/Exceeding time limit	2nd	✓	11-29-23	TH	(MP)

Parking Summons					
Phone usage and log in	1st	✓	11-29-23	TH	(MP)
Printer usage	1st	✓	11-29-23	TH	(MP)
Paper usage	1st	✓	11-29-23	TH	(MP)

Enforcing Holidays & Weekends (Discretion)					
Holiday permits and meters	2nd	✓	11-30-23	TH	(MP)
Hiram Sq (Monday to Sunday)	2nd	✓	11-30-23	TH	(MP)
NY Ave & Jefferson (Monday to Saturday)	1st	✓	11-30-23	TH	(MP)
Churches	1st	✓	11-30-23	TH	(MP)

NBPA Vehicle Accident/Damage:					
Reporting to Communications minor/major damage	1st	✓	11-30-23	TH	(MP)
Not reporting damage/termination	1st	✓	11-30-23	TH	(MP)
Not leaving the scene of an accident	1st	✓	11-30-23	TH	(MP)
Drug test	1st	✓	11-30-23	TH	(MP)