

NEW BRUNSWICK
NBPA
Parking Authority

ENFORCEMENT FIELD TRAINING CHECK LIST

Employee: Paul Francois

Recertification

2 Week Training Beginning Date: _____

End Date: _____

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	✓	11-1-24	NT	PF
Call-outs - Rules and Regulations (732-236-7546)	1st	✓	11-1-24	NT	PF

Uniforms & Appearance:

Uniform Requirements (Solid Black Accessories)	1st	✓	11-1-24	NT	PF
Off Duty Uniform Policy	1st	✓	11-1-24	NT	PF

From the NBPA Personnel Manual and Policies:

Attentiveness/ Customer Service/Professionalism	1st	✓	11-1-24	NT	PF
Use of phones, laptops, media devices	1st	✓	11-1-24	NT	PF
No operation of personal vehicles while on company time	1st	✓	11-1-24	NT	PF
Procedures for 38's & 99's	1st	✓	11-1-24	NT	PF
Inclement weather policy	1st	✓	11-1-24	NT	PF
Report any lost or stolen or damaged property/equipment immediately	1st	✓	11-1-24	NT	PF
Returning NBPA Equipment Time Frame (Same Day)	1st	✓	11-1-24	NT	PF
No sleeping while on duty	1st	✓	11-1-24	NT	PF

PrimePoint Payroll System:

Log into system	1st	✓	11-1-24	NT	PF
Request Time Procedure	1st	✓	11-1-24	NT	PF
How to review timecard & add notes	1st	✓	11-1-24	NT	PF

Power DMS:

Log into system	1st	✓	11-1-24	NT	PF
Policy - (Need to check daily)	1st	✓	11-1-24	NT	PF
Set up email notifications	1st	✓	11-1-24	NT	PF
Sign documents	1st	✓	11-1-24	NT	PF
Security settings/change password	1st	✓	11-1-24	NT	PF

Radio Communications:

Radio Codes (Attached)	1st	✓	11-1-24	NH	PF
Phonetic alphabet (Attached)	1st	✓	11-1-24	NH	PF
Radio Etiquette	1st	✓	11-1-24	NH	PF
Emergency button	1st	✓	11-1-24	NH	PF

Key Watch:

How To Pull Keys (Last 4 of Social)	1st	✓	11-1-24	NH	PF
When To Pull Keys (Site Location) /passing of keys	1st	✓	11-1-24	NH	PF

Hand Held Units:

Handheld: Replacing Printer Paper	1st	✓	11-1-24	NH	PF
Handheld: Parking Summons	1st	✓	11-1-24	NH	PF
Handheld: PA violation Summons	1st	✓	11-1-24	NH	PF

Enforcing Meter / Payments

Zones	1st	✓	11-1-24	NH	PF
Meter Parking without paying exceptions (Attached)	1st	✓	11-1-24	NH	PF
Meter Exceeding Time	1st	✓	11-1-24	NH	PF
Payment Options (Parkmobile/ Credit Card /Coins)	1st	✓	11-1-24	NH	PF

Wards & Zones

List all all Wards & Zones (Attached)	1st	✓	11-1-24	NH	PF
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Parking Violations

Ordinancies and Fine (Attached)	1st	✓	11-1-24	NH	PF
Parking Exceeding Time (Attached)	1st	✓	11-1-24	NH	PF

Alternate Side Parking April 1st to October 31st

Days / Time / Streets (Attached)	1st	✓	11-1-24	NH	PF
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Altercation

What to do in this senario	1st	✓	11-1-24	NH	PF
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Residential Permit Lookup

LPR Plate Recognition and Lookup	1st	✓	11-1-24	NH	PF
iphone Plate Lookup	1st	✓	11-1-24	NH	PF

Downtime Sheet

When does it need to be completed	1st	✓	11-1-24	NH	PF
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Vehicles:

Vehicle inspections/pictures	1st	✓	11-1-24	NH	PF
Starting / End Mileage	1st	✓	11-1-24	NH	PF
Fulling Process / Fueling Site (Donaldson)	1st	✓	11-1-24	NH	PF
Successfully & safely navigate to each site/jurisdiction	1st	✓	11-1-24	NH	PF
Vehicle Washing Process	1st	✓	11-1-24	NH	PF
All Motor Vehicle Violations	1st	✓	11-1-24	NH	PF

Fueling policy

Gas pin numbers	1st	✓	11-1-24	NH	PF
Reporting vehicle/fueling info.	1st	✓	11-1-24	NH	PF

Fob usage	1st		✓	11-1-24	NH	PF
Call it into PS	1st		✓	11-1-24	NH	PF

Enforcing Parking Lots

Mayfair Lot Monday to Friday 8AM to 8PM (Once per Day)	1st		✓	11-1-24	NH	PF
Lot 26 Monday to Saturday 8AM - 8PM (As needed)	1st		✓	11-1-24	NH	PF
Liberty Lot Monday to Sunday 8AM to 10PM (As needed)	1st		✓	11-1-24	NH	PF
Lot 2 Monday to Saturday 6PM to 9PM (As needed)	1st		✓	11-1-24	NH	PF
City Hall Lot Thursday to Sunday 6PM to 8PM (As needed)	1st		✓	11-1-24	NH	PF
Liberty Lot Monday to Friday 8AM to 3PM (As needed)	1st		✓	11-1-24	NH	PF

Parking Lot Tickets:

ParkMobile log in	1st		✓	11-1-24	NH	PF
Verification code	1st		✓	11-1-24	NH	PF
Email to corresponding phone	1st		✓	11-1-24	NH	PF
Zone number	1st		✓	11-1-24	NH	PF
Verify payment/no results found (no payment)	1st		✓	11-1-24	NH	PF
Issue ticket/Exceeding time limit	1st		✓	11-1-24	NH	PF

Parking Summons

Phone usage and log in	1st		✓	11-1-24	NH	PF
Printer usage	1st		✓	11-1-24	NH	PF
Paper usage	1st		✓	11-1-24	NH	PF

Enforcing Holidays & Weekends (Discretion)

Holiday permits and meters	1st		✓	11-1-24	NH	PF
Hiram Sq (Monday to Sunday)	1st		✓	11-1-24	NH	PF
NY Ave & Jefferson (Monday to Saturday)	1st		✓	11-1-24	NH	PF
Churches	1st		✓	11-1-24	NH	PF

NBPA Vehicle Accident/Damage:

Reporting to Communications minor/major damage	1st		✓	11-1-24	NH	PF
Not reporting damage/termination	1st		✓	11-1-24	NH	PF
Not leaving the scene of an accident	1st		✓	11-1-24	NH	PF
Drug test	1st		✓	11-1-24	NH	PF