

PARKING INSPECTOR REQUEST FOR PROGRESSION

NOTE: This request is to be used as a cover sheet/checklist for the progression packet after all requirements are met.

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EMPLOYEE SECTION:

GENERAL INFORMATION: (Please Print)

Employee's Name: _____ Employee Number: _____

REQUEST: I have completed the below criteria and would like to be awarded the following progression step or proficiency increase:

| | | | |
|---|--|---|--|
| <input type="checkbox"/> Parking Inspector I (OT-16) "Proficiency Promotion" | <input type="checkbox"/> Parking Inspector II (OT-17) "Proficiency Promotion" | <input type="checkbox"/> Parking Inspector III (OT-18) "Proficiency Promotion" | <input type="checkbox"/> Parking Inspector IV (OT-19) "Proficiency Promotion" |
| <input type="checkbox"/> Step Increase | <input type="checkbox"/> First Step Increase | <input type="checkbox"/> First Step Increase | <input type="checkbox"/> First Step Increase |
| | <input type="checkbox"/> Second Step Increase | <input type="checkbox"/> Second Step Increase | <input type="checkbox"/> Second Step Increase |
| | <input type="checkbox"/> Third Step Increase | <input type="checkbox"/> Third Step Increase | <input type="checkbox"/> Third Step Increase |
| | <input type="checkbox"/> Fourth Step Increase | <input type="checkbox"/> Fourth Step Increase | <input type="checkbox"/> Fourth Step Increase |

NOTE: The following must be completed by attendance keeper.

Usage within the last 12 months: Sick Leave _____ hours LWOP _____ hours Sick Leave Accrual _____ hours

Employee's Date of Hire: _____ Date to Class _____ Employee's tenure in current position: _____

Signature of HR or Timekeeper: _____ Date: _____ Printed name: _____

Management Section:

Supervisor completing this forms name: _____ Phone Number: _____

Supervisor's Title: _____ Length of time you have supervised employee: _____

Current Classification of the employee applicant (**before this request:**) (Please check the appropriate response)

Parking Inspector I (OT-16) Parking Inspector II (OT-17) Parking Inspector III (OT-18) Parking Inspector IV (OT-19)

PROGRESSION STEP AND PROMOTION CHECKLIST FOR SUPERVISORY VERIFICATION OF SUBMITTED DOCUMENTATION:

Select only the one box to move the applicant's status into:

- Completed all criteria to progress, 1 Progression Increase awarded as a Parking Inspector I
- Completed all criteria to Promote to Parking Inspector II (Verified 12 months in position, tested and satisfactory performance rating)
- Completed all criteria to progress, 1st Progression Increase awarded as a Parking Inspector II
- Completed all criteria to progress, 2nd Progression Increase awarded as a Parking Inspector II
- Completed all criteria to progress, 3rd Progression Increase awarded as a Parking Inspector II
- Completed all criteria to progress, 4th Progression Increase awarded as a Parking Inspector II
- Completed all criteria to Promote to Parking Inspector III (Verified 24 months in position, tested and satisfactory performance rating)
- Completed all criteria to progress, 1st Progression Increase awarded as a Parking Inspector III
- Completed all criteria to progress, 2nd Progression Increase awarded as a Parking Inspector III
- Completed all criteria to progress, 3rd Progression Increase awarded as a Parking Inspector III
- Completed all criteria to progress, 4th Progression Increase awarded as a Parking Inspector III
- Completed all criteria to promote to Parking Inspector IV (Verified 24 months in position, tested and satisfactory performance rating)
- Completed all criteria to progress, 1st Progression Increase awarded as a Parking Inspector IV
- Completed all criteria to progress, 2nd Progression Increase awarded as a Parking Inspector IV
- Completed all criteria to progress, 3rd Progression Increase awarded as a Parking Inspector IV
- Completed all criteria to progress, 4th Progression Increase awarded as a Parking Inspector IV

Licenses & Certificates

- Code Enforcement Authorization Card (Date obtained): _____
- C.L.E.E.T. Phase I & II (Unarmed Security) License (Date obtained): _____
- C.L.E.E.T. Phase III (Investigator) License (Date obtained): _____
- C.L.E.E.T. Phase IV (Armed Security) License (Date obtained): _____

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Successful completion of progression steps: (Please check ALL completed since hired)

| <u>Parking Inspector I</u> | <u>Parking Inspector II</u> | <u>Parking Inspector III</u> | <u>Parking Inspector IV</u> |
|--|--|--|---|
| <i>All coursework must be not previously submitted and approved by management prior to enrollment</i> | <i>All coursework must be not previously submitted and approved by management prior to enrollment</i> | <i>All coursework must be not previously submitted and approved by management prior to enrollment</i> | <i>All coursework must be not previously submitted and approved by management prior to enrollment</i> |
| <input type="checkbox"/> CLEET Phase 1 and 2 licenses obtained <input type="checkbox"/> Code Enforcement Authorization Card issued by the City of Tulsa. <input type="checkbox"/> City of Tulsa Conflict Resolution Course. <input type="checkbox"/> Complete Safety planning, observation and coaching course. <input type="checkbox"/> Complete Defensive Driving, Collision Reporting <input type="checkbox"/> Internal OT-16 written Competency Exam <input type="checkbox"/> Complete Six (6) Months Minimum of consecutive proficient service as a Parking Inspector I | <input type="checkbox"/> Obtain CLEET phase IV, CLEET pepper spray, and the CLEET handcuffing certifications <input type="checkbox"/> Pass the hands- on proficiency test, and the OT-17 online skills test; <input type="checkbox"/> Six (6) Months of consecutive proficient service as a Parking Inspector II <input type="checkbox"/> Complete 4-hour COT safety course, <input type="checkbox"/> Complete a four (4) hour IPMI course <input type="checkbox"/> Complete a four (4)hour MUTCD or an approved 0.5 credit City of Tulsa developmental course <input type="checkbox"/> Six (6) Months of consecutive proficient service as a Parking Inspector II <input type="checkbox"/> Complete a four (4) hour IPMI course <input type="checkbox"/> Complete the City of Tulsa Certified Forklift Operator Training <input type="checkbox"/> Complete a four (4)hour MUTCD or an approved 0.5 credit City of Tulsa developmental course <input type="checkbox"/> Six (6) Months of consecutive proficient service as a Parking Inspector II <input type="checkbox"/> Complete a four (4) Hour IPMI course <input type="checkbox"/> Complete four (4) hours CLEET CE training, <input type="checkbox"/> Complete 0.5 credit hours in a City of Tulsa Developmental course <input type="checkbox"/> Six (6) Months of consecutive proficient service as a Parking Inspector II | <input type="checkbox"/> Complete four (4) Hours of CLEET CE training, <input type="checkbox"/> Complete two (2)hours of an IPMI GE course <input type="checkbox"/> Pass the In-house metered system collection, banking procedures, and the OT-18 online skills tests, <input type="checkbox"/> Six (6) Months of consecutive proficient service as a Parking Inspector III <input type="checkbox"/> Complete four (4)hours COT approved non-safety course <input type="checkbox"/> Complete four (4) hours of IPMI GE Course, <input type="checkbox"/> Complete four (4) hours of an approved MUTCD or 0.5 credit developmental course not previously taken <input type="checkbox"/> Six (6) Months of consecutive proficient service as a Parking Inspector III <input type="checkbox"/> Complete 4-hour MUTCD or an approved non duplicated 0.5 credit City of Tulsa developmental course, <input type="checkbox"/> Complete 4 hours CLEET CE training <input type="checkbox"/> Complete 4 hours of IPMI GE courses, <input type="checkbox"/> Six (6) Months of consecutive proficient service as a Parking Inspector III <input type="checkbox"/> Complete four (4) hours of IPMI GE courses <input type="checkbox"/> Complete four (4) hours CLEET CE training <input type="checkbox"/> Complete 0.5 credit hours in a City of Tulsa Developmental course <input type="checkbox"/> Complete one (1.0) credit hour management course, <input type="checkbox"/> Six (6) Months of consecutive proficient service as a Parking Inspector III | <input type="checkbox"/> Complete the COT JHA Job Hazard Analysis course <input type="checkbox"/> Four (4) Hours of CLEET CE training <input type="checkbox"/> Complete two (2) hours IPMI GE course <input type="checkbox"/> Obtain CLEET phase 3 certification; <input type="checkbox"/> Six (6) Months of consecutive proficient service as a Parking Inspector IV <input type="checkbox"/> Pass the In-house repair, diagnostics, teardown, rebuild and troubleshooting procedures test <input type="checkbox"/> Pass the OT-19 online skills test <input type="checkbox"/> Complete four (4) hours CLEET CE training <input type="checkbox"/> Complete four (4) 4 hours IPMI GE Course, <input type="checkbox"/> Six (6) Months of consecutive proficient service as a Parking Inspector IV <input type="checkbox"/> Complete four (4)hours MUTCD or COT approved developmental course <input type="checkbox"/> Complete four (4)hours CLEET CE training <input type="checkbox"/> Complete four (4) hours IPMI GE Course, a 1.0 credit management course, <input type="checkbox"/> Six (6) Months of consecutive proficient service as a Parking Inspector IV <input type="checkbox"/> Complete a four (4) hour IPMI GE Course <input type="checkbox"/> Complete four (4) hours CLEET CE training, <input type="checkbox"/> Complete one (1.0) credit of approved developmental management or leadership <input type="checkbox"/> Six (6) Months of consecutive proficient service as a Parking Inspector IV |

*In house physical demonstration tests are graded by Parking section management as Pass/Fail.

*In house written testing is passed with a 70% minimum grade, Range firearms testing is a 72% minimum grade.

I have submitted or attached all the required documentation as stated in the Parking Inspector Progression Criterion Document and corresponding policies and procedures to be used to evaluate my request for progression. I am performing the responsibilities required for my level and have completed the appropriate coursework, training and certifications.

Employee's Name (Print and Sign): _____ Date: _____

Supervisor's Name (Print and Sign): _____ Date: _____