



Campus Police Department

The University of Texas at Brownsville and Texas Southmost College

80 Fort Brown * Brownsville, Texas 78520 * (956) 882-8233 * Fax (956) 882-6547 * E-mail Police@utb.edu

Parking Citation Appeal

IMPORTANT: PLEASE READ CAREFULLY BEFORE PROCEEDING!

Appeals will be considered only if the argument can be presented indicating an extreme extenuating circumstance or an enforcement error, as defined on reverse. Most other appeals will be denied. ALL APPEALS **MUST BE IN WRITING**. Please print neatly and fill in all requested information and mail to:

Parking and Traffic Clerk
80 Fort Brown – Campus Security Center
Brownsville, Texas 78520

CITATION BEING CONTESTED:

Please process one form per citation

(citation number (8 digits) appears on the top part of parking citation)

Citation Date ____ / ____ / ____

Citation #

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Vehicle License Plate # (and state, if not Texas) _____

Last Name

First Name

MI

UTB/TSC ID Number

E-mail address

FACTS ESTABLISHING CLAIM FOR DISMISSAL. Print legibly or type. Attach additional sheets if necessary.

Appeals Hearing dates will be posted at: <http://www.utb.edu/committees/parking>

Date Appeal Submitted ____ / ____ / ____

Signature of Appellant

For Police Office Use Only:

Date of Appeals Hearing ____ / ____ / ____

Date Logged in ____ / ____ / ____

Logged in by _____

CITATION APPEAL REVIEW GUIDELINES AND PROCEDURES

You may initiate a Parking Citation Appeal if you believe that the violation you were charged with either did not occur, or that extenuating circumstances existed to warrant the dismissal of the citation.

The appeals procedure is not an avenue for expressing one's disagreement with traffic and parking regulations!

Extreme Extenuating Circumstances

Acceptable examples may include:

- A documentable medical emergency.
- A documentable mechanical problem.

Examples of MANY unacceptable extenuating circumstances include:

[These extenuating circumstances are **NOT** extreme, and **ARE** avoidable. They **will not** get you out of a ticket.]

"I was late"

"I had a big project"

"I thought it was a space"

"I had an appointment"

"I can't afford the ticket."

"The lot was half empty"

"I had to drop off a paper"

"I did not intend to violate the law"

"There is no sign that says I can't park there"

"I was going to come out sooner, but I got busy"

"I forgot to purchase or renew parking permits"

"I did not see posted parking signage or painted curbs"

"I've parked there before and never received a ticket"

"Another student/faculty/staff advised me to park there"

"I had to run to my office/dorm room, etc."

"I was only there for one (two, five, ten...) minutes."

"I was visiting my friend (son, daughter, brother, sister, etc.)"

"My use of parking space inconvenienced no one; I was parked only a few minutes."

Enforcement Errors

Acceptable examples may include:

- A broken parking meter. (You should report that as soon as possible so technicians can verify it).
- A violation issued on a car that does display a permit to park in that lot.
- A misread (by the officer) permit expiration date.

Examples of what are **NOT** considered appealable enforcement errors:

- The ticket says the car is gray, and it's really brown.
- The ticket says the car is a 2-door and it's really a 4-door.
- The ticket says the car is a Chrysler and it's really a Lincoln.

What makes for an effective appeal?

- Keep it brief and to the point.
- Address the issue of the citation...don't bring up irrelevant matters.
- Avoid the temptation to editorialize. We are aware that convenient parking is scarce.
- Write neatly, and be sure to provide all the information requested.
- Submit documentation with your appeal.
- Familiarize yourself with the Parking Regulations so you know what you are contesting.
- Abusive, abrasive, sarcastic or profane language will not help your appeal in any way.

IMPORTANT INFORMATION DO NOT SEND PAYMENT AT THIS TIME

- The Citation Appeal must be received within 10 calendar days of the citation issue date. (Postmarks are not accepted)
- Appeals Hearing Dates are posted at the department website and Campus Police Lobby area. It is your responsibility to call (956) 882-7009 with your citation number to check on the status of your review.
- If you appeal a parking citation, the payment due date is temporarily placed on hold pending the outcome of the review. No late charges will be applied during this time.
- If your parking citation is dismissed, a letter will be mailed to you, and no payment will be necessary.
- If your parking citation is deemed to be valid, a letter will be mailed to you, at which time payment will be due within 14 calendar days of the notice date printed on that letter.
- No further review will be processed! The Appeals Committee is the final adjudicating authority on campus.