

LAS POSITAS COMMUNITY COLLEGE
Citation Appeal Process Information

If you have received a parking citation and believe the citation was issued in error, you may request an **Administrative Review** by contacting Campus Safety at Building 1605 at Las Positas College. You should complete the request for Administrative Review Form stating your reason (s) why you feel the citation should be voided.

You may have the matter decided based on your written statement, by telephone (you must call the Review Officer at 925-424-1625) or you may appear in person before the Administrative Review Officer to present your case. You must request the hearing within **21 days** from the issuance of the citation or **14 days** from the mailing of the "Notice of Delinquent Violation".

The hearings at Las Positas will be conducted on Friday between 1:00 p.m. and 4:00 p.m. in the Conference Room, Building 1600. You should complete the form by the previous Wednesday to have a hearing on Friday. You will be notified in writing of the decision of the Administrative Review.

If you are dissatisfied with the results of the initial review, you may request a second hearing before a **Hearing Examiner**. This must be requested within **21 days** from the mailing of the decision. One continuance, not to exceed 21 days, may be requested. This hearing will be conducted at the District Office located at 5020 Franklin Drive, Pleasanton, California 94588, These hearings will be conducted once a month between 10:00 a.m. and 4:00 p.m. The person requesting the hearing **MUST deposit the amount of bail** at the Campus Safety Office and fill out the Hearing Examiner's Review Form. The amount of bail must then be posted by check, money order or certified check payable to: Las Positas College. If the person requesting the hearing can provide verifiable and substantial proof of their inability to deposit the amount of fine a waiver **MAY** be granted upon filing a "Request to Waive Parking Fine", and showing proof of income (SDI, SSI, AFDC, etc.) This form must be filled out by Friday of the week prior to the hearing.

Within **30 days** of the mailing of the Hearing Examiner's decision, if you are dissatisfied, an appeal may be filed with the **Municipal Court**. The court will require the person filing the appeal to pay a **\$25.00** filing fees plus any other applicable court charges and fees. The appeal is heard de novo in a municipal court with the issuing agency's file on the case submitted as evidence. A copy o-f the notice of parking violation is admitted into evidence as prima facie evidence of the violation. If the court overrules the decision of the findings of the Examiner, the issuing agency must refund the \$25.00 filing fee and any part of the parking penalty that the court may order to be refunded.

Date of Hearing _____ Hearing Examiner's # (925)424-1625

Time of Hearing _____ Citation # _____

Campus Safety Office Telephone # (925)424-1690