



CSU Bakersfield

Business and Administrative Services

University Police Department

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To: University Police

From: Marty Williamson, Chief of Police

Date: May 23, 2016

Subj: Parking Citation Appeals

Directive: 16-7

It is the philosophy of the CSUB Police Parking Services to seek compliance in relation to parking regulations thus avoiding utilizing enforcement efforts and writing citations. However, it is not unusual for individuals to receive citations for violations and some of those that receive a citation may appeal their citation if they feel it is unwarranted. With the philosophy of seeking compliance for parking regulations, it is not unusual that a certain amount of citations, under certain circumstances, be dismissed once additional information is received from the appellant. Below is the general framework of when citations may be dismissed. This is not an exhaustive or final list. As unforeseen circumstances and/or considerations may dictate that a citation be dismissed which doesn't necessarily fall into the below categories.

1. When an appellant can prove they have a valid permit and failed to display the permit properly for that day. The appellant should not have repeat offenses of this type of appeal.
2. If the appellant has a verifiable event that could impact the reasons why the citation was issued. For example, if an emergency developed which prevented the appellant to correct the parking action for which the citation was issued, the emergency, (in the opinion of the reviewer) could justify the dismissal.
3. If the citation was issued in error of campus regulations or laws.
4. If the evidence does not support the citation or the evidence is not of high enough quality to support the citation.
5. If there is validated information that some confusion or miscommunication occurred and it is in the best interest of fairness to dismiss the citation. Must not be a repeat offense.
6. If the citation has been directed to be dismissed by a higher authority (President, Chief of Police, etc), the higher authority will be identified in the summary of the appeal process along with a the reason for dismissal.