

WITTENBERG LITTER CITATION APPEAL PROCEDURE

The Chief of Police must account to the Business Office for **ALL** citations written by Wittenberg University Police & Security officers. In order to do this fairly and in an equitable and impartial manner, petitioners are requested to submit a written appeal to the Police Division within the five (5) day appeal period. The Chief, or his designee, will review the appeal and base decisions in compliance with published Wittenberg housing regulations, as described in the Student Handbook.

Financial hardship is not a cause for review. Reviews must occur within five working days of the violation. **Citations will NOT be reviewed outside of the five-day timeframe.**

Attached is the appeal form that must be completed in its' entirety, with no omissions. **The citation in question must also be submitted with the appeal.** It is to be presented to the Chief of Police, or his designee, for review. You will be advised by the Police Division Coordinator of the Chief's decision. If the appeal is accepted, the Police Division will complete the required steps to process a credit of the fine to the student's account.

The Wittenberg Police Division is proud to serve you in a professional manner.

Jim Hutchins

Chief Jim Hutchins
Wittenberg Police Division

LITTER CITATION APPEAL FORM

I have read and understand the criteria for appeal, which is listed on the attached ***Wittenberg Litter Citation Appeal Procedure*** and therefore tender the following appeal:

1. Date Appeal Submitted: _____/_____/_____

2. Citation Number: _____

3. Name (print):

(First) (Last)

4. Campus Address:

5. Phone Number: _____

REASON FOR APPEAL:

Signature

08-08-16