

## WITTENBERG CITATION APPEAL PROCEDURE

The Chief of Police must account to the Business Office for **ALL** citations written by Wittenberg Police and 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 request and base decisions on compliance with published Wittenberg vehicle 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 time frame.**

Violations not subject to the appeal process include **UNSAFE OPERATION OF A MOTOR VEHICLE, ILLEGAL USE OF HANDICAP SPACES and FIRE LANE OCCURRENCES.**

Attached is the appeal form that must be completed in its' entirety, with no omissions. **The citations 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**

## PARKING CITATION APPEAL FORM

I have read and understand the criteria for appeal listed on the attached *Wittenberg Citation Appeal Procedure* and therefore tender the following appeal.

**NON-APPEALABLE CITATIONS:**

HANDICAP, UNSAFE OPERATION OF A MOTOR VEHICLE, FIRE LANE VIOLATIONS

1. Date Submitted: \_\_\_\_/\_\_\_\_/\_\_\_\_
2. Citation number: \_\_\_\_\_
3. Name: \_\_\_\_\_
4. Student ID #: \_\_\_\_\_
5. Campus address: \_\_\_\_\_
6. Phone: \_\_\_\_\_
7. License Number: State \_\_\_\_\_ Plate Number \_\_\_\_\_
8. Student Vehicle Hang Tag Number: \_\_\_\_\_

**REASON FOR APPEAL:**

\_\_\_\_\_  
Signature