

WITTENBERG POLICE DIVISION  
Wittenberg University

## WITTENBERG PARKING CITATION APPEAL PROCEDURE

The Chief of Police is required to account to the Business Office for ALL citations issued by Wittenberg University Police Officers. To ensure fairness, equity, and impartiality in this process, individuals wishing to contest a citation **must submit a written appeal to the Police Division within five business days of the date of the citation.**

**All appeals must be completed in full and submitted either by email to the Assistant Director of Campus Safety and the Senior Dispatcher or delivered in person to the Police Division Walk-Up Window.**

Financial hardship is not grounds for review. Appeals must be received within five business days of the citation. **Citations will NOT be reviewed outside of the five-day time frame.**

The attached appeal form must be completed in its entirety, with no omissions. A copy of the citation being appealed must accompany the completed form. Appeals will be presented to the Assistant Director of Campus Safety and the Senior Dispatcher for review.

The Assistant Director of Campus Safety or the Senior Dispatcher will notify the petitioner of the decision. **If the appeal is approved, the Police Division will initiate the necessary steps to process a credit for the fine to the student's account.**

The Wittenberg Police Division is proud to serve the campus community in a professional manner.

*Chief Lee McCartney*

Chief of Police

Wittenberg Police Division

### Contact Information:

**Assistant Director of Campus Safety** – mhilliard@wittenberg.edu

**Senior Dispatcher** – frantzc@wittenberg.edu

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**PARKING CITATION APPEAL FORM**

I have read and understand the criteria for appeal as outlined in the Wittenberg Parking Citation Appeal Procedure. I respectfully submit the following appeal:

**1. Date Appeal Submitted:** \_\_\_\_\_

**2. Citation Number:** \_\_\_\_\_

**3. Name (First & Last):** \_\_\_\_\_

**4. Campus Address:** \_\_\_\_\_

**5. Phone Number:** \_\_\_\_\_

**REASON FOR APPEAL**

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**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_