



SAN DIEGO COMMUNITY COLLEGE DISTRICT

Police Department / Parking Services

1536 Frazee Road, San Diego, CA 92108

CITY COLLEGE | MESA COLLEGE | MIRAMAR COLLEGE | CONTINUING EDUCATION

REQUEST TO WAIVE (APPEAL) PARKING CITATION

The SDCCD Parking Citation Review Process, Administrative Hearing Process and Court Administration Process (Policy 7999) are mandated by California Vehicle Code Article 3, Sections 40200.7 and 40215, which was enacted by the State Legislature, Assembly Bill 408, effective July 1, 1993, and Assembly Bill 1228, effective January 1, 1996. All time restrictions, with respect to different appeal levels, are made pursuant to the aforementioned legislation. Any questions about this process should be directed to SDCCD Parking Services office at (619) 388-6416.

1. Administrative Review (This is the first step in the appeal process)

To request an Administrative Review (appeal) you must submit this form before the citation is twenty-one (21) days old. If you do not appeal citation(s) within stated time frame you will lose the opportunity to contest citation(s) and all fines must be paid.

Appeal decision will be mailed to you within two weeks. Decision will be indicated in box on reverse side. It is your responsibility to call SDCCD Parking Services if you do not receive this form within stated time frame.

If your appeal is accepted (citation dismissed) no further action on your part is required. If your appeal is denied you may pay the fine or go on to the second step if you wish to contest citation further (see # 2 Administrative Hearing).

When appealing No Valid Disabled Placard Displayed citations you must include the following:

- a. A copy of your disabled placard registration (Disabled Person Placard Identification Card)
- b. A copy of your driver's license or identification card (state issued)
- c. Proof you were on campus at the time the citation was issued (i.e. class schedule, etc.)

2. Administrative Hearing (This is the second step in the appeal process)

If your appeal was denied you can have your case reviewed by an independent Hearing Examiner by requesting an Administrative Hearing. To request an Administrative Hearing you must submit this form and citation payment within twenty-one (21) calendar days from decision date indicated on reverse side. Failure to make request within stated time frame will result in request being denied and no further appeals allowed. State Law requires that the citation fine be paid at the time hearing request is made. If the Hearing Examiner finds in your favor SDCCD will refund the citation fine payment.

Administrative Hearings are held once a month on the last working Friday of each month. You have two hearing options (check one):

- ☐ **Check here if you would like a Personal Appointment with Hearing Examiner**
You will receive your hearing appointment date/time by US Mail within two weeks of your request. The length of each hearing varies depending on how many witnesses or what evidence is presented, but normally takes 10-15 minutes.
- ☐ **Check here if you would prefer a Trial by Declaration (written hearing)**
You will receive a Trial by Declaration form in the mail within two weeks of your request. Follow the instructions to complete the form and return it to our office by the specified due date.

Important Note: Failure to appear for a scheduled hearing or failure to return the Trial by Declaration by the specified due date will result in your citation being upheld and forfeiture of any additional appeal rights. **Call our office at 619-388-6416, if you do not receive your appointment letter or trial by declaration form within two weeks of mailing your request.**

You are legally entitled to one (1) reschedule appointment. You must call no later than 5:00pm the night before your scheduled appointment to request a reschedule.

*You may be eligible to appear without first paying the fine if you can demonstrate "Indigent Status" (financial need). Indigent Status can be demonstrated by completing an Indigent Status Application and providing proof of your income and/or participation in public assistance programs such as TANF, SSI, Unemployment, etc... Approval of your application allows you to have a Hearing or Trial by Declaration without first paying the fine; it does not relieve you of responsibility for paying the fine if your citation is upheld at Hearing.

- ☐ **Check here if you would like an application for "Indigent Status"**
- ☐ **Check here if citation payment enclosed**
Make check or money order payable to SDCCD Parking and mail to: SDCCD Parking Services, Attn: Hearing Clerk, 1536 Frazee Road, San Diego, CA 92108. (Do not mail cash).
- ☐ **Check here if payment has been made on-line at www.sdccdparking.com**

Date: _____ Signature: _____ Email: _____

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Please complete all areas in ink and print clearly.

I HAVE READ AND UNDERSTAND THE INSTRUCTIONS ON THE REVERSE SIDE AND BELIEVE THAT MY SITUATION MEETS THE REQUIREMENTS FOR REVIEW.

WARNING: Any vehicle found to have 5 or more outstanding citations may be immobilized or impounded in accordance with Sections 22653.1 and 22651.7 of the California Vehicle Code. Towing, storage and administrative fees in addition to citation fees must be paid by the vehicle owner.

Signature

Date

First Name

Last Name

Address

Student ID# or Staff/Faculty ID #

City

State

Zip

Email:

Citation #

Issue Date

Vehicle License Plate # & State

Briefly explain reason for appeal: _____

Return completed form to campus police office or mail to SDCCD Parking, 1536 Frazee Road, San Diego, CA 92108

FOR OFFICE USE ONLY

DECISION DATE: _____

- ☐ APPEAL ACCEPTED. CITATION DISMISSED. RETAIN THIS FORM FOR YOUR RECORDS
- ☐ APPEAL ACCEPTED. PAY \$10.00 ADMINISTRATIVE FEE
- ☐ APPEAL ACCEPTED. PAY \$25.00 ADMINISTRATIVE FEE
- ☐ APPEAL DENIED. PAY CITATION FINE

Remit payment within 21 days of decision date to avoid incurring penalties to:

SDCCD Parking Services

1536 Frazee Road

San Diego, CA 92108

Or pay online at www.sdccdparking.com

If your appeal was denied see instructions on reverse for further appeal options (# 2 – Administrative Hearing)

