



# EL PASO COMMUNITY COLLEGE PROCEDURE

For information, contact Institutional  
Effectiveness: (915) 831-6740

## **CHC-6          Parking and Traffic Citation Appeals Committee and Parking and Traffic Citation Appeal Process**

**APPROVED:** January 12, 1996    **REVISED:** November 20, 2023  
Year of last review: 2023  
**AUTHORIZING BOARD POLICY:** CHC

Classification: Institutional

Responsible Vice President or Associate Vice President: Vice President of Student and Enrollment Services

Designated Contact: Chief of Police

**OBJECTIVE:** To establish a Parking and Traffic Citation Appeals Committee (PTCAC) and Traffic Citation Appeal Process.

### **PROCEDURE:**

#### **I.          Membership**

- A. The PTCAC shall consist of nine (9) members. There shall be a representative appointed to the committee from each campus, and at least one (1) of the staff members shall be from the Continuing Education/Workforce area. The committee shall include the following: one (1) Administrator (Chairperson), two (2) Faculty members, two (2) Professional Staff members, two (2) Classified Staff members, and two (2) Students.
- B. PTCAC members shall serve on a volunteer basis for a two-year term. Members must obtain their supervisor’s approval to serve on the committee.
- C. The President will appoint a Chairperson. The Chairperson shall appoint a committee member to represent him/her as chair in his/her absence. The Chairperson shall guide the PTCAC and attest to decisions reached by the committee.

#### **II.        General**

- A. The PTCAC shall review parking and traffic citation appeals and make decisions regarding the merit of the appealed circumstances to determine, based on substantial and valid evidence, whether the violation was not committed or whether it occurred beyond the appellant’s control.
- B. The committee shall meet monthly at a regularly scheduled time or as needed.
- C. A quorum shall be present during each hearing. A quorum shall consist of three (3) members and the Chairperson. If there are not sufficient members present to meet quorum, appeals shall be dismissed.
- D. The Vehicle Registration Office will provide the hearing schedule and the appellant’s documentation to the PTCAC.

#### **III.      Appeal Process**

- A. The recipient of a citation has ten (10) business days from the issuance of the citation date to protest and request an appeal hearing. Failure to file within the prescribed ten business days shall constitute a waiver of the right to appeal the citation.

- B. Appellant must submit the “Citation Appeal Form” in-person to any Vehicle Registration Office to request an appeal. The appellant may elect to file in writing or request to appear before the committee. The appeal should include all pertinent information about the circumstances of the cited offense, supporting documentation, or/and valid evidence that the violation was not committed.
- C. If the appellant is scheduled to appear in person and fails to appear for the hearing or is late, the appeal will be “Denied.” Appellant may submit a second written appeal within ten (10) working days from the first scheduled hearing. The Vehicle Registration Office will send a notification letter to inform the appellant.
- D. The committee will review each appeal and any evidence provided. Then, members will vote to “Accept” or “Deny” the appeal.
- E. A Disposition Form will be used to record the decision of each violation and will be signed by each committee member present. The verdict will be based on the majority of votes. The citation will be dismissed if a majority consensus cannot be reached. The appellant will receive a copy of the form and all other forms will be filed by the Vehicle Registration Office.
- F. Following the hearing, the Vehicle Registration Office will send a letter to the appellant advising him/her of the committee’s decision, the right to make a second appeal, and the deadline (based on ten (10) working days) in which to complete and submit the “Written Second Appeal Form” to any Vehicle Registration Office.
- G. Second appeals may only be submitted in writing. The Vehicle Registration Office will forward the second appeal form to the Vice President of Student Services.
- H. The Vice President of Student Services will determine the final decision and return the Second Appeal Form to the Vehicle Registration Office to complete the process. The decision of the Vice President of Student Services will be final. The Police Department through the TCC Chairperson for processing as indicated on the form.
- I. A letter will be mailed to the appellant with the final decision.