

LSUE

Police and Security

Parking Citation Appeals Committee

Parking Citation Appeals Process

- The appeal form is located in the Student Affairs office and on the [LSUE Police and Security webpage \(lsue.edu/police/\)](http://lsue.edu/police/).
- All the communications in reference to the appeal will be conducted using LSUE email ONLY.
- The person appealing the citation will fill out the form completely and return it to the Student Affairs Office.
- Appeals must be filed within 10 business days of receiving the citation.
- The person appealing the citation will attach the citation (or copy of citation to the appeals form)
- The person appealing will choose one option:
 - *"This appeal form will represent me at the Committee, and I DO NOT wish to appear before the committee."*
 - *"In order to speak on my behalf, I DO wish to appear before the committee, during the scheduled committee meeting. (NOTE: If you chose to appear and do not show at the designated time, the committee will render decision regardless)."*
- The person appealing will sign and date the form for it to be valid and acknowledge the committee decision is final.
- The Appeals Committee meets monthly (typically the 1st Tuesday of each month).
- The Appeals Committee will consist 7 of members, one person from each of the following the following:
 - Chair (LSUE Director of Police and Security-nonvoting unless tie breaker)
 - Faculty Senate
 - Staff Senate
 - Student Government
 - Business office
 - Facilities
 - Housing
- A minimum of four members will be required for a quorum.
- The deadline for appeals to be heard at the meeting will be the Thursday (close of business) prior to the next meeting.
- The person appealing will be notified by email of the date, time and location of the meeting that will hear their appeal if they choose to be present.
- The members of the committee will review each appeal, to include but not limited to:
 - the appeal itself,
 - the citation,
 - photographs (if available)
 - testimony of the person appealing (if they chose to appear before the committee)
- Appeals based on the following will not be acceptable:
 - Ignorance of the regulation
 - Stated inability to find a permitted parking space.
 - Operation of vehicle by another person
 - Operation of an unregistered vehicle.
 - Stated failure to receive citation previously for similar offenses.
 - Inability to pay fine.
 - Disagreement with the traffic and Parking Regulations.
- Each member of the committee present will fill out the "Appeal Voting Sheet" including the Citation number, LSUE ID number (if applicable), if the person appeared before the committee, and their vote of granted or denied for each appeal.
- The Chair of the Committee will not vote unless it is needed to break a tie.
- The Chair of the Committee will tabulate all the members votes on the Committee Voting Talley Sheet.
- The Chair of the Committee will fill the Committee Decision part of the Appeals Form.
- The decision of the committee will be communicated via letter, sent by email, to the person appealing the citation by close of business Friday following the meeting.