

## **APPEALS PROCESS**

If the alleged offender requests an appeal of a violation citation, he or she must notify the General Manager in writing within ten (10) calendar days\* of issuance of the citation and pay the fine to post as bond pending the outcome of the appeal. The Appeals Committee must acknowledge receipt of the request for an appeal by Standard Mail, and notify the alleged offender by Standard Mail that the Appeals Committee meeting has been scheduled. The Appellant will be notified by Standard Mail of the action taken by the Appeals Committee. If the appeal is granted, the bond will be refunded. If the appeal is denied, the bond will be forfeited. If the Committee decides to reduce the amount of the fine, that portion of the bond will be refunded.

The alleged offender is presumed to have waived his/her right to an Appeal if a request for an appeal and the fine are not received by the General Manager within the required ten (10) days.\*

A meeting of the Appeals Committee shall be conducted to hear the Appeal. The alleged offender shall be given the opportunity to be heard and present witnesses, if appropriate. The alleged offender must appear in person unless the Committee agrees that appearing in person is not feasible. In this case the Committee shall allow written appeals.

The decision established by majority vote of a quorum of the Appeals Committee is final. A written report of the decision by the Committee shall be sent to the offender.

\*Postmarked, Hand-Delivered, or Drop Box

- (a) Or state citation at the discretion of the officer
- (b) Fee for repeated offenses may be doubled