

**OHLONE COLLEGE  
ADMINISTRATIVE REVIEW**

**CITATIONS WILL NOT BE RECOMMENDED FOR DISMISSAL FOR A LOST OR FORGOTTEN PERMIT, IMPROPERLY DISPLAYED PERMIT (SEMESTER PERMIT MUST BE HANGING FROM INSIDE REAR VIEW MIRROR AND READABLE FROM OUTSIDE OF THE VEHICLE), NOT KNOWING THE REGULATIONS, NOT DISPLAYING DAY PERMITS WITH DATE-STAMP SIDE UP, AND/OR NOT SEEING THE SIGNS.** An Administrative Review Appeal must be in writing. Please be specific in explaining why the citation should be dismissed. If you do not agree with the findings of the Administrative Review, you may appeal the citation and request a Hearing Examiner Review. This must be accomplished within 21 calendar days of the date of the findings of the Administrative Review and accompanied by the posting of the fine.

**PLEASE PRINT CLEARLY AND LEGIBLY**

Name: \_\_\_\_\_ CDL/Student ID No.: \_\_\_\_\_

Address: \_\_\_\_\_ Home Phone No.: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP: \_\_\_\_\_ Business Phone No.: \_\_\_\_\_

Citation No.: \_\_\_\_\_ Car License Plate No.: \_\_\_\_\_ Date/Time Citation Was Issued: \_\_\_\_\_  
(bottom right corner of citation)

Where was permit located in/on car? \_\_\_\_\_

Request this review be made by: \_\_\_\_\_

**PERSONAL CONFERENCE:** Held on Wednesdays, make appointment WITH SECRETARY for date and time.

**MAIL:** Decision will be made from what is written below and mailed within seven (7) working days.

Reason for appeal: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

(If more space is needed please attach a separate sheet of paper)

**IT IS A VIOLATION OF STATE LAW AND/OR THE OHLONE COLLEGE STUDENT CODE OF CONDUCT TO PROVIDE FALSE INFORMATION TO THE CAMPUS POLICE DEPARTMENT. UNDER PENALTY OF PERJURY AND/OR DISCIPLINARY ACTION, I DECLARE THAT THE ABOVE STATEMENT IS TRUE.**

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**FOR CAMPUS POLICE USE ONLY**

**Review Officer's Statement:**

1. **Review Officer's Decision:**  Dismissed  Not Guilty  Guilty – Fine \$ \_\_\_\_\_ Pay within 21 days.

2. Results:  Mailed  Phoned  Handed to above named person

3. Review Officer – \_\_\_\_\_  
Signature Date

4. If the above citation **HAS NOT** been dismissed and you wish to pursue this matter further, contact the Campus Police Office within 21 calendar days of the date of these findings (posting of the fines is required).

## OHLONE COLLEGE

### PROCEDURES FOR APPEAL OF PARKING CITATION

The following will be the procedures to appeal parking citations, which are issued by the Ohlone College Campus Police personnel.

California Vehicle Code Section 40202(c) states in part "any person, including the issuing officer and any member of the officer's department or agency, or any peace officer who alters, conceals, modifies, nullifies, or destroys, or causes to be altered, concealed, modified, nullified, or destroyed the face of the remaining original or any copy of a citation that was retained by the officer, for any reason, before it is filed with the processing agency or with a person authorized to receive the deposit of the parking penalty, is guilty of a misdemeanor." Therefore, all citations issued by the Campus Police Personnel **MUST** go through proper process procedures and cannot be taken back or voided.

AB 408 decriminalized parking citations, removes parking citation processing from the courts, and establishes a system of administrative adjudication for these offenses.

1. **ADMINISTRATIVE REVIEW:** For a period of 21 calendar days from the violation date or 10 calendar days from the date of the Notice of Delinquent Parking Violation (40207), a person may request a review by the issuing agency. **YOU HAVE NO RIGHT OF APPEAL AFTER THESE SPECIFIC PERIODS.** This is an Administrative Review and may be conducted by written request, telephone or in person. This review will be conducted by the Chief of Campus Police or assigned Campus Police personnel. The person will be notified in writing of the results of the review.
  - 1A. If you are dissatisfied with the results of the Administrative Review, you may request to be heard by a Hearing Examiner.
2. **HEARING EXAMINER REVIEW:** Prior to the hearing you must deposit the amount of the fine with the Campus Police Office, Building 20. This fine must be deposited by 21 calendar days from the decision of the Administrative Review. **YOU HAVE NO RIGHT IF APPEAL AFTER THIS SPECIFIC PERIOD.** There will be no review without the fine deposit. You must also submit a written explanation of the reason for contesting the parking violation.
  - 2A. If you are dissatisfied with the results of the Hearing Examiner Review, you may request to have a civil hearing. This is heard by the Fremont-Newark Superior Court, Traffic Bureau, located at 39439 Paseo Padre Parkway, Fremont, California.
3. **CIVIL COURT APPEAL:** Within 30 calendar days from the decision of the Hearing Examiner, an appeal may be filed with the Small Claims Court (civil court) if you are dissatisfied. The Fremont-Newark Superior Court Traffic Bureau, located at 39439 Paseo Padre Parkway, Fremont, California. The court will require you to pay a \$25.00 filing fee plus any other applicable court charges and fees. The appeal is heard in the court with the notice of parking agency's file in the case submitted as evidence. A copy of the notice of parking violation is admitted into evidence as prima facie evidence of the violation. If the court overrules the decision of the findings of the Hearing Examiner Review, the college will refund the \$25.00 filing fee and any part of the parking fine that the court may order to be refunded. If the other two hearings are upheld, both the fine posted for the Hearing Examiner Review and the \$25.00 filing fee for the Small Claims Court are forfeited. **THERE IS NO FURTHER APPEAL PROCESS AFTER THE COURT HEARING.**

### PROCEDURES FOR PAYING THE PARKING CITATION(S)

The following will be the procedures to pay for your parking citation(s):

1. **PAY BY MAIL:** Please send your check, cashier's check, or money order to (do not forget to include your citation number):  
Ohlone College  
c/o Parking Citation Service Center  
P. O. Box 11923  
Santa Ana, CA 92711
2. **PAY BY TELEPHONE:** Credit cards only. A service fee of \$3.95 will be added before any credit card information is taken.  
1(888) 242-3503
3. **PAY ONLINE:** Credit cards only. A service fee of \$3.95 will be added before any credit card information is taken.  
[www.paymycite.com](http://www.paymycite.com)

***THIS IS A SMOKE-FREE CAMPUS. SMOKING IS ALLOWED IN DESIGNATED PARKING LOTS ONLY***