



Valley College Sheriff's Office
5800 Fulton Avenue, Valley Glen, CA 91401, Phone: 818.947.2911

PARKING CITATION ADMINISTRATIVE REVIEW (APPEAL)

GENERAL INFORMATION: Citations will not be recommended for dismissal due to lost or forgotten permits, improperly displayed permits, lack of knowledge of laws, policies, regulations and/or failure to see posted signs. This form must be filed within 21 days of the date of the citation. You must fill out this administrative review form completely and in English. Please be specific in explanation for dismissal and include any appropriate documents. INCOMPLETE OR INCORRECTLY FILLED OUT FORMS WILL NOT BE CONSIDERED.

NAME: _____

CITATION NUMBER: _____

ADDRESS: _____

DATE OF CITATION: _____

CITY, STATE, ZIP: _____

VEH. LICENSE #: _____

STATUS: [] FACULTY/STAFF [] STUDENT [] VISITOR

PHONE NO/ EXT. _____

PRINT IN ENGLISH, YOUR REASON FOR THIS APPEAL

Large empty box for writing the reason for appeal.

Signature: _____

Date: _____

FOR ADMINISTRATIVE USE ONLY

REVIEWED BY: _____

Date: _____

DISPOSITION OF APPEAL: [] CITATION DISMISSED [] CITATION UPHELD (FULL AMOUNT DUE IN 10 WORKING DAYS FROM REVIEW DATE) [] COME TO COLLEGE SHERIFF'S OFFICE (MON-FRI, 8 AM- 3 PM TO DISCUSS THIS

- List of reasons for appeal: The Officer/ Cadet made a mistake, The College contributed in causing this violation, Your vehicle was parked in a Red-Zone / Disable Parking Space, Your vehicle was parked in a Non-Designated Area, You Failed to properly Display a Valid Permit in Plain View, Your vehicle was parked in a Restricted Area, Lot or Stall, Expired Parking Meter (No Handicap Placard Displayed), Unregistered Vehicle / Expired Tabs / No License Plate, Other: _____

IF YOU DISAGREE, YOU HAVE THE RIGHT TO REQUEST AN ADMINISTRATIVE HEARING. FOR A HEARING, YOU MUST POST THE BAIL AMOUNT ON THE ORIGINAL CITATION, BY CHECK OR MONEY ORDER AT THE COLLEGE SHERIFF OFFICE WITHIN (15) DAYS OF THE DATE OF REVIEW ON THIS NOTICE. DO NOT FAX - ALL REQUESTS MUST BE MADE IN PERSON.

FAILURE TO PAY THE FINE OR RESPOND TO THIS NOTICE AS INSTRUCTED WILL RESULT IN ADDITIONAL PENALTIES AND CAN RESULT IN YOUR VEHICLE REGISTRATION BEING WITHHELD UNTIL ALL FINES AND PENALTIES ARE PAID. ANY DISMISSAL FEES MUST BE PAID WITHIN 10 DAYS OF BEING DISMISSED. MAKE CHECK OR MONEY ORDER PAYABLE TO "LOS ANGELES VALLEY COLLEGE."