

PTS Appeals Review Process

PTS employees performing a first review of appeals judge appeals by certain established criteria. If there is any debate about the appeal during the review, the appeal is escalated to the full Appeals Board for review.

- **Technical Review:** Was the citation issued correctly in the field?
 - Citations must meet Officer Requirements, Field Standards and Citation Requirements to be technically accurate.
 - **OFFICER REQUIREMENTS:** These are the circumstances under which a particular violation is issued. If multiple violations are possible in a single parking space, the other violations are listed with explanations as to which violation is appropriate (See Disability Parking for an example).
 - **FIELD STANDARDS –** These are the field markings (paint, signs, stickers, etc.) that are required to enforce the violation. For example, it may not be possible to enforce a yellow zone if the paint is covered by leaves or snow.
 - **CITATION REQUIREMENTS –** These are items that must be present on the citation in order to enforce the violation. For instance, a permit number must be recorded if a permit violation is being enforced. You must see both the permit number and location to see if an “Improper Zone” violation can be enforced.
 - Technical criteria are listed for each violation in the following pages.
 - Appeals should be granted for citations where officers did not issue technically accurate citations.
 - The citation is voided and is not held against the customer in future reviews.
 - Inform Enforcement Supervisor of all citations that fail to meet technical review.
- **Situational Review:** Are there documented extenuating circumstances that would allow the appeal to be granted?
 - These are circumstances beyond the control of the customer. Examples include: medical emergencies, vehicle break downs, law enforcement actions, etc.
 - Documentation must be provided to support the appeal. Authorized administrative requests qualify as documentation.
 - When an appeal is granted for extenuating circumstances, the citation is reduced to a warning and is considered in future reviews.
- **Policy Review:** By Policy, can the citation be reduced to a warning?
 - Examples include: Meter violations may be reduced to a warning if it is the first violation for the customer.
 - Circumstances under which a citation may be reduced to a warning by office staff are listed for each violation in the following pages.
 - Appeals that are approved by policy are reduced to a warning and are considered in future customer account reviews.
- **Appeal Review:** Is the appeal reason valid?

- Legitimate appeals that cannot be voided or reduced to a warning under the Technical Review, Situational Review or Policy Review steps are escalated to the Appeals Committee for review.
- In general, the following appeal reasons are not grounds for dismissing a citation:
 - “I was only at the meters 5 minutes...” or “I was just 5 minutes late...”
 - “I just ran into the building to drop something off...”
 - “I couldn’t find anywhere else to park...”
 - “I can’t afford to pay the citation...”
 - “Someone told me I could park there...”
 - “There was nothing that told me I couldn’t park there...”
 - “Other people were doing it...”
 - “There were plenty of spaces so I didn’t displace anyone...”
 - “You are supposed to get a Warning each semester/year...”
 - “I didn’t know I couldn’t park there...”
 - “I’ve been parking there all semester and haven’t gotten a citation before...”
 - “I thought the rules were different during finals week...”
 - “I was running late...”

PROCEDURES

Results of the initial review process are recorded on an Appeal Sheet. These are recorded in T2 by a second party, to provide checks and balances on the review process, and are filed.

- For appeals that are granted on technical review, citations are voided and the customer is not responsible for the citation.
- For appeals that are granted on situational or policy review, citations are reduced to a warning and the customer is not responsible for the citation.
- For appeals which have a valid appeal reason, but cannot be granted through the technical, situational and policy review, appeals are escalated directly to the full Appeals Board for external review. Students are not required to pay for the citation unless the Appeals Board denies their appeal.
- For appeals which do not have a valid appeal reason and cannot be granted through the technical, situational and policy review, appeals are denied. Customer is responsible for the citation. The customer may appeal to the full Appeals Board; however, they must pay the citation before the Appeals Board will review their appeal. The customer has 14 days from the appeal Results Applied date to pay the citation and file a second appeal.

When looking at appeals in T2, you can identify where the appeals are in the overall appeals process from the Citation Manager. A citation with a single appeal listed has only had a first appeal. The appeal status is either “Pending”, meaning the appeal is waiting for a first review by PTS staff, or, “Resolved”, meaning that the PTS staff has made a decision on the first appeal.

A citation with two appeals listed has been through a first review. The appeal has either been escalated directly to the Appeals Board, or requested by appellant after paying the outstanding fine.

	First Appeal	Escalated Appeal	Second Appeal
Workflow Status	Pending (first review)	Board Review	Board Review
Appeal Status	Pending	Unscheduled	Unscheduled
Amount Due	Usually amount of violation	Usually, amount of violation	Zero (paid)

VIOLATION	BEYOND TIME LIMIT
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<p>TECHNICAL REVIEW</p>	<p>OFFICER REQUIREMENTS</p> <ul style="list-style-type: none"> • Vehicle is parked at an expired meter during controlled times. • Vehicle is parked beyond time during controlled times. • Vehicle is parked beyond time limit allowed by permit (e.g. DP or AC in ASG). • Vehicle with disability credentials parked at meter beyond two hours of expired time limit. • Vehicle parked overnight where prohibited. <p>FIELD STANDARDS</p> <ul style="list-style-type: none"> • Meter functions properly (LED Screens legible; no reported problems). <ul style="list-style-type: none"> ○ If meter is not working properly, use chalk tire. Time allowed is posted on meter. ○ Only investigate meter function if customer claims it was not working. • Meter has legible sticker indicating rate and enforcement hours. • For Time Limit Spaces, a sign must be present and contain time limit and enforcement hour restrictions. <p>CITATION REQUIREMENTS</p> <ul style="list-style-type: none"> • If vehicle is parked at a meter, meter number must be recorded. • If vehicle is parked in a pay lot, correct pay lot location must be recorded. • For all other scenarios, a tire chalk record must be present. • Photo: • Minimum: Clear picture of license plate, Front of meter
<p>SITUATIONAL REVIEW</p>	<ul style="list-style-type: none"> • Are there documented extenuating circumstances that would allow the appeal to be granted?
<p>POLICY REVIEW</p>	<p>Citation may be reduced to a warning if:</p> <ul style="list-style-type: none"> • First citation on customer account. • For customers with disability credentials, first appeal of time limit violation may be granted. Include educational info in response. • Forgot to display “Preston Permit” up to 2 times per permit year.
<p>APPEAL REVIEW</p>	<ul style="list-style-type: none"> • If the appeal reason is not grounds for dismissing a citation, the appeal is denied.

	<ul style="list-style-type: none"> If the appeal reason is valid and is not resolved through the Technical, Situational or Policy Review steps, escalate the citation to the full Appeals Board for an external review.
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VIOLATION	DISABILITY PARKING
<p>TECHNICAL REVIEW</p>	<p>OFFICER REQUIREMENTS</p> <ul style="list-style-type: none"> Vehicle parked in a designated disability space without state credentials and no WKU disability permit. No warning for this section of the offense. Visitor passes may be used in conjunction with state credentials in disability parking zones. <p>Other violations that may apply for customers parked in disability parking spaces:</p> <ul style="list-style-type: none"> Vehicle parked in a designated disability space with state credentials but no WKU permit may be issued a No Permit Displayed following normal guidelines for that violation. Vehicle parked in designated disability space with state credentials but has a WKU permit displayed other than a disability permit may be issued an Improper Zone citation following normal guidelines for that violation. This includes Tier 2 permits in Tier 1 spaces (warning appropriate on first offense). Vehicle parking in designated disability space with no state credentials but has a WKU disability permit displayed by be issued an Improper Display of Permit citation following the guidelines for that violation. (Must display state credentials, reasonable warnings appropriate). Vehicle with proper credential parking is parked improperly within a designated disability zone may be issued an Improper Parking citation following guidelines for that violation. <p>FIELD STANDARDS</p> <ul style="list-style-type: none"> Disability parking space is clearly marked with both a disability parking sign and appropriate paint. <p>CITATION REQUIREMENTS</p> <ul style="list-style-type: none"> Field notes as appropriate Photo: <ul style="list-style-type: none"> Minimum: Clear picture of license plate. Other pictures that document the infraction.
<p>SITUATIONAL REVIEW</p>	<ul style="list-style-type: none"> Are there documented extenuating circumstances that would allow the appeal to be granted?

POLICY REVIEW	<p>Citation may be reduced to a warning if:</p> <ul style="list-style-type: none"> • Customer provides documentation of being issued disability credentials.
APPEAL REVIEW	<ul style="list-style-type: none"> • If the appeal reason is not grounds for dismissing a citation, the appeal is denied. • If the appeal reason is valid and is not resolved through the Technical, Situational or Policy Review steps, escalate the citation to the full Appeals Board for an external review.
VIOLATION	DESIGNATED MOTORCYCLE PARKING
TECHNICAL REVIEW	<p>OFFICER REQUIREMENTS</p> <ul style="list-style-type: none"> • Vehicle parks in a designated motorcycle/moped area. <p>FIELD STANDARDS</p> <ul style="list-style-type: none"> • Motorcycle spaces are clearly marked by paint and/or signs. <p>CITATION REQUIREMENTS</p> <ul style="list-style-type: none"> • Photo: <ul style="list-style-type: none"> ▪ Minimum: Clear picture of license plate ▪ Other pictures that document the infraction
SITUATIONAL REVIEW	<ul style="list-style-type: none"> • Are there documented extenuating circumstances that would allow the appeal to be granted?
POLICY REVIEW	<p>Citation may be reduced to a warning if:</p> <ul style="list-style-type: none"> • First violation on account.
APPEAL REVIEW	<ul style="list-style-type: none"> • If the appeal reason is not grounds for dismissing a citation, the appeal is denied. • If the appeal reason is valid and is not resolved through the Technical, Situational or Policy Review steps, escalate the citation to the full Appeals Board for an external review.

VIOLATION	FIRE LANE
TECHNICAL REVIEW	<p data-bbox="440 237 755 268">OFFICER REQUIREMENTS</p> <ul data-bbox="500 279 1406 380" style="list-style-type: none"> <li data-bbox="500 279 1406 380">• A vehicle is parked such that at least one tire is in an area designated by sign, red painted curb, or words painted on pavement indicating a fire lane. <p data-bbox="440 422 673 453">FIELD STANDARDS</p> <ul data-bbox="500 464 1406 527" style="list-style-type: none"> <li data-bbox="500 464 1406 527">• Fire lane is clearly designated by at least one of the following methods: <ul data-bbox="548 495 1227 527" style="list-style-type: none"> <li data-bbox="548 495 1227 527">▪ Red curbs, signs, or “Fire Lane” painted on pavement <p data-bbox="440 569 769 600">CITATION REQUIREMENTS</p> <ul data-bbox="500 611 1406 737" style="list-style-type: none"> <li data-bbox="500 611 1406 737">• Photo: <ul data-bbox="548 642 1406 737" style="list-style-type: none"> <li data-bbox="548 642 935 674">▪ Clear picture of license plate <li data-bbox="548 674 1406 737">▪ Other pictures that document the vehicle is parked in a designated Fire Lane
SITUATIONAL REVIEW	<ul data-bbox="500 789 1365 852" style="list-style-type: none"> <li data-bbox="500 789 1365 852">• Waivers for this violation may only be granted by the Appeals Board. Only escalate appeals with compelling extenuating circumstances.
POLICY REVIEW	<ul data-bbox="500 898 1341 961" style="list-style-type: none"> <li data-bbox="500 898 1341 961">• By policy, safety violations are enforced at all times and can not be reduced to a warning by PTS staff.
APPEAL REVIEW	<ul data-bbox="500 1008 1382 1108" style="list-style-type: none"> <li data-bbox="500 1008 1382 1108">• If the appeal reason is valid and is not resolved through the Technical, Situational or Policy Review steps, escalate the citation to the full Appeals Board for an external review.

VIOLATION	GRASS OR GROUNDS
TECHNICAL REVIEW	<p>OFFICER REQUIREMENTS</p> <ul style="list-style-type: none"> • A vehicle is parked such that at least one tire is parked on grass or grounds. • May be suspended for tailgating, moving in/out, or other special events. Only PTS staff may suspend enforcement of this regulation. <p>FIELD STANDARDS</p> <ul style="list-style-type: none"> • N/A <p>CITATION REQUIREMENTS</p> <ul style="list-style-type: none"> • Photo: <ul style="list-style-type: none"> ▪ Clear picture of license plate. ▪ Other pictures that document the vehicle is parked on grass or grounds.
SITUATIONAL REVIEW	<ul style="list-style-type: none"> • Are there documented extenuating circumstances that would allow the appeal to be granted?
POLICY REVIEW	<p>Citation may be reduced to a warning if:</p> <ul style="list-style-type: none"> • First offense for violation. Non-safety violation.
APPEAL REVIEW	<ul style="list-style-type: none"> • If the appeal reason is not grounds for dismissing a citation, the appeal is denied. • If the appeal reason is valid and is not resolved through the Technical, Situational or Policy Review steps, escalate the citation to the full Appeals Board for an external review.

VIOLATION	IMPROPER DISPLAY OF PERMIT
TECHNICAL REVIEW	<p>OFFICER REQUIREMENTS</p> <ul style="list-style-type: none"> • A vehicle displays a permit in a manner such that its identifying information cannot be seen. • A vehicle is parked in a designated disability space with no state credentials displayed but has a WKU disability permit displayed. • Personal permit not displayed behind secondary permit (Departmental, Service Vehicle, disability). • Scratch off permit does not have date properly scratched off (no date indicated or multiple days indicated). (NOTE: If date scratched off has passed, treat as an expired permit and issue a “No Permit Displayed” citation). <p>FIELD STANDARDS</p> <ul style="list-style-type: none"> • N/A <p>CITATION REQUIREMENTS</p> <ul style="list-style-type: none"> • A permit is visible in the vehicle. • Photo: <ul style="list-style-type: none"> ▪ Clear picture of license plate ▪ Other pictures that document the improper display that was the justification for the citation.
SITUATIONAL REVIEW	<ul style="list-style-type: none"> • Are there documented extenuating circumstances that would allow the appeal to be granted?
POLICY REVIEW	<p>Citation may be reduced to a warning if:</p> <ul style="list-style-type: none"> • Customer is a visitor using a visitor permit; first time offense • First offense of violation and is otherwise parking legally (has credentials for area, but credentials displayed incorrectly)
APPEAL REVIEW	<ul style="list-style-type: none"> • If the appeal reason is not grounds for dismissing a citation, the appeal is denied. • If the appeal reason is valid and is not resolved through the Technical, Situational or Policy Review steps, escalate the citation to the full Appeals Board for an external review.

VIOLATION	IMPROPER PARKING
TECHNICAL REVIEW	<p>OFFICER REQUIREMENTS</p> <ul style="list-style-type: none"> • A vehicle fails to park within a designated parking space. • Vehicle is extending over the marked lines. • Vehicle is protruding into traffic lane without creating a safety hazard. • Vehicle is occupying two parking spaces. • Vehicle parked improperly within a designated disability zone. <p>FIELD STANDARDS</p> <ul style="list-style-type: none"> • Parking spaces are clearly marked with curbs or paint. • Parking spaces are clearly visible. <p>CITATION REQUIREMENTS</p> <ul style="list-style-type: none"> • Public comments should describe nature of offense (not grounds for automatic citation reduction) • Photo: <ul style="list-style-type: none"> ▪ Clear picture of license plate. ▪ Other pictures that document how the vehicle was improperly parked to justify the citation.
SITUATIONAL REVIEW	<ul style="list-style-type: none"> • Are there documented extenuating circumstances that would allow the appeal to be granted?
POLICY REVIEW	<p>Citation may be reduced to a warning if:</p> <ul style="list-style-type: none"> • No prior history for this offense.
APPEAL REVIEW	<ul style="list-style-type: none"> • If the appeal reason is not grounds for dismissing a citation, the appeal is denied. • If the appeal reason is valid and is not resolved through the Technical, Situational or Policy Review steps, escalate the citation to the full Appeals Board for an external review.

VIOLATION	IMPROPER ZONE
TECHNICAL REVIEW	<p>OFFICER REQUIREMENTS</p> <ul style="list-style-type: none"> • Vehicle parks in a permit controlled area. Permit displayed in vehicle is not honored in the lot at that time. • Vehicle parked in a designated disability space with state credentials displayed but has a WKU permit displayed other than a disability permit. • A vehicle with a Tier 2 permit is parked in a designated Tier 1 space. <p>FIELD STANDARDS</p> <ul style="list-style-type: none"> • Parking lot signs at entrance clearly indicates permit requirement and enforcement times for the lot. <p>CITATION REQUIREMENTS</p> <ul style="list-style-type: none"> • Parking lot zone information (permit requirement and hours of enforcement) is clearly posted at the entrance to the lot. • Permit number displayed in vehicle is recorded in the permit/comments field. • Photo: <ul style="list-style-type: none"> • Clear picture of license plate. • Other pictures that document the invalid permit that was the justification for the citation.
SITUATIONAL REVIEW	<ul style="list-style-type: none"> • Are there documented extenuating circumstances that would allow the appeal to be granted?
POLICY REVIEW	<p>Citation may be reduced to a warning if:</p> <ul style="list-style-type: none"> • No prior history for this offense. • First violation at Knicely Center Visitor Parking
APPEAL REVIEW	<ul style="list-style-type: none"> • If the appeal reason is not grounds for dismissing a citation, the appeal is denied. • If the appeal reason is valid and is not resolved through the Technical, Situational or Policy Review steps, escalate the citation to the full Appeals Board for an external review.

VIOLATION	NO PERMIT DISPLAYED
TECHNICAL REVIEW	<p>OFFICER REQUIREMENTS</p> <ul style="list-style-type: none"> • Vehicle parked in a permit controlled area without a permit. • Vehicle is parked in a permit controlled area with an expired permit. No warnings for this section of the offense. • Related to disability spaces: a “No Permit Displayed” citation may be issued to vehicles displaying state credentials without displaying a WKU disability or visitor permit during hours permit requirements are enforced. • A secondary permit (Departmental or Service Vehicle) is displayed without a personal, primary permit being displayed. <p>FIELD STANDARDS</p> <ul style="list-style-type: none"> • Parking lot zone information (permit requirement and hours of enforcement) is clearly posted at the entrance to the lot. <p>CITATION REQUIREMENTS</p> <ul style="list-style-type: none"> • Field note stating “WKU Disability Permit Required” is required if the citation is issued to a vehicle displaying state credentials without a WKU disability permit • Photo: <ul style="list-style-type: none"> ○ Clear picture of license plate. ○ Picture illustrating lack of permit on rear view mirror or dash.
SITUATIONAL REVIEW	<ul style="list-style-type: none"> • Are there documented extenuating circumstances that would allow the appeal to be granted?
POLICY REVIEW	<p>Citation may be reduced to a warning if:</p> <ul style="list-style-type: none"> • First violation on account. • Individuals who possess a valid permit, that were parked in the correct zone, may receive two Warnings a year for failure to display permit. • First two offenses per permit year may be reduced to a warning if customer can and does purchase a permit for the area. Particularly relevant for evening parking in Gated Hilltop, Gated Regents, Mimosas.
APPEAL REVIEW	<ul style="list-style-type: none"> • If the appeal reason is not grounds for dismissing a citation, the appeal is denied. • If the appeal reason is valid and is not resolved through the Technical, Situational or Policy Review steps, escalate the citation to the full Appeals Board for an external review.

VIOLATION	NON-DESIGNATED PARKING SPACE
TECHNICAL REVIEW	<p>OFFICER REQUIREMENTS</p> <ul style="list-style-type: none"> • Vehicle parking at a location that has not been specifically marked, striped, signed or designated for parking. <p>FIELD STANDARDS</p> <ul style="list-style-type: none"> • Parking spaces are clearly marked by paint in paved areas. • Parking spaces are clearly marked by parking bumpers in gravel lots. <p>CITATION REQUIREMENTS</p> <ul style="list-style-type: none"> • Photo: <ul style="list-style-type: none"> • Clear picture of license plate. • Other pictures that document the vehicle parking in a manner that was the justification for the citation.
SITUATIONAL REVIEW	<ul style="list-style-type: none"> • Are there documented extenuating circumstances that would allow the appeal to be granted?
POLICY REVIEW	<p>Citation may be reduced to a warning if:</p> <ul style="list-style-type: none"> • No prior history for this offense.
APPEAL REVIEW	<ul style="list-style-type: none"> • If the appeal reason is not grounds for dismissing a citation, the appeal is denied. • If the appeal reason is valid and is not resolved through the Technical, Situational or Policy Review steps, escalate the citation to the full Appeals Board for an external review.

VIOLATION	NON-PAYMENT OF SERVICES
TECHNICAL REVIEW	<p data-bbox="516 247 808 273">OFFICER REQUIREMENTS</p> <ul data-bbox="565 283 1388 388" style="list-style-type: none"> <li data-bbox="565 283 1144 308">• Vehicle avoids payment when exiting pay lot. <li data-bbox="565 319 1388 388">• Officer or camera observes vehicle leaving pay lot without paying appropriate fees. <p data-bbox="516 430 734 455">FIELD STANDARDS</p> <ul data-bbox="565 466 657 491" style="list-style-type: none"> <li data-bbox="565 466 657 491">• N/A <p data-bbox="516 533 828 558">CITATION REQUIREMENTS</p> <ul data-bbox="565 569 1412 674" style="list-style-type: none"> <li data-bbox="565 569 1412 638">• Note on citation should indicate who observed violation. Notes are often placed directly on account in T2. <li data-bbox="565 648 1096 674">• Save photo/video images when possible.
SITUATIONAL REVIEW	<ul data-bbox="565 720 1412 789" style="list-style-type: none"> <li data-bbox="565 720 1412 789">• Are there documented extenuating circumstances that would allow the appeal to be granted?
POLICY REVIEW	<ul data-bbox="565 831 1104 856" style="list-style-type: none"> <li data-bbox="565 831 1104 856">• Warnings are not issued for this violation.
APPEAL REVIEW	<ul data-bbox="565 905 1388 1077" style="list-style-type: none"> <li data-bbox="565 905 1388 974">• If the appeal reason is not grounds for dismissing a citation, the appeal is denied. <li data-bbox="565 984 1388 1077">• If the appeal reason is valid and is not resolved through the Technical, Situational or Policy Review steps, escalate the citation to the full Appeals Board for an external review.

VIOLATION	PARKING FACING THE WRONG DIRECTION
TECHNICAL REVIEW	<p>OFFICER REQUIREMENTS</p> <ul style="list-style-type: none"> • Vehicle parked in the opposite direction of normal traffic flow. • Citation is generally issued on city streets or in angled parking spaces where pulling into traffic facing the wrong direction creates a safety hazard. <p>FIELD STANDARDS</p> <ul style="list-style-type: none"> • N/A <p>CITATION REQUIREMENTS</p> <ul style="list-style-type: none"> • Photo: <ul style="list-style-type: none"> ▪ Clear picture of license plate. ▪ Other pictures that document the vehicle parking in a manner that was the justification for the citation.
SITUATIONAL REVIEW	<ul style="list-style-type: none"> • Are there documented extenuating circumstances that would allow the appeal to be granted?
POLICY REVIEW	<p>Citation may be reduced to a warning if:</p> <ul style="list-style-type: none"> • No prior history for this offense.
APPEAL REVIEW	<ul style="list-style-type: none"> • If the appeal reason is not grounds for dismissing a citation, the appeal is denied. • If the appeal reason is valid and is not resolved through the Technical, Situational or Policy Review steps, escalate the citation to the full Appeals Board for an external review.

VIOLATION	PARKING IN ACCESS OR DRIVING LANE
TECHNICAL REVIEW	<p>OFFICER REQUIREMENTS</p> <ul style="list-style-type: none"> • Vehicle blocks, impedes or restricts an entrance, exit or driving lane. <p>FIELD STANDARDS</p> <ul style="list-style-type: none"> • N/A <p>CITATION REQUIREMENTS</p> <ul style="list-style-type: none"> • Photo: <ul style="list-style-type: none"> ▪ Clear picture of license plate. ▪ Other pictures that document the vehicle parking in a manner that was the justification for the citation.
SITUATIONAL REVIEW	<ul style="list-style-type: none"> • Are there documented extenuating circumstances that would allow the appeal to be granted?
POLICY REVIEW	<ul style="list-style-type: none"> • Safety violations are enforced at all times.
APPEAL REVIEW	<ul style="list-style-type: none"> • If the appeal reason is not grounds for dismissing a citation, the appeal is denied. • If the appeal reason is valid and is not resolved through the Technical, Situational or Policy Review steps, escalate the citation to the full Appeals Board for an external review.

VIOLATION	POSSESSION OF FALSIFIED PERMIT
TECHNICAL REVIEW	<p>OFFICER REQUIREMENTS</p> <ul style="list-style-type: none"> • Vehicle displays a fake WKU Parking permit • Vehicle displays a WKU parking permit that has been altered • Vehicle displays a temporary permit that has been altered <p>FIELD STANDARDS</p> <ul style="list-style-type: none"> • N/A <p>CITATION REQUIREMENTS</p> <ul style="list-style-type: none"> • Confirm with Dispatch that the permit is fictitious • Photo: <ul style="list-style-type: none"> ▪ Clear picture of license plate. ▪ Photograph of falsified permit being displayed.
SITUATIONAL REVIEW	<ul style="list-style-type: none"> • In general, no situation justifies use of a falsified permit.
POLICY REVIEW	<ul style="list-style-type: none"> • Falsify permit violations are not reduced by front line PTS staff.
APPEAL REVIEW	<ul style="list-style-type: none"> • If the appeal reason is valid, escalate the citation to the full Appeals Board for an external review. • Appeals may only be filed after all citations have been paid.

VIOLATION	POSSESSION OF LOST/STOLEN PERMIT
TECHNICAL REVIEW	<p data-bbox="516 237 812 268">OFFICER REQUIREMENTS</p> <ul data-bbox="560 279 1388 346" style="list-style-type: none"> • Vehicle displays a permit that has been reported as lost, stolen or missing. <p data-bbox="516 388 730 420">FIELD STANDARDS</p> <ul data-bbox="560 430 657 462" style="list-style-type: none"> • N/A <p data-bbox="516 493 828 525">CITATION REQUIREMENTS</p> <ul data-bbox="560 535 1234 640" style="list-style-type: none"> • Photo: <ul style="list-style-type: none"> ▪ Clear picture of license plate. ▪ Photograph of lost/stolen permit being displayed.
SITUATIONAL REVIEW	<ul data-bbox="560 678 1307 709" style="list-style-type: none"> • In general, no situation justifies use of a lost/stolen permit.
POLICY REVIEW	<p data-bbox="516 751 990 783">Citation may be reduced to a warning if:</p> <ul data-bbox="560 793 1388 888" style="list-style-type: none"> • Original owner of permit is displaying lost permit, owner has new permit and lost permit is turned in. Boot fee may also be waived under this circumstance.
APPEAL REVIEW	<ul data-bbox="560 936 1412 1041" style="list-style-type: none"> • If the appeal reason is valid, escalate the citation to the full Appeals Board for an external review. • Appeals may only be filed after all citations have been paid.

VIOLATION	RESERVED PARKING
TECHNICAL REVIEW	<p>OFFICER REQUIREMENTS</p> <ul style="list-style-type: none"> An Unauthorized vehicle is parked in a space or area that is marked for a specific University parking permit, permit type, user or use. <p>NOTE:</p> <ul style="list-style-type: none"> Departmental Reserved and Clinical Services parking spaces should not be abused by departmental faculty, staff or students. Examples of abuse include observing the same vehicle repeatedly parking for extended periods. <p>FIELD STANDARDS</p> <ul style="list-style-type: none"> Reserved parking spaces is clearly marked with appropriate signs and/or paint marking. “\$100 Fine” sign should be attached below each sign. <p>CITATION REQUIREMENTS</p> <ul style="list-style-type: none"> Photo: <ul style="list-style-type: none"> Clear picture of license plate. Photograph of vehicle parking in front of Reserved sign/markings documenting infraction.
SITUATIONAL REVIEW	<ul style="list-style-type: none"> If the individual was granted authorization to park in that space/area a citation may be reduced.
POLICY REVIEW	<p>Citation may be reduced to a warning if:</p> <ul style="list-style-type: none"> First violation in Kniceley Center Lot. Documentation is provided the customer was legitimately a client at the time of the citation (Clinical Services Lot).
APPEAL REVIEW	<ul style="list-style-type: none"> If the appeal reason is not grounds for dismissing a citation, the appeal is denied. If the appeal reason is valid and is not resolved through the Technical, Situational or Policy Review steps, escalate the citation to the full Appeals Board for an external review.

VIOLATION	RESTRICTED AREA
TECHNICAL REVIEW	<p data-bbox="516 247 808 273">OFFICER REQUIREMENTS</p> <ul data-bbox="565 283 1396 384" style="list-style-type: none"> <li data-bbox="565 283 1396 384">• Vehicle parked in an area where signs, cones, barricades, rope or other barriers have been placed to temporarily restrict traffic flow or to purposely prohibit parking in that area. <p data-bbox="516 426 734 451">FIELD STANDARDS</p> <ul data-bbox="565 462 1042 487" style="list-style-type: none"> <li data-bbox="565 462 1042 487">• Prohibited parking is clearly marked. <p data-bbox="516 529 824 554">CITATION REQUIREMENTS</p> <ul data-bbox="565 564 1380 707" style="list-style-type: none"> <li data-bbox="565 564 1380 590">• Photo: <ul data-bbox="597 600 1380 707" style="list-style-type: none"> <li data-bbox="597 600 987 632">▪ Clear picture of license plate. <li data-bbox="597 642 1380 707">▪ Other pictures that document the vehicle parking in a manner that was the justification for the citation if applicable.
SITUATIONAL REVIEW	<ul data-bbox="565 751 1421 852" style="list-style-type: none"> <li data-bbox="565 751 1421 852">• Are there documented extenuating circumstances that shows that the individual could not move their vehicle from the Restricted Area (e.g. illness, out-of-town)?
POLICY REVIEW	<ul data-bbox="565 898 1383 961" style="list-style-type: none"> <li data-bbox="565 898 1383 961">• In general, warnings are not granted for this offense. Most often used in support of event operations.
APPEAL REVIEW	<ul data-bbox="565 1003 1388 1182" style="list-style-type: none"> <li data-bbox="565 1003 1388 1066">• If the appeal reason is not grounds for dismissing a citation, the appeal is denied. <li data-bbox="565 1077 1388 1182">• If the appeal reason is valid and is not resolved through the Technical, Situational or Policy Review steps, escalate the citation to the full Appeals Board for an external review.

VIOLATION	SIDEWALK OR CROSSWALK
TECHNICAL REVIEW	<p>OFFICER REQUIREMENTS</p> <ul style="list-style-type: none"> • Vehicle parked such that at least one tire is parked on or in an area designated for pedestrian use. • Vehicle is parked such that at least one tire is parked on or in an area designated for pedestrians to cross road or driveway. <p>FIELD STANDARDS</p> <ul style="list-style-type: none"> • If crosswalk, it should be indicated by signs and/or paint. <p>CITATION REQUIREMENTS</p> <ul style="list-style-type: none"> • Photo: <ul style="list-style-type: none"> ▪ Clear picture of license plate. ▪ Other pictures that document the vehicle parking in a manner that was the justification for the citation.
SITUATIONAL REVIEW	<ul style="list-style-type: none"> • Are there documented extenuating circumstances that shows that the vehicle was inoperative and unable to move from its location.
POLICY REVIEW	<ul style="list-style-type: none"> • Safety violation. In general, warnings are not issued for this citation.
APPEAL REVIEW	<ul style="list-style-type: none"> • If the appeal reason is not grounds for dismissing a citation, the appeal is denied. • If the appeal reason is valid and is not resolved through the Technical, Situational or Policy Review steps, escalate the citation to the full Appeals Board for an external review.

VIOLATION	UNAUTHORIZED USE OF PERMIT
TECHNICAL REVIEW	<p>OFFICER REQUIREMENTS</p> <ul style="list-style-type: none"> • An officer observes a permit being used by someone other than the permit holder. • Faculty/Staff/Students using Visitor permits. • Terminated employees using faculty/staff permit. <p>FIELD STANDARDS</p> <ul style="list-style-type: none"> • N/A <p>CITATION REQUIREMENTS</p> <ul style="list-style-type: none"> • Record the permit number on citation • Photo of license plate and to document use of permit.
SITUATIONAL REVIEW	<ul style="list-style-type: none"> • By policy, permits are non-transferable to other parties.
POLICY REVIEW	<ul style="list-style-type: none"> • By policy, permits are non-transferable. This violation cannot be reduced on Initial Review.
APPEAL REVIEW	<ul style="list-style-type: none"> • If the appeal reason is not grounds for dismissing a citation, the appeal is denied. • If the appeal reason is valid and is not resolved through the Technical, Situational or Policy Review steps, escalate the citation to the full Appeals Board for an external review.

VIOLATION	YELLOW ZONE
TECHNICAL REVIEW	<p data-bbox="516 247 808 273">OFFICER REQUIREMENTS</p> <ul data-bbox="565 283 1416 346" style="list-style-type: none"> • Vehicle parked such that at least one wheel is in an area designated by yellow curbing, stripes or paint. <p data-bbox="516 388 734 413">FIELD STANDARDS</p> <ul data-bbox="565 424 1237 487" style="list-style-type: none"> • Prohibited parking area is clearly marked and visible. • Offense is enforced during all time periods. <p data-bbox="516 529 824 554">CITATION REQUIREMENTS</p> <ul data-bbox="565 564 1393 701" style="list-style-type: none"> • Photo: <ul style="list-style-type: none"> ▪ Clear picture of license plate. ▪ Other pictures that document the vehicle parking in the Yellow Zone.
SITUATIONAL REVIEW	<ul data-bbox="565 753 1205 779" style="list-style-type: none"> • This violation cannot be reduced on Initial Review.
POLICY REVIEW	<ul data-bbox="565 827 1377 852" style="list-style-type: none"> • Safety violations are enforced at all times. No warnings granted.
APPEAL REVIEW	<ul data-bbox="565 900 1393 1073" style="list-style-type: none"> • If the appeal reason is not grounds for dismissing a citation, the appeal is denied. • If the appeal reason is valid and is not resolved through the Technical, Situational or Policy Review steps, escalate the citation to the full Appeals Board for an external review.