



## **Parking and Traffic Citations, Appeals and Fine Procedures**

### **Parking and Traffic Appeals Process**

Pima Community College (PCC), by authority of §15-1449 Arizona Revised Statutes as amended, has the responsibility for establishing parking and traffic regulations for control of vehicles on PCC properties. The PCC Department of Public Safety (PCCDPS) enforces these regulations.

Any person receiving a citation for allegedly violating a PCCDPS parking or traffic regulation may appeal the citation. See below for details. (A person may not appeal parking or traffic warnings or tickets from other law enforcement jurisdictions.)

### **For PCC Students and Employees**

PCC students and employees receiving a citation for allegedly violating a PCCDPS parking or traffic regulation has seven (7) days from the date the ticket was issued in which to file an appeal with the PCC Parking and Traffic Appeals Board.

The Parking and Traffic Appeals Board is a standing board made up of a representative of College Police, one PCC Administrator, one Campus Student Life Coordinator and one Campus Student Body President.

In order to appeal a parking or traffic citation, you must follow the guidelines in this brochure.

- Appeals may be made in-person, by video conference from the selected campus site or in writing.
- Within seven (7) days of the date the ticket was issued, complete a copy of the Parking and Traffic Appeals Board Form online at *MyPima*. Students should go to the Student Life tab; employees to the @Work tab.
- Online, log in at *MyPima* (students through the Student Life tab; employees through the @Work tab) and select one of the preset appeals hearing dates and appeal methods (in-person, by video from a selected campus site or in writing). Hearings are scheduled twice a month. You will receive an e-mail confirmation of the date, time and location of the Parking and Traffic Appeals Board Hearing.
- The hearing must be held within 30 days of the citation date.

## For the general public

Members of the general public receiving a citation for allegedly violating a PCCDPS parking or traffic regulation must call PCCDPS at 206-2671 to schedule a hearing; this must be done within seven (7) days from the date the ticket was issued. The hearing must be held within 30 days of the citation date.

## Parking and Traffic Appeals Board Hearing

- Be prepared to answer and ask questions.
- You should explain why you should be found ***not responsible*** for the citation(s).
- The PCCDPS Officer who issued the citation(s), or designee attends the hearing and presents evidence, but does not vote on the appeal.
- The Parking and Traffic Appeals Board will make its decision after hearing all appeals scheduled that day.

## Notification of Decision

The Parking and Traffic Appeals Board will contact you via e-mail or by U.S. mail about the Board's decision seven (7) calendar days after the hearing.

- If you are found responsible for the citation, the notification will tell you the amount of the fine, how to pay it and consequences of not paying it.\*
- If you are found not responsible for the citation, you will not be required to pay fines related to this citation.

**\*Note:** All fines must be paid during the timeframe noted in the notification. Pay fines at any campus Cashier's Office. Failure to pay fines according to Parking and Traffic Appeals Board regulations will cause the college to put a hold on your records, grades and class registration.

All decisions of the Parking and Traffic Appeals Board are final. If you have any questions, please contact PCCDPS, 6680 S. Country Club Road, Tucson, AZ, 85709-1740, or (520) 206-2692.



**PimaCommunityCollege**

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Pima Community College is an equal opportunity, affirmative action employer and educational institution committed to excellence through diversity. Reasonable accommodations, including materials in an alternative format, will be provided for individuals with disabilities when a minimum of five working days' advance notice is given. For the general public, please contact the PCC information line at (520)206-4500 (TTY 206-4530); for PCC students, contact the appropriate campus Disabled Student Resources office.

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