

Policy Number: 105.2.1

Policy: Ticket Appeal & Application

Effective Date: 08/01/2008

Revision Date: 02/01/2012

Approved by: Scott Forshee, Chief of Police

PROCEDURE:

Ticket Appeals Board:

- I. The mission of the Ticket Appeals Board (TAB) is to arbitrate contested campus parking citations/issues in a fair and consistent manner.
- II. The Ticket Appeals Board (TAB) shall be composed of a minimum of:
 - A. Two faculty volunteers,
 - B. Two staff volunteers, and
 - C. Two student volunteers.
- III. From the members a Chairperson shall be appointed to preside, and will vote only in case of a tie. The University Parking Compliance Officer shall serve as a non-voting advisor to the TAB.
- IV. The duties of the TAB shall be:
 - A. To hear and rule on all appeals of contested parking violations with the consistent and accurate application of the published University Parking Regulations. The Board shall have a general authority to judge the efficacy of the application of the University's Parking Regulations, the enforcement actions taken and the resulting fines.
 - B. To review on a biennial basis, the University Parking Regulations with respect to functionality and enforceability.
 - C. To make recommendations to the Parking Compliance Officer and University Police Department for adoption.
 - D. To interpret the regulations regarding campus parking.
- V. The TAB shall have the authority by its decision:
 - A. To sanction (uphold) the issuance of parking citations;
 - B. To void or dismiss a citation;
 - C. To reduce the fine, however may not increase the fine amount as specified in the regulations;
 - D. To deny parking privileges to a violator.
- VI. Meetings:
 - A. Are held in the conference room/Emergency Operations Center (EOC) at the University Police Office (lower level of the Parking Garage).
 - B. Are scheduled one midweek-day toward the end of each semester.

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- C. Begin at 4:00 pm.
- D. The appellant shall be advised of the date of the next meeting,

VII. Appellant responsibilities:

- A. Complete an appeals form and receive a copy of it. If an appellant fails to appear, or fails to call to reschedule, the fine shall stand and the appellant will be encumbered for that amount.
- B. Questions or concerns may be addressed to the Parking Compliance Officer or to the University Police Chief at the MSU-Billings University Police Office, 657-2147.

REFERENCE:

MSU Billings Parking Regulations, Policy 105.2, Section IV, B, Appeals



Ticket Appeal Application

Appellant: _____ ID#: _____

Address: _____ Ticket #(s): _____

City, ST, Zip: _____

Phone #: _____

Student _____ Faculty/Staff _____ Other _____ Total Fine: _____

I hereby agree to appear before the Ticket Appeals Board at the University Police Office at 4:00pm. on the _____ day of _____, _____, and to abide by the decision of the TAB regarding the tickets listed above. I understand that if I fail to appear at the specified place and time, these violations will stand and fines will be due immediately. Further, my University records may be encumbered.

Signature: _____ Date: _____

For office use only:

Ruling by the Chief of Police: _____ Dismissed _____ Upheld _____ Referred to TAB

_____ Appeared _____ Telephone

Signature _____ Date _____

(Chief of Police)

(TAB) Resolution:

_____ Appearance _____ Non-Appearance _____ Requested Reschedule _____

Comments:

Chairperson _____ Date _____