



Procedure Number: CS 202
 Procedure Title: Parking Appeals Procedure
 Relevant Board Policy: C.2.2 (Policy) Police and Security
 C.2.2.2 (Procedure) Traffic and Parking Controls
 Relevant SACSCOC Principle: 13.8 Finance and Physical Resources
 Originating Unit: Vice President of College Services
 Maintenance Unit: Vice President of College Services and College Facilitator
 Contact for Interpretation: Parking Appeals Committee (Chair-Vanessa Mayfield)

I. Purpose: This procedure establishes criteria to resolve student and employee parking appeals.

II. Procedure statement:

- A. Citation appeals are received via email.
- B. Committee is convened by Parking Appeal Committee Chair to review when appeals received.
 - 1. Committee members read the citations and makes recommendation based on the information included. If not at consensus, committee members discuss specifics and come up with a unanimous conclusion.
 - 2. Each committee member signs the Appeal Form with the determination.
 - 3. Parking Appeal Committee Chair sends an email to the individual filing the appeal and lets them know what the recommendation is.
 - 4. Courtesy copy is sent to District DPS and College CPL.
 - 5. Copy is filed in the Parking Appeals folder located in NLIB 316C.

Attachment:

[http://www.alamo.edu/uploadedFiles/District/Employees/Departments/Police_Department/pdf/forms/Citation%20Appeal%20Form%20\(Revised%2010-28-13\)\(1\).pdf](http://www.alamo.edu/uploadedFiles/District/Employees/Departments/Police_Department/pdf/forms/Citation%20Appeal%20Form%20(Revised%2010-28-13)(1).pdf)

Originator: Vanessa Mayfield

Date Approved: 2/26/19

Last Updated: 02/21/19

Approved: Tangila C. Dove, PhD

Title: _____