

**SOUTHWEST TENNESSEE COMMUNITY COLLEGE****SUBJECT:** Faculty and Staff Traffic Appeals**EFFECTIVE DATE:** July 1, 2000**I) General**

The purpose of this policy is to provide faculty and staff members who receive traffic citations from the Department of Public Safety a hearing to appeal the citations. Citations received by College visitors and guests do not come under this procedure. Tickets received by visitors and guests should be forwarded to the Director of Public Safety for disposition.

**II) Responsibility**

The Vice President for Business, Finance and Information Systems is responsible for maintaining this procedure as well as providing administrative support to the Faculty and Staff Traffic Appeals Committee.

**III) Guideline for Appeals**

- 1) A faculty or staff member who has received a parking ticket has seventy-two (72) hours from the time it was written to either file an appeal or pay the fine as cited on the reverse side of the ticket. Weekends and College holidays are not included in counting the seventy-two hours.
- 2) The faculty or staff member may appeal the ticket by completing an appeal form which is available from the Director of Public Safety. Once the written appeal is completed, it should be returned with the parking ticket to the Public Safety Office.
- 3) The appeal and the parking ticket are forwarded by the Director of Public Safety to the Chairperson of the Faculty/Staff Traffic Appeals Committee. The Chairperson notifies the faculty or staff member of the date and time of the hearing at which the appeal will be reviewed. While the written appeal serves as the primary vehicle for the appeal, the employee may appear in person upon prior notification to the Committee Chairperson.

**Source of Policy:** Transition Team 5.b  
Business & Finance

**Related Policy:** STCC: 3:02:02:00/11

**Approved:** \_\_\_\_\_  
**President**

**Responsible Vice President for Business,  
 Administrator:** Finance & Info Systems

**TBR Policy Reference:** N/A

**TBR Guideline Reference:** N/A

**Date:** July 1, 2000

- 4) Once the Committee has heard or reviewed the facts presented by the faculty or staff member, a vote shall be taken to uphold or deny the appeal. The Chairperson will vote only in the case of a tie.
- 5) The results of the vote will be recorded on the appeal form, and the decision transmitted to the faculty or staff member as well as the Director of Public Safety. If the appeal is upheld, the citation will be voided by Public Safety. If the appeal is denied, the employee will be advised to present the traffic ticket and/or the proper amount of the fine at the Bursar's Office within ten (10) working days. If the payment is not made within the ten day period, appropriate action will be taken to collect the same.
- 6) The Committee's decision is to be considered final. There is no appeal.