

**Policy/Procedure Number: 105.2.1**

**Policy/Procedure: Ticket Appeal & Application**

**Effective Date: 08/01/2008**

**Revision Date: 06/01/2017**

**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 6 members a Chairperson shall be appointed to preside and will not vote. 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 for consideration 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 a parking citation;
  - 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 and Parking Office (lower level of the Parking Garage).
  - B. Are scheduled one midweek-day toward the end of each semester.
  - C. Begin at 4:00 pm.

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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 responsible 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, 657-1704.

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: \_\_\_\_\_

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### 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-Appearence \_\_\_\_\_ Requested Reschedule \_\_\_\_\_

Comments:

Chairperson \_\_\_\_\_ Date \_\_\_\_\_