

## **Contesting a Parking or Traffic Citation**

To appeal a parking and traffic citation, please submit a written appeal with specific details within five (5) working days of the violation date.

If you submit your appeal *more than* five (5) working days after the violation date, it **will not** be considered. All written appeals must be delivered to the Campus Public Safety Sergeant Raymond Richardson, or they may be emailed to [parking@bates.ctc.edu](mailto:parking@bates.ctc.edu).

The Campus Public Safety Sergeant will make the final decision on your appeal. If you disagree, you can appeal this decision to the Health and Safety Manager. This appeal must be made in writing and delivered to the Health and Safety Manager, Downtown Campus, Room A112. The violator will be notified in writing of the Health and Safety Manager's decision. The Health and Safety Manager's decision relative to parking and traffic appeals are final.

The following reasons are not generally considered as valid extenuating circumstances for an appeal:

- Lack of knowledge of the regulations
- Other vehicles were parked improperly
- Lack of parking permit
- Previously received a warning from campus officer for similar offenses
- No other place to park
- Late to work, class or appointment
- Did not see the sign or line markings
- A note of explanation was left on the windshield.

### **Send your written appeal here:**

Campus Public Safety Sergeant  
Campus Public Safety, Room C201  
1101 S. Yakima Ave.  
Tacoma, WA 98405