

SOUTHWEST TENNESSEE COMMUNITY COLLEGE**SUBJECT:** Faculty and Student Traffic Appeal**EFFECTIVE DATE:** July 1, 2000; July 1, 2024**Purpose**

The purpose of this policy is to establish the availability of an appeal for faculty and staff members who receive a parking ticket from the Southwest Tennessee Community College (“Southwest” or “the College”) Department of Police Services/Public Safety.

Policy

This policy applies to employees of the College. Students may appeal a citation pursuant to Southwest policy [3:02:02:00/10](#), Student Traffic Appeals. Visitors and guests may appeal pursuant to Southwest policy [6:05:00:00/18](#), Traffic and Parking Regulations, Section VII.

A. Responsibility

The Chief of Administrative Services is responsible for maintaining this policy as well as providing administrative support to the Faculty and Staff Traffic Appeals Committee.

B. Guidelines for Appeals

1. An employee who has received a parking ticket may appeal the citation within fifteen (15) days of the issuance date. Weekends and College holidays are not included in counting the fifteen (15) days.
2. The employee may appeal the ticket by completing an appeal form, which is available [online](#) on the Department of Police Services/Public Safety’s webpage and the department’s office. Written forms must be returned to the Police Services/Public Safety Office.
3. The Executive Director of Police Services/Public Safety or designee will forward appeals to the Chairperson of the Faculty and Staff Traffic Appeals Committee. The Chairperson will notify the appellant of the date and time of the appeal hearing.
4. After the hearing, members of the Faculty and Staff Traffic Appeals Committee, other than the Chairperson, shall vote to uphold or deny the appeal. The Chairperson will vote only if it is necessary to break a tie.
5. The result of the appeal will be recorded on the appeal form, which will be maintained by the Police Services/ Public Safety Department. The Committee Chairperson shall give notice of the decision to the Executive Director of Police Services/Public Safety, who shall notify the employee. If the appeal is denied, the employee shall receive a written notice from the department requiring the employee to submit payment

for the ticket to the Bursar's Office within ten (10) business days, which does not include weekends, holidays, or remote workdays. If the payment is not made within ten (10) business days, Southwest policy [4:00:00:00/8](#), Employee Debts to the College will apply.

6. The Committee's decision is to be considered final. There is no further appeal.

Source of Policy: Business and Finance

Responsible

Administrator: Chief of Administrative Services

4:00:00:00/8

Related Policy: 6:05:00:00/18; 3:02:02:00/10

TBR Policy Reference: 7.05.00.00

Approved: 

President

Date: July 1, 2024