



## Traffic / Parking Citation Appeal

1. BRCC Police Officers are experience and well informed regarding the BRCC traffic rules and regulations.
2. Parking / Traffic Citations are issued only when an infraction of BRCC traffic regulations occur.
3. If you receive a Citation and believe that the Citation has been issued in error, you may appeal to the Traffic Appeals Board.
4. Appeals on the Original Citation can be made to the Traffic Appeals Board if the appeal is filed within 7 business days after it is issued.
5. The right to appeal a citation is waived upon the eighth day after the parking or traffic citation was issued, excluding official College holidays.
6. Only one appeal per citation may be made. The decision of the Traffic Appeals Board is final.

### INSTRUCTIONS

1. All Appeal Forms must be printed clearly, and additional statements must be typed. The Traffic Appeals Board will meet once a month based on the numbers of appeals. Please attached or print clearly, a typed explanation to this appeal application along with any supporting documents.
2. The fine must be paid in the Bursar Office for each citation that is appealed.
3. At the time you pay the fine, you can request a Traffic Appeals Form.
4. Attach business office receipt to appeal form, fill out form, and take or mail it to the BRCC Police Department. The Traffic Appeals Board will review the appeal as quickly as possible.
5. If your appeal is approved, your citation fee will be refunded by mail.
6. If your appeal is denied, your citation fee will be forfeited and you will contacted by email.

Appeals must be filed no later than seven business days after the citation was issued.

### TRAFFIC / PARKING CITATION APPEAL FORM

Citation Number: \_\_\_\_\_ Parking Decal # \_\_\_\_\_ Student Identification Number \_\_\_\_\_

New Student                      Continuing Student                      Re-admit Student                      Faculty/Staff

Faculty/Staff ID Number \_\_\_\_\_

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State \_\_\_\_\_ Zip: \_\_\_\_\_

DATE OF VIOLATION: \_\_\_\_\_

RECEIPT DATE: \_\_\_\_\_

VEHICLE LICENCE PLATE NUMBER: \_\_\_\_\_ State: \_\_\_\_\_

Completed by BRCC Police Department Personnel

DATE APPEAL RECEIVED AT BRCC Police Department Office \_\_\_\_\_

Return Appeal To:

Baton Rouge Community College  
c/o BRCC Police Department  
201 Community College Drive  
Baton Rouge, LA 70806

