



UNIVERSITY OF ARKANSAS  
FOR MEDICAL SCIENCES

*UAMS ADMINISTRATIVE GUIDE*

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**SECTION: CAMPUS OPERATIONS**

**AREA: PUBLIC SAFETY AND SECURITY**

**SUBJECT: TRAFFIC CITATION APPEALS POLICY**

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**PURPOSE**

The purpose of this policy is to notify employees, faculty, staff and students of the University of Arkansas for Medical Sciences (UAMS) of the procedures to be followed in appealing traffic citations issued by the UAMS Police or Parking Operations Department.

**SCOPE**

This policy covers all UAMS employees, faculty, staff and students.

**POLICY**

Appeals of traffic citations must be submitted to the UAMS Parking Operations Department for review by the UAMS Traffic Appeals Committee.

**PROCEDURE**

1. The Traffic Appeals Committee, a body of the House of Delegates, is responsible for reviewing appeals of traffic citations. The Committee is comprised of students, staff and employees, and meets at least once a month (meetings are held the first Friday or the third Wednesday of the month). The Committee will meet bimonthly if there are a sufficient number of requests for appeals.
2. UAMS staff, faculty, employees, and students who wish to appeal a traffic or parking citation must complete a *Traffic Violation Appeals Form* and turn it in to the UAMS Parking Operations Department **within seven days** of being issued the citation. The *Traffic Violation Appeals Form* is available on the UAMS Parking Operations website or may be picked up at the UAMS Parking Operations Office located in the Distribution Center, Room 204, Monday through Friday, 7:30 a.m. - 4:00 p.m. Traffic citation appeals received within seven days from the citation's issuance will be considered by the Traffic Appeals Committee at the assigned meeting date. The Committee will review the appeal and will rule either that the appeal be denied, or that the citation be voided, or reduced.
3. The appellee will be notified of the Committee's decision.

Signature: \_\_\_\_\_

Date: June 24, 2011