



CITATION APPEAL

Return to:
 Campus Safety
 3500 Mountain Blvd.
 Oakland, CA 94619
 Phone: (510) 436-1287
 CampusSafety@hnu.edu

DATE RECEIVED:	FG <input type="checkbox"/>	OFC <input type="checkbox"/>	FAX <input type="checkbox"/>	INITIALS
DATE RESP. SENT				INITIALS
APPEAL RESPONSE	<input type="checkbox"/> Waived <input type="checkbox"/> Denied <input type="checkbox"/> Reduced <input type="checkbox"/> Community Service			INITIALS
FINE AMOUNT				INITIALS
DATE OF MEETING				INITIALS

INSTRUCTIONS: PLEASE FILL THE FRONT OF THIS FORM IN COMPLETELY AND SIGN IT, THEN RETURN IT TO THE CAMPUS SAFETY OFFICE. IF YOU REQUIRE MORE SPACE FOR YOUR EXPLANATION, ATTACH ADDITIONAL PAGES AS NECESSARY AND WRITE YOUR NAME AND LICENSE PLATE ON EACH PAGE.

YOUR APPEAL WILL BE REVIEWED BY A CAMPUS SAFETY SUPERVISOR WITHIN ONE WEEK OF SUBMISSION AND YOU WILL RECEIVE A REPLY TO THE E-MAIL LISTED ON THE FORM.

IF YOU CHOOSE, YOU MAY REQUEST TO CONVERT YOUR FINE BY PERFORMING COMMUNITY SERVICE ACTS ON THE HNU CAMPUS. THE RATE OF CONVERSION IS 5 HOURS FOR \$50, 15 HOURS FOR \$150. THE RATE IS BASED ON THE HNU WORK-STUDY HOURLY WAGE.

IF THE MATTER NEEDS TO BE ESCALATED A MEETING CAN BE SCHEDULED WITH THE DIRECTOR OF CAMPUS SAFETY BY CONTACTING THE CAMPUS SAFETY OFFICE AT (510) 436- 1287.

PLEASE PRINT

LAST NAME	FIRST NAME	MIDDLE INITIAL	
HOME ADDRESS	CITY	STATE	ZIP CODE
CELL PHONE #	ALT PHONE #	EMAIL ADDRESS	

STUDENT FACULTY STAFF OTHER Explain: _____

VEHICLE INFORMATION – PLEASE FILL IN ALL BLANKS

LICENSE PLATE	STATE	YEAR	MAKE	MODEL	VEH. COLOR
PERMIT #	DATE OF CITATION	CITATION #	VIOLATION(S)		

IN THE SPACE PROVIDED, INDICATE YOUR REASON(S) FOR AN APPEAL: