

Parking and Transportation Services Manual (PTS)

PTS 403: Administrative Dismissal of Citations

Effective: 2/10/1956

Revised: 3/1/2010

Purpose

To provide for administrative dismissal of parking citations, when appropriate

Sources

Arizona Revised Statutes § 15–1627

ASU Parking Rules and Regulations

Policy

Occasionally, in special circumstances not covered by the *ASU Parking Rules and Regulations*, parking citations may be dismissed by Parking and Transportation Services administrators.

Procedure

The authorizing administrator follows these steps:

1. Verify that the special circumstances are not covered by the *ASU Parking Rules and Regulations* or commonly applied law.
2. Authorize the administrative dismissal of a citation by:
 - a. dating and signing or initialing the citation, citation facsimile, or ASU Parking Citation Appeal form
 - and
 - b. specifying the reasons for dismissal.
3. Inform the person cited of the action taken and provide copies of the decision to the person cited and the Appeals Office.

Cross-References

For information on parking citations, see the policies in PTS 300, “Parking Enforcement.” For more information about appealing parking citations, see:

1. [PTS 401](#), “Parking Citations Appeals”
2. [PTS 402](#), “Parking Citations Appeals Board”
- and
3. [PTS 404](#), “Release of Citations/Appeals Information.”