



Citrus Heights Police Department
6315 Fountain Square Drive, Citrus Heights, CA 95621 (916) 727-5500

ADMINISTRATIVE CITATION REVIEW REQUEST

Submit to CHPD Records Division | pdpra@citrusheights.net

Citation Number:	Citation Date:	
Name:	Address:	
City:	State:	Zip Code:
Phone Number(s):		
Provide a brief explanation of your reason for contesting the citation and list any relevant information or evidence (attach supporting documents; continue on the back of this form as needed):		
CHPD Reviewing Officer		
Name & Badge #: _____ Date: _____ Time: _____		
Reviewer Notes:		
☐ Upheld (see instructions below) ☐ Dismissed (submit form to Records Unit) ☐ Notified Phoenix Group		
APPEAL HEARING REQUEST CITRUS HEIGHTS MUNICIPAL CODE § 38-81(p)		
Pursuant to Citrus Heights Municipal Code § 38-81(p), any recipient of an administrative citation may request an administrative hearing to contest the citation. A hearing request must be submitted in writing and must comply with the following: Deadline to Request Hearing: A request for hearing must be filed within 30 calendar days from the date the citation was issued. Hearing Fee: A deposit of the full amount of the administrative fine must be submitted along with this request pursuant to CHMC § 38. Hearing Process: Upon timely receipt of a valid hearing request and deposit, the City will schedule a hearing before a Hearing Officer in accordance with the procedures set forth in CHMC § 38-82. A Hearing Officer will review the evidence and testimony and issue a written decision.		
I hereby request an administrative hearing to contest the issuance of my administrative citation for the alleged violation(s) of the Citrus Heights Municipal Code. I understand that failure to submit this form within the prescribed timeframe, along with the required deposit, may result in the waiver of my right to a hearing.		
Signature: _____		Date: _____