



## CITY OF MOUNTAIN VIEW ADMINISTRATIVE CITATION PROCESS FREQUENTLY ASKED QUESTIONS

### **What is an Administrative Citation?**

The Mountain View City Code provides for both civil and criminal penalties for violations of ordinances. The Administrative Citation Program is a mechanism to enforce appropriate provisions of the City Code without a criminal arrest and prosecution.

### **What do I do if I receive an Administrative Citation Warning?**

A correctable violation may be processed as a warning, which allows a responsible party to correct any violation without penalty. If a violation is addressed by a warning, the box denoting a warning will be checked, and the responsible party must correct the violation by the specified date. Failure to correct the violation will subject the responsible party to a monetary penalty. If the responsible party has corrected the violation, the citation is resolved and no penalty is due.

### **What do I do if I receive an Administrative Citation?**

A violation that is handled as a citation will be issued with the box denoting an administrative citation checked and a date in which the penalty is due. The responsible party must pay the fine, or request an appeal. Failure to pay the fine by the due date may result in additional penalties. Unpaid fines may result in property liens, or may be submitted for collections that can negatively impact the responsible party's credit history.

### **How do I make payment?**

Penalties are assessed in accordance with the City Code and established policy. Payment can be made as follows:

- Cash, VISA, or MasterCard will be accepted in person at City Hall.
- Make checks payable to City of Mountain View

Mail or deliver payment to:

City of Mountain View Finance Department  
500 Castro Street  
Mountain View, CA 94041  
Attn: Administrative Citations

Questions regarding citations should be referred to the Police Department at (650) 903-6344.

### **What if I don't pay the fine?**

Late payments or a failure to pay the fine will result in additional penalties. Unpaid fines may result in property liens, or may be submitted for collections, which can negatively impact the responsible party's credit history.



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### **How do I appeal an Administrative Citation?**

Any person disputing an administrative citation may contest the citation by completing a "Request for Appeal" form and returning the form within thirty (30) days from the date of the issuance of the citation. The initial appeal is handled by the Police Department. The City Code requires citations be paid even if the citizen wishes to appeal.

Appeal forms may be obtained:

- On-Line at [www.mvdpd.gov](http://www.mvdpd.gov)
- By calling (650) 903-6344 and asking for an appeal form to be sent to you.
- In person at the Police Department, 1000 Villa Street, Mountain View.

### **What if I can't afford to pay the advance deposit before a hearing?**

If paying the penalty in advance causes a financial hardship, complete a "Request for Advance Deposit Hardship Waiver." The form and supporting documentation must be submitted to the City with the "Request for Appeal Form." Following a review, the City will provide a written determination for the request.

### **What happens with an administrative review?**

Appeals are forwarded to the Police Department's Professional Standards Unit. A review will be conducted in order to determine if the citation was issued with proper cause and that there is a preponderance of evidence that the violation occurred. The appellant may submit a written explanation substantiating a finding to dismiss the citation. If the review finds in favor of the appellant, the advance deposit will be refunded. If the violation is substantiated, the appellant will be provided an opportunity to request a hearing.

### **What happens with a hearing?**

If the administrative review substantiates the violation, an appellant may request a hearing by completing a "Request for Hearing" form, which is sent to the appellant with the administrative review findings.

The appellant will have the opportunity to testify, present evidence, and to cross-examine witnesses concerning the violation. The appellant may appear personally or through an attorney. The hearing officer will conduct the hearing in accordance with the City Code and State Law.

The Hearing Officer will issue a finding upholding or dismissing the action. If the case is upheld, the appellant forfeits the deposit of the fine and may be responsible for any charges associated with the appeal. Charges include wages and salary for the hearing officer and city officials appearing on the matter. If the case is dismissed, the appellant will be refunded the deposit of the fine.

The decision of the Hearing Officer is final and conclusive, subject to review by the Superior Court in accordance with State law.