



## **Parking and Transportation Services – Notice of Parking Violation**

**Policy Administrator:** Vice President for Administration and Finance/CFO

**Authority:** [California Vehicle Code Section 40202](#)

**Effective Date:** January 1, 1999

**Updated:** October 23, 2013

## **Parking and Transportation Services – Notice of Parking Violation**

### **Policy**

In accordance with the California Vehicle Code (CVC), Parking and Transportation Services has established the following procedures for issuing a notice of parking violation on California State University, Fullerton campuses.

Per CVC 40202(a), if a vehicle is unattended during the time of the violation, the issuing officer shall securely attach to the vehicle a notice of parking violation setting forth the violation, including reference to the section of this code or of the Public Resources Code, the local ordinance, or the federal statute or regulation so violated; the date; the approximate time thereof; the location where the violation occurred; a statement printed on the notice indicating that the date of payment is required to be made not later than 21 calendar days from the date of citation issuance; and the procedure for the registered owner, lessee, or rentee to deposit the parking penalty or, pursuant to [40215](#), contest the citation. The notice of parking violation shall also set forth the vehicle license number and registration expiration date if they are visible, the last four digits of the vehicle identification number, if that number is readable through the windshield, the color of the vehicle, and, if possible, the make of the vehicle. The notice of parking violation, or copy thereof, shall be considered a record kept in the ordinary course of business of California State University, Fullerton Parking and Transportation Services and shall be prima facie evidence of the facts contained therein.

### **Responsibilities**

The Vice President for Administration and Finance/CFO has the overall responsibility for the rules, processes and procedures that govern the issuance of parking violation notices.

### **Scope**

The notice of parking violation shall be served by attaching it to the vehicle either under the windshield wiper or in another conspicuous place upon the vehicle so as to be easily observed by the person in charge of the vehicle upon the return of that person. Once the issuing officer has prepared the notice of parking violation and has attached it to the vehicle, the officer shall file the notice with Parking and Transportation Services. If, during the issuance of a notice of parking violation, without regard to whether the vehicle was initially attended or unattended, the vehicle is driven away prior to attaching the notice to the vehicle, the issuing officer shall file the notice with the University's Parking and Transportation Services. Parking and Transportation Services shall mail, within 15 calendar days of issuance of the notice of parking violation, a copy of the notice of parking violation or transmit an electronic facsimile of the notice to the registered owner. If, after a copy of the notice of parking violation is attached to the vehicle, the issuing officer determines that there is



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incorrect data on the notice, including, but not limited to, the date or time, the issuing officer may indicate in writing, on a form attached to the original notice, the necessary correction to allow for the timely entry of the notice on California State University, Fullerton's data system. A copy of the correction shall be mailed to the registered owner of the vehicle.

## **Information**

[California Vehicle Code Section 40202](#)

[Parking and Transportation Website](#)

[CSUF Traffic and Parking Regulations](#)

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