

Review of an Ordinance Citation

Request for Review of an Ordinance Citation

The Sleepy Hollow Police Department “Request for Review of an Ordinance Citation” Program has been established to provide citizens who receive citations for Village ordinance violations with an opportunity to present information on an extenuating circumstance or error which they feel the Sleepy Hollow Police Department should consider prior to processing the citation. A lack of knowledge of the ordinance on the part of the recipient is not considered an extenuating circumstance for purposes of ordinance citation review.

The form must be completed and delivered to the Records Unit of the Sleepy Hollow Police Department within 10 days of issuance of the citation. Citations that were issued based on the complaint of another citizen shall not be considered for review, nor will citations which were issued for violations of traffic laws.

You must complete all information that is requested. Incomplete forms will not be considered for review. In the narrative portion of the form, state your reasons why you are requesting review. Upon completing the form, you must personally deliver it to the Records Unit of the Sleepy Hollow Police Department. The Records Unit will receive the form and then forward it to the appropriate issuing officer. The officer will review the information contained on the form, make a determination, then forward the form to a supervisor. The supervisor(s) shall then review the comments of both parties and determine a disposition of the following:

1. If the citation was issued in error, it shall be voided; or
2. If an extenuating circumstance existed which resulted in the violation, the citation may be voided; or
3. The citation will be prosecuted. At this point, the citizen/violator can either:
 1. Pay the citation by the due date; or
 2. Request a court date to contest the citation.

If you have any questions, please contact: the Sleepy Hollow Police Department Records Unit at 847-426-4425 during normal business hours of M-F, 7 a.m. to 3:30 p.m.

Supporting Documents

Request for Review of an Ordinance Citation 41.31 KB