



## GURNEE POLICE DEPARTMENT

100 N. O'Plaine Road, Gurnee, IL 60031

Telephone: 847-599-7070

Email: [policerecords@police.gurnee.il.us](mailto:policerecords@police.gurnee.il.us)



### Municipal Code and Ordinance Violations: Administrative Hearing Process

Pursuant to Gurnee Municipal Code Chapter 2, Division 10, Section 2-300 et al.

If you have received a municipal code or ordinance violation you must comply with one of the following options:

- 1) Pay the full amount of the fine within 35 days after the date of the violation. Fine amounts will double if not paid within 35 days (see citation or payment envelop for further payment instructions).
- 2) Request an Administrative Hearing within **21 days** after receipt of the citation. To request a hearing, complete an Administrative Hearing Request form or contact the Records Division of the Gurnee Police Department in person or by phone during regular business hours. There is no hearing fee and no late fees will be assessed while the citation is being reviewed.

Municipal code or ordinance violations may be contested through the Village of Gurnee's Administrative Hearing Division. Administrative hearings are held twice per month in the Gurnee Police Department's Community Room, 100 N. O'Plaine Road, Gurnee, IL 60031. At the hearing an Administrative Hearing Officer will make a determination of liability based upon the facts presented and as contained in the violation notice.

#### **Respondents have two Administrative Hearing options:**

- 1) **IN-PERSON HEARINGS: Request a hearing and appear before the Administrative Hearing Officer.**
- 2) **NON-APPEARANCE HEARINGS: Contest an alleged violation on its merits without personally appearing at a hearing. (NOTE: Non-appearance hearings are limited to parking violations only.)**

At the hearing the Hearing Officer shall make a decision based upon the facts presented. The Hearing Officer's determination of liability will be one of the following:

- a) "Found Liable"
- b) "Found Not Liable"
- c) "Failure to Appear (FTA) – Found Liable"

Respondents attending an in-person hearing shall be served with notice of the Hearing Officer's findings immediately upon conclusion of the hearing. Respondents requesting a non-appearance hearing shall be served with notice of the Hearing Officer's findings by first class mail at the address provided on the Hearing Request form.

A person may be granted only one (1) additional hearing date consecutive to the original hearing date upon requesting a continuance to the municipality. This can be done either in-person at the Gurnee Police Department or by calling the Records Division at (847) 599-7070 within 5 days prior to your original hearing date.

#### **NON-APPEARANCE HEARING REQUIREMENTS:**

- Complete and submit an Administrative Hearing Request Form within **21 days** after receipt of the citation.
- Provide in space specified on the form a written statement of the facts explaining the grounds for challenging the citation. **Include any and all materials, photos, evidence, copies of parking permits or handicap placards, and documents supporting your challenge of the violation.** (Do not send originals, they will not be returned)
- Acknowledge in the space specified in the form that you are waiving your right for personal appearance and therefore, adjudication will be based on the statement and evidence you submit and based on the facts contained on the violation notice.
- Have the Administrative Hearing Request Form notarized by a valid Notary Public.
- Comply with the Administrative Hearing Officer's findings within 30 days of the date the order is issued. (Service of the notice of determination shall be deposited in the United States mail)

If you have any further questions or concerns, please contact the Records Division of the Gurnee Police Department at 847-599-7070 or via email at [policerecords@police.gurnee.il.us](mailto:policerecords@police.gurnee.il.us)



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## Administrative Hearing Request Form

- IN-PERSON HEARING REQUEST: To request a hearing and appear before the Administrative Hearing Officer to contest a citation notice, complete only section A.
- NON-APPEARANCE REQUEST: To contest a citation without personally appearing at a hearing, complete sections A and B. Non-appearance hearings are limited to parking violations only.

*NOTE: A hearing date and time will be mailed to you at the address listed below. If a vehicle was involved and the person requesting the hearing is not the registered owner, a copy of the hearing information will also be mailed to the registered owner of the vehicle.*

A.

Contact information: \_\_\_\_\_  
Last Name First Name Middle Initial

Current Address: \_\_\_\_\_  
Street Address City/State/Zip

\_\_\_\_\_ Telephone Number E-Mail Address

Ticket Number(s): PT \_\_\_\_\_

License Plate Number: \_\_\_\_\_ Date Issued: \_\_\_\_\_

B. Written explanation detailing why you feel you are not liable for the parking offense cited. Also, attached any supporting documentation. You may use an additional sheet if the space provided is not adequate.

Copies of documentation attached?  Yes  No

I declare under the penalty of perjury under the laws of the State of Illinois that the information provided in the declaration is true and correct to the best of my knowledge. I also understand that I have waived my right to an in-person hearing. After submitting this form, an Administrative Hearing Officer will review the information and make a final determination, finding me either liable or not liable. Upon the finding, I will receive the Hearing Officer's findings via first class mail to the address shown above.

Signature

Date Signed

*Instructions to Respondent: Complete this form and attach any copies to substantiate your statement. When completed and notarized, mail or bring to Gurnee Police Department, Records Division, 100 N. O'Plaine Road, Gurnee IL 60031.*

Notary Public affix sealed here: