



PROSPECT HEIGHTS POLICE DEPARTMENT



REQUEST FOR CITATION REVIEW

Citation #: _____

Date Citation Issued: _____

This is a request for review of a local ordinance citation and does not mean the citation will be "voided" or "not processed" in the event if my request is denied. I have indicated below the circumstances, which I feel should be brought to the attention of the officer, and am requesting that my citation be voided based on those circumstances. **Complainant must retain the citation during this review process.**

Name: _____

Phone: _____

Address: _____ City: _____

State: _____ Zip: _____

Officer's Star # _____

Offense/Violation: _____

Complainant's Statement of Circumstances (use the back page if needed)

Signature: _____

Date: _____

Completed by Officer:

_____ Citation may be **Voided** based on circumstances indicated by complainant.

_____ Citation to be considered as a **Written Warning** based on circumstances indicated by complainant.

_____ Citation to **Remain In Force** requiring payment of fine, or a request to a court appearance.

Officer's Comments:

Officer's Signature: _____

Date: _____

Based on your statement and after further review we have concluded the following outcome:

_____ Request **has been approved** based on the circumstance, no further action on your part is required.

_____ As a courtesy of the Prospect Heights Police Department, the citation has been converted into a **written warning**, no further action on your part is required.

_____ Request **has been denied** requiring payment of fine as indicated, within 15 days of _____ or you must appear at court on _____ at 8 N. Elmhurst Rd, Prospect Heights, IL 60070.

Signature: _____
(Chief of Police)

Date: _____

To: _____

Citation #: _____

