



APPLICABLE APPEAL INFORMATION

The Collin College Police Department Appeal Process is designed to provide person/ persons who have received a Criminal Trespass Warning from a Collin College Police officer an opportunity to appeal the warning. This process enables a fair review of the facts surrounding the case. Upon appellate review the warning may be reversed or may stand. This process involves the highest level of police administration only and is separate from the Dean of Students office and other District related appeals processes.

This appeal process is not valid for criminal charges, traffic offenses or any item where a court date is set. The process for appealing those items is through the courts system.

If you have received a Criminal Trespass Warning and you wish to appeal you must use the following process (no appeals may be made in person or via phone):

- Download and print a copy of this Criminal Trespass Appeal Form.
(Available on the Collin Police website)
- Send the form and any supporting documents to the following address via Certified Mail to:

Collin College Police Department
Attn: Criminal Trespass Appeal
2800 E. Spring Creek Parkway
Plano, Texas 75074
- Upon receipt of the form, the Administrative Staff review the case and any supporting documentation and issue an appellate decision. If the review results in a reversal the Criminal Trespass Warning is lifted and you may return to district property. If the review yields a decision for the Warning to stand; then the sanction remains in place.
- If the Warning stands you may file a second appeal by sending a copy of the form marked "Second Appeal" and all documents to the Senior Administrative Staff at:

Collin College Police Department
Attn: Chief of Police
2800 E. Spring Creek Parkway
Plano, Texas 75074
- Upon receipt of the form, the Senior Administrative Staff will review the case and any supporting documentation and issue the final appellate decision. If the review results in a reversal the Criminal Trespass Warning is lifted and you may return to district property. If the review yields a decision for the Warning to stand; then the sanction remains in place.
- A response will be given in 7-10 business days following the date each appeal is received.

If the sanction remains after a Chief's Review, all appeals are exhausted and the Warning remains.

This appeal form is for CCPD Criminal Trespass appeals only and not for criminal charges, traffic tickets or summonses.