

Please read below for instructions on how to address a [Polk County Code of Ordinance, Chapter 42 Violation](#).

QUESTIONS ABOUT THE NOTICE OF VIOLATION? Contact Deputy Cass Bollman, Polk County Sheriff's Office, 515-323-5381 (if you leave a message please give the citation number.)

You may elect to **PAY THE CIVIL PENALTY** or **CONTEST THE VIOLATION**.

Payment options are:

1. On-line at <https://www.viewcitation.com/home.html> You are required to enter your citation number and the pin provided on the front of the notice. Visa and MasterCard are accepted.
2. By phone at 855-370-4229. Visa and MasterCard are accepted.
3. By mail Checks and money orders must be made payable to County of Polk, Iowa. Detach the remittance slip and return to the address listed on the front.

Payments must be made in full to close out the account. Partial payments will be posted to the account however until the debt due and owing is remedied, any late fees accrued will be the responsibility of the registered owner. **DO NOT SEND CASH.** It will not be accepted. Payments will not be accepted at the Polk County Sheriff's Office.

Contest The Violation:

You have the right to contest this violation in person at an administrative hearing or by mail if you reside outside of the State of Iowa. In order to state a valid defense supporting dismissal of this citation, it is recommended that you review the county ordinance, the images and/or the actual recorded video (if applicable) of the infraction at <https://www.viewcitation.com/home.html> , before contesting your violation. If following such review, you feel that you have a valid defense against the violation you may contest at an administrative hearing or by mail. You may view the county ordinance at <https://www.viewcitation.com/home.html> .

Note: If the administrative hearing does not resolve the issue, a civil infraction (lawsuit) may be requested to be filed in state district court and a court hearing date will be scheduled. Additional costs including an \$85.00 filing fee, and other court costs will be assessed if you are found liable or you pay the civil penalty before the court hearing date. If you fail to appear for the court hearing, you will be responsible for paying the fine and court costs. If you are found not liable, the fees will be paid by the county. Alternatively, you may request a civil infraction (lawsuit) in lieu of an administrative hearing.

Exceptions to owner liability include:

- The operator of the vehicle in question was issued a uniform traffic citation from a police officer at the scene for the violation in question pursuant to Polk County Code of Ordinance, Chapter 42.
- The violation occurred at any time after the vehicle in question or its state registration plates were reported to a law enforcement agency as having been stolen; provided, however, the vehicle or its plates had not been recovered by the Vehicle Owner at the time of the alleged violation. You MUST provide proof that a report concerning the stolen vehicle or registration plates was filed with a law enforcement agency in a timely manner.
- The vehicle in question was lawfully participating in a funeral procession.
- The officer inspecting the recorded images determines that the vehicle in question entered the intersection in order to yield the right-of-way to an emergency vehicle.

Administrative Hearings

If after viewing the county ordinance and
And the images and/or video (if applicable)

you wish to contest this citation at an
administrative hearing, go on-line to
<https://www.viewcitation.com/home.html> or
call 855-370-4229 and make an administrative

By Mail Option (No-Residents of the State of Iowa ONLY)

To contest this citation by mail, download and completely
fill out the non-appearance form at
<https://www.viewcitation.com/home.html> .

Please mail this form, as well as any additional documentation
and/or evidence, by the due date specified on the notice to:

**Citations Processing Center, Polk County, IA
PO Box 41398**

hearing request. You must request such a hearing prior to the due date specified on the notice. Once scheduled, your failure to appear will result in a final determination of liability. Administrative Hearings will take place at:
Polk County Administration Building, Rm. 120
111 Court Avenue
Des Moines, Iowa 50309

Des Moines, IA 50311-3198

Speed over the Limit

1 through 15 MPH
16 through 20 MPH
21 MPH and more

Civil Fine

\$65.00
\$75.00
\$80.00 plus \$2.00 per MPH in excess of 21 MPH over

The imposition of a civil fine is not a conviction for any purpose, nor will it be noted on your Iowa Department of Transportation driving record. Payment of the civil fine shall constitute the final disposition of this matter.