

## **Section 13: PENALTIES, CITATIONS AND ADMINISTRATIVE REVIEW**

### **13.1 Safe Paths of Travel (SPOT) Citations**

Penalties may be assessed for violation of the terms of the Special Traffic Permit (STP) and/or the regulations described in this manual, including working without an STP when one is required by this manual or the transportation code. Each hour during which the violation continues shall constitute a separate offense.

### **13.2 Types of Citations**

Any person who violates the regulations described in this manual may be subject to the issuance of a citation and imposition of an administrative penalty. The designated officer or employee may issue a warning (admonishment) or direct corrective action in lieu of the issuance of a citation.

### **13.3 Payments for Citations**

Citation penalties are due and payable to the SFMTA within 15 business days from the date of the notice, if not contested within the time period specified.

### **13.4 Hearings and Administrative Review for Citations**

A person or entity that has been issued a citation may request administrative review in order to contest the citation issued. Administrative review shall be initiated by filing a request for administrative review with the SFMTA Hearing Division within 15 business days from the date of the citation. To schedule a hearing e-mail [hearingsgeneral@sfmta.com](mailto:hearingsgeneral@sfmta.com).

Whenever administrative review is requested, the SFMTA Hearing Section shall, within fifteen business days of receipt of the request, notify the requestor of the date, time, and place of the administrative hearing. Such hearing shall be held no later than 30 calendar days after the SFMTA Hearing Section receives the request, unless time is extended by mutual agreement of the affected parties.

## REFERENCES

“California Manual on Uniform Traffic Control Devices (CA MUTCD),” State of California, Department of Transportation  
<https://dot.ca.gov/programs/safety-programs/camutcd>

The San Francisco Public Works, Bureau of Street-Use and Mapping, Street Construction Coordination Center, 49 South Van Ness Ave, San Francisco CA 94103  
<https://www.sfpublishworks.org/>

The San Francisco Traffic Code, Division I and II. Relevant sections can be found at [www.sfmta.com/bluebook](http://www.sfmta.com/bluebook) and selecting the link “San Francisco Traffic Code Sections”.