



Tribal Planning Department
5401 Dinah Shore Drive
Palm Springs, CA 92264
(760) 699-6800

ADMINISTRATIVE CITATION ENFORCEMENT

<https://www.aguacaliente.org/planning-department>

ADMINISTRATIVE CITATION

Enforcement of Tribal law throughout the Agua Caliente Indian Reservation is an important public service in order to protect the health, safety, and welfare of the Reservation community. To encourage the prompt abatement and correction of prohibited conditions, uses, and activities, and to deter future violations of Tribal law, the Tribal Council has authorized the issuance of administrative citations. Administrative citations are issued for a violation of Tribal law pursuant to Chapter 1.10 ("Administrative Citations Ordinance") of the Agua Caliente Tribal Code. Section 1.10.050.0 (a) of the Tribal Code states that whenever an enforcement officer determines that a violation of Tribal law has occurred, the officer may issue a citation imposing an administrative fine or fines on the responsible person(s).

HOW TO PAY YOUR CITATION

Administrative fines shall be paid directly to Agua Caliente Band of Cahuilla Indians **within 20 calendar** days from the issuance date of a citation. Payments can be made via:

- 1) **Check:** Mail check made payable to the "Agua Caliente Band of Cahuilla Indians" to the address listed above and include the citation number on the check;
- 2) **Credit Card Payment:** Submit payment online at www.citizenserve.com/aguacaliente; or
- 3) **Cash:** Submit cash payment at the Tribal Planning Department, Monday through Friday from 8:00 a.m. to 4:30 p.m.

PENALTY CHARGES AFTER 20 DAYS

Section 1.10.070 (d): Failure to pay an administrative fine within the period specified on the citation shall result in the assessment of a late penalty charge. The late penalty charge shall be equal to 10% of the total fine owed.

INTEREST CHARGE AFTER 60 DAYS

Section 1.10.070 (e): Failure to pay an administrative fine **within 60 calendar days** of the issuance of a citation or, if contested, within 60 calendar days of an order to pay pursuant to a decision by a hearing officer or judicial officer confirming the fine, shall result in additional interest charges (1% simple interest per month).

DEBT COLLECTION

Section 1.10.070 (j): Unpaid administrative fines and other charges, fees, or costs imposed in accordance with the Administrative Citations Ordinance shall constitute a debt to the Tribe that may be collected in any manner allowed by law, including, but not limited to, recovery of the debt in accordance with Tribal law.

RIGHTS TO APPEAL/REQUEST AN ADMINISTRATIVE HEARING

Section 1.10.080 (a): Any citee may contest the citation by filing a request for an administrative hearing with the Tribal Planning Department **within 20 calendar days** of the issuance date of a citation. For that request, a completed [Request for Administrative Hearing Form](#) must be submitted accompanied by an advance deposit of the entire amount of the administrative fine stated in the citation.

Section 1.10.090 (a): Upon receipt of a timely and complete request by the Tribal Planning Department, an administrative appeal hearing will be scheduled and conducted within 60 calendar days.

ADVANCE DEPOSIT HARDSHIP WAIVER

A citee who is financially unable to deposit the administrative fine with the request for an administrative hearing may complete and submit an [Advance Deposit Hardship Waiver Form](#) to the Tribal Planning Department with that request. Failure to submit sufficient evidence shall result in a denial of the hardship waiver.

If the hardship waiver is approved, the Tribe will set a date for the administrative hearing. However, if it is determined that the citee is not entitled to a hardship waiver, the citee shall pay the full amount of the administrative fine to the Tribal Planning Department **within 20 calendar days** of the date of the decision. If payment is not received by the required period, the application will be considered incomplete and a late penalty fee will be imposed.

Both forms and any additional documents can be submitted via hand delivery, mail, or email to:

Agua Caliente Band of Cahuilla Indians
Attn: Tribal Planning Department
5401 Dinah Shore Drive
Palm Springs, CA 92264
citations@aguacaliente-nsn.gov