



Approved by:	Agency Policy 1503	Operations
Signed by: Chief Executive Officer	Using Automated License Plate Reader Systems	
Signed by: Chief Transit Operations Officer	Effective Date: 9/22/2026	

Using Automated License Plate Reader Systems

1.0 Scope

- 1.1 This policy governs the use of automated license plate reader (ALPR) systems and data.

2.0 Policy

- 2.1 Sound Transit uses ALPR systems to enforce restrictions on parking space use and monitor and share parking facility and parking space availability with the public.
- 2.2 Sound Transit does not disclose, share, or permit access to ALPR data, except as required in judicial proceedings or otherwise permitted by law.
- 2.3 In limited, legally permitted circumstances, Sound Transit may provide access to ALPR data to other state or local agencies authorized to collect ALPR data.
- 2.4 Access to ALPR data is limited to authorized personnel responsible for carrying out the permissible agency uses for ALPR systems.
- 2.5 Sound Transit maintains audit trail data and conducts an annual audit to ensure legal compliance.
- 2.6 Staff who access or use ALPR systems must complete required training and comply with established procedures. Transit operations must develop and maintain a documented training process for agency staff who will use ALPR systems.
- 2.7 Transit operations will prepare, submit, and publish reports regarding ALPR system practices and use as required by law.
- 2.8 Transit operations, in partnership with safety and information security staff, is responsible for implementing and maintaining procedures necessary to administer this policy and governing ALPR requirements for data retention, vendors, reporting, and other legal requirements.
- 2.9 Failure to comply with this policy may result in corrective action up to and including termination.

3.0 References

- 3.1 Agency Policy 1100 Information Security
- 3.2 Agency Policy 1101 Acceptable Use of Technology
- 3.3 Agency Policy 2000 Managing Public Records