

 THE NORTHWEST SEAPORT ALLIANCE SEATTLE + TACOMA	Automated License Plate Reader (ALPR) Policy Number OP02	 Port of Tacoma
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Policy Statement

The Port of Tacoma and Northwest Seaport Alliance’s policy governing use of Automated License Plate Reader Systems (ALPR) is that ALPRs will be used only in strict compliance with Engrossed Substitute State Bill 6002 (ESSB 6002), as codified at Chapter 10.130 RCW, and as may be amended from time to time.

Purpose

ALPR technology provides automated detection of license plates. NWSA currently uses ALPR technology and data in a pilot program for providing real-time truck turn time traffic information to the public and trucking community and may wish to operationalize this use in the future. All state and local agencies that operate or intend to operate an ALPR program or system must register with the Office of the Attorney General (AGO). In order to register with the AGO, the head of the registering agency certifies that (1) the ALPR System meets all requirements established under ESSB 6002 and as codified at Chapter 10.130 RCW, (2) that the agency has adopted a policy or policies governing the use of the ALPR System, and (3) that the agency has implemented documented training processes for all personnel who operate or will operate the ALPR System.

The Port/NWSA must have an ALPR policy to register with the AGO and be able to operate an ALPR System.

Scope

This policy applies to all regular status, limited duration, contracted and temporary employees. Where this policy conflicts with the specific provisions of an applicable Collective Bargaining Agreement (CBA), the CBA will prevail.

Definitions

TERM	DEFINITION
Audit Trail Data	All forms of data collected or generated by an automated license plate reader system that identify how the system is accessed or used. “Audit Trail Data” includes information about who accesses or uses the system, and how and when the system is accessed or used. “Audit Trail Data” does not include the actual automated license plate reader data (separately defined below).
Automated License Plate Reader Data (ALPR Data)	All data collected by automated license plate reader systems including, but not limited to, global positioning system coordinates, location, date and time, speed of

	travel, photograph, license plate number, automobile characteristics, or other identifying information. "Automated license plate reader data" does not include audio or video recordings generated by a dashboard or body worn camera, unless such recordings are converted into computer-readable license plate characters or associated metadata, or are indexed, made searchable, or analyzed by license plate number, individual, vehicle, biometric identifier, or other unique identifier for the purpose of identifying, tracking, or reconstructing an individual's or vehicle's location.
Automated License Plate Reader System (ALPR System)	A system, software, or computer algorithm, whether used independently or in combination with one or more mobile or fixed automated cameras, that is used to convert images of license plates into computer-readable data.
Automated License Plate Reader Operators (ALPR Operator)	A person, agency, corporation, or other legal entity that operates an ALPR system

Authorized Purposes and Use of ALPR Data

1. Authorized staff of the Port/NWSA may only access, operate, or use an ALPR System and ALPR Data associated therewith for the following authorized purposes:
 - a. Monitoring traffic patterns to identify truck turn times and traffic congestion locations at the Port/NWSA.
 - b. Enforcing compliance with speed limits, road/terminal rules for operating vehicles, trucks, and/or trains, and unauthorized lane usage at the Port/NWSA terminals.
 - c. Integrating with intelligent traffic systems to provide real-time data to Port/NWSA terminal operators, Port/NWSA Operations, and/or emergency services allowing proactive congestion management.
2. Only certain Port/NWSA staff with an identified business need will be authorized to use the ALPR System and access ALPR Data, and then, only after review and acknowledgement of this Policy and participation in required training.
3. ALPR use is also subject to authorized acceptable use and compliance with the Port/NWSA Acceptable Use of Information Technology Related Resources Policy (IT02).

Restrictions/Prohibited Uses

1. Port/NWSA staff shall not use, or allow others to use, the systems or database records for any unauthorized purpose.

2. Accessing, querying, or reviewing data for any purpose unrelated to assigned duties related to permissible purposes is strictly prohibited. Prohibited use may include, but is not limited to:
 - a. “Curiosity browsing” or exploratory access not tied to assigned work
 - b. Accessing records of friends, family, colleagues, or public figures without authorization
 - c. Using data for personal benefit, outside business activities, or any non-work-related purposes
 - d. Sharing, copying, transmitting, or storing license plate reader data outside approved systems or beyond retention limitations
 - e. Attempting to bypass access controls or security safeguards
 - f. Disclosing to, sharing with, or allowing access by third parties

Retention

ALPR Data is for Port/NWSA use only for the purposes specified in this policy.

ALPR Data shall be retained no longer than 21 days as required by Washington State law, unless retained for parking enforcement purposes, traffic studies, or for other exceptions consistent with the definitions provided in RCW 10.130.040 – Retention.

ALPR System Access

- ALPR Data is not subject to public disclosure under the Public Records Act, Chapter 42.56 RCW, except that such data may be used for bona fide research as defined in RCW 42.48.010, provided that the ALPR Data does not include individually identifiable information.
- The Port/NWSA shall not allow direct access to ALPR Data or ALPR Systems by any third party except as authorized by law.
- The Port/NWSA shall not disclose, share, or permit access to ALPR data except as required in a judicial proceeding.

Accountability and Safeguards

The Port/NWSA will observe the following safeguards regarding access to and use of stored data:

1. Requests for access to ALPR Data or ALPR Systems shall be referred to Port/NWSA Public Records Officer and processed in accordance with applicable law.
2. ALPR System audits shall be conducted on a regular basis and at least annually.
3. ALPR Systems shall not be used for immigration investigation and/or immigration enforcement.
4. ALPR Systems shall not be used to track or monitor any protected health care services and/or any activity protected by the Washington State Constitution, and/or any activity protected by the first amendment of the United States Constitution.

5. ALPR Systems shall not collect automated license plate reader data on the premises or immediate surroundings or access to or from facilities that provide protected health care or conduct immigration matters or access to or from such facilities.
6. ALPR Systems shall not collect data on the premises or immediate surroundings or access to or from the following facilities: elementary and secondary schools, places of worship, courts, or food banks.

Training

The Chief Information Officer and Legal Counsel for the Port and NWSA will be responsible for providing any Port/NWSA personnel using ALPR Systems or accessing ALPR Data with initial and periodic training on ALPR use.

Any employee who violates this policy OR procedure is subject to corrective action, up to and including termination.

References

ESSB 6002 (Chapter 239, Laws of 2026)

Chapter 10.130 RCW

Port/NWSA – IT02 Acceptable Use of Information Technology Resources Policy

Approval



Eric Johnson, PoT Executive Director

Sep 26, 2026

Date



John Wolfe, NWSA Chief Executive Officer

9/24/2026

Date

History

DATE	BRIEF DESCRIPTION OF CHANGE(S)
09/23/2026	Initial publication

Next Review: 09/01/2027