

SOUND TRANSIT SECURITY STANDARD OPERATING PROCEDURES

SOP-SEC 10-15 College Passes PAGE 1 of 3

Effective: 06-01-2017

Supersedes: First Edition 11/01/2010, Second Edition 03/05/2012, Third Edition 05/21/2012

Issuing Office: SECURITY DIVISION – FARE ENFORCEMENT

FARE ENFORCEMENT SOP: University of Washington and Edmonds Community College Passes

1.0 PURPOSE:

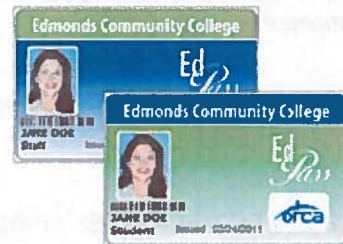
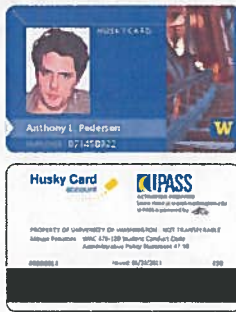
This directive establishes the Standard Operating Procedure regarding the confiscation of University of Washington and Edmonds Community College Passes and their return upon confiscation. This directive will be used by the Fare Enforcement Division of Sound Transit in the accomplishment of its assigned responsibilities.

2.0 SCOPE:

This directive applies to all Securitas employees assigned to the Sound Transit Contract/Fare Enforcement Division.

3.0 DEFINITIONS:

- a. **FEO** – Fare Enforcement Officer
- b. **University of Washington Pass(U-Pass)** - the student or staff Identification Card issued by the University of Washington that is accepted as valid fare on all Sound Transit public transportation i.e. trains (Sounder or Link Light Rail) and buses.
- c. **Edmonds Community College Pass (ED-Pass)**- the student or staff identification card issued by Edmonds Community College that is accepted as valid fare on all Sound Transit public transportation i.e. trains (Sounder or Link Light Rail) and buses.



4.0 AUTHORITY:

The University of Washington and Edmonds Community College have a business agreement for the issuance of Orca Passes. The UW Transportation Services Department, through the Transportation Systems Manager, has authorized the Fare Enforcement Division of Sound Transit the authority to confiscate U-Passes that are being used fraudulently. Edmonds Community College, through the Director for Student Programs, has also authorized the Fare Enforcement Division of Sound Transit the authority to confiscate Ed-Passes that are being used fraudulently.

5.0 CONFISCATED COLLEGE PASSES – FEO Responsibilities

Process and criteria for confiscating a University of Washington and Edmonds Community College Pass:

- a. If a Fare Enforcement Officer, while inspecting fares, encounters a customer who presents a University of Washington or Edmonds Community College Pass that does not belong to them, (i.e. they present a Pass with the displayed picture of someone else) the pass will be confiscated.

SOUND TRANSIT SECURITY STANDARD OPERATING PROCEDURES

SOP-SEC 10-15 College Passes PAGE 2 of 3

Effective: **06-01-2017**

Supersedes: First Edition 11/01/2010, Second Edition 03/05/2012, Third Edition 05/21/2012

Issuing Office: SECURITY DIVISION – FARE ENFORCEMENT

- b. The FEO will issue a citation to the individual presenting the card as intentional fraudulent fare media. **Per SOP – SEC 10-03 Writing and Issuing Citations.**
- c. The FEO will attach the confiscated Pass to a completed “Orca Confiscation” form and turn in the Pass and Confiscation Form to a Fare Enforcement Supervisor.

6.0 CONFISCATED COLLEGE PASSES – FE Supervisor Responsibilities

Process of returning University of Washington and Edmonds Community College Passes:

- a. Review the “Orca Confiscation” form for accuracy.
- b. Check the Command Center to ensure that an infraction was issued, with proper violation code and notes.
- c. Enter the “Orca Confiscation” form information into the Orca Confiscation log.
- d. Turn in all confiscated Orca cards and forms into the Fare Enforcement Manager.

7.0 REVIEW:

The Director of Public Safety or Delegate will ensure all Directives, Policies, and Procedures are reviewed at least annually to ensure compliance with ST Security Division policy. Directives, Policies, and Procedures will be updated immediately if division procedure changes or when a facility adds or deletes post positions or procedures and duties.

8.0 SUPERSESSION: Second Edition 03/05/2012, Second Edition 03/05/2012, Third Edition 05/21/2012

9.0 EFFECTIVE DATE: **06-01-2017**

ISSUING AUTHORITY



Kenneth Cummins
Director of Public Safety