




## Director's Rule

<b>Title</b> Code of Conduct for Patrons of Transfer Stations	<b>Number</b> SW-310	<b>Rev. no.</b> 0
<b>Responsibility</b> Solid Waste Operations	<b>Supersedes</b> N/A	<b>Pages</b> 6
<b>General Manager/CEO Signature</b>  <small>Andrew Lee (02/10/2026 09:10:13 PST)</small>	<b>Approval Date</b> Feb 10, 2026	<b>Effective Date</b> February 15, 2026

### A. PURPOSE AND LEGAL AUTHORITY

Seattle Public Utilities ("SPU") is committed to maintaining a safe, efficient, and respectful environment for all patrons and staff at the Seattle Transfer Stations. The following rules and guidelines are adopted under SMC 3.32.020 and SMC 3.32.030, along with other applicable Seattle Municipal Code ("SMC") provisions (e.g., Chapter 3.02 SMC), to ensure the safe operation of the Premises and to establish procedures related to violations, including exclusion, under Chapter 12A.08 SMC and Chapter 9A.52 RCW. If a patron visiting the Premises requires special accommodations, it is requested that the patron communicate directly with facility staff about any request for reasonable accommodations.

### B. SCOPE

All patrons entering the Premises of the Seattle Transfer Stations are responsible for knowing and complying with the Rules of Conduct set forth herein. Compliance with the Rules of Conduct is a condition of entering and remaining upon the Premises.

### C. DEFINITIONS

*Authorized Official.* The General Manager/CEO of SPU or designee. This official has the authority to issue Notices of Exclusion and to enforce the rules and regulations related to the Premises.

*City.* The City of Seattle, including its departments, agencies, and any real property or facilities owned, operated, or under its jurisdiction.

*Criminal Trespass.* The unlawful entry or remaining on the Premises after permission has been withdrawn, as defined under SMC 12A.08.040 and Chapter 9A.52 RCW.

*Exclusion.* The formal process of prohibiting an individual from accessing the Premises based on violations of the Code of Conduct or other applicable rules or laws.

*Notice of Exclusion.* A formal written notice issued to an individual who has violated the Seattle Transfer Station Code of Conduct, prohibiting access to the Premises for a specified period.

*Premises.* The buildings, facilities, land, and adjacent property owned or operated by the City of Seattle associated with the Seattle Transfer Stations under SPU's jurisdiction.

*Prohibited Items.* Materials that cannot be disposed of at the Seattle Transfer Stations, including hazardous materials, unauthorized waste, or any items deemed inappropriate for the Premises.

*Security Personnel.* Individuals employed or contracted by the City of Seattle or SPU to enforce rules, ensure safety, and issue Notices of Exclusion when necessary, as relates to the Premises.

*Vehicle.* Any motorized or non-motorized means of transportation used by patrons to access the Seattle Transfer Stations, including cars, trucks, vans, or bicycles.

## **D. ROLES AND RESPONSIBILITIES**

In addition to these written rules, an Authorized Official or designee may post additional rules at the Seattle Transfer Stations. As directed by personnel operating the Premises, failure to comply with any posted rule or sign may result in the same consequences as failure to comply with these Rules of Conduct.

## **E. PROHIBITED CONDUCT**

The following are prohibited on the Premises unless expressly permitted or authorized by an Authorized Official or designee. Refer to footnote for conduct marked with asterisks (\*).

1. Any conduct prohibited by federal, state, or local law.
2. Disposing of Prohibited Items.
3. Bringing animals, except for service animals or law enforcement animals.
4. Abandoning of live animals or allowing an animal to be unleashed, disturb others, interfere with operations, or leave waste.
5. Loitering, which means entering or remaining on the Premises for purposes other than conducting official business related to waste disposal.\*
6. Smoking, vaping, or carrying a lighted or smoldering pipe, cigar, or cigarette due to the presence of combustible materials, landfill gas, propane, or diesel fuel (see Chapter 70.160 RCW).
7. Unreasonably disturbing others by engaging in loud or raucous behavior.
8. Engaging in behavior that interferes with others' use of the Premises or disrupts operations.
9. Using abusive, harassing language or gestures that disrupt operations.
10. Blocking or obstructing entrances, exits, fire exits, handicap access areas, walkways, or roadways for pedestrians or vehicle traffic.
11. Accessing the Premises by any means other than motorized vehicles, unless authorized by SPU. \*

12. Sitting or walking in areas not designated for such activities.
13. Spitting, expectorating, urinating, or defecating except in restroom facilities.
14. Improperly using restrooms (e.g., bathing, washing clothes, sleeping, or eating).
15. Entering or moving around the Premises without footwear or proper clothing that creates a safety risk to the person.
16. Entering or remaining in unauthorized areas without permission.
17. Engaging in any act that poses a substantial risk of harm to persons or property.
18. Possessing flammable liquids, explosives, or other harmful or hazardous materials.
19. Possessing or using fireworks, firecrackers, or other explosive devices.
20. Throwing objects at people or City property.
21. Discharging a laser-emitting device.
22. Hanging, swinging, or climbing on City property.\*
23. Moving equipment or furniture placed by City employees.
24. Camping.
25. Littering, dumping, or creating unsanitary conditions except in designated disposal areas.
26. Defacing, destroying, or vandalizing City property, including buildings, fixtures, and grounds.
27. Tampering with, misusing, or damaging emergency or security equipment or other City equipment.
28. Assisting in unauthorized access to buildings (e.g., propping open doors).
29. Disrupting City business, events, or authorized activities.
30. Operating, stopping, or parking a vehicle in areas designated for City vehicles only.
31. Consuming alcohol or cannabis, possessing open containers of alcoholic beverages, using illegal drugs, or entering the premises under the influence of drugs or alcohol.
32. Engaging in assault or threatening behavior.
33. Leaving unattended packages, backpacks, or other personal items except in designated disposal areas.
34. Lying down or sleeping on the Premises.

35. Using skateboards, bicycles, rollerblades, or other wheeled recreational devices on the Premises unless authorized by SPU.\*
36. Performing nonemergency vehicle repairs or cleaning vehicles.
37. Storing wheeled devices, except used by people with disabilities.\*
38. Playing musical instruments, using amplified sound, or creating noise loud enough to disturb others.\*
39. Distributing food or beverages, or product distribution.\*
40. Entering or remaining on the Premises in violation of a trespass notice or refusing to leave when directed by SPU employees, their authorized agents, or law enforcement officers.
41. Engaging in scavenging or salvaging items from disposal or recycling areas.
42. Allowing children to be left unattended or unsupervised on the Premises. All children under the age of 12 must remain in their vehicle and be accompanied by an adult at all times while on the Premises.\*

\* These activities may be allowable in limited areas of the Premises, and an Authorized Official will use reasonable discretion in enforcing these rules in that regard. For example, both transfer stations have education and viewing rooms, and the North Transfer Station has a community area that includes a play area for children, a sports court, an open lawn, walkways, and static exercise stations.

## **F. DELEGATION AND AUTHORITY**

1. An Authorized Official may delegate certain responsibilities for implementing these rules to designated staff or external organizations. This includes general oversight of Seattle Transfer Station operations, customer interactions, and enforcement of policies related to the Premises. An Authorized Official may authorize others to enforce on the Premises these and any other applicable written or posted rules.
2. Sworn Seattle Police Department personnel are authorized to enforce on City property these and any other applicable written or posted rules, and to issue Notices of Exclusion for violations. Only authorized City employees or sworn law enforcement officers may issue formal Notices of Exclusion or take enforcement actions regarding criminal trespass, as described under Chapter 12A.08 SMC and Chapter 9A.52 RCW. While external organizations or personnel may assist in managing the Premises or providing support, the legal authority to issue exclusion notices remains solely with City employees, except as otherwise provided in these rules.
3. Security Personnel, under the direction of an Authorized Official, are authorized to enforce the rules and issue Notices of Exclusion for violations, as applicable.

## **G. ENFORCEMENT**

1. Any violation of these or any other applicable rule or law may, depending on the particular circumstances, result in one or more of the following:

- a. Written or oral withdrawal of a person's permission to remain on the Premises;
  - b. Issuance of an administrative Notice of Exclusion; or
  - c. Issuance of a citation, a notice of infraction, or other enforcement action under applicable law.
- 2. Criminal Trespass.
  - a. Criminal Trespass – Areas Closed to the Public. Any person who enters or remains on the Premises when such areas are closed to the public is subject to citation or arrest for criminal trespass (Chapter 12A.08 SMC; Chapter 9A.52 RCW).
  - b. Criminal Trespass – Notice of Exclusion. Any person who enters or remains in an area in violation of a Notice of Exclusion from that area is subject to citation or arrest for criminal trespass (Chapter 12A.08 SMC; Chapter 9A.52 RCW).
  - c. Criminal Trespass – Withdrawal of Permission. Any person who remains on the Premises after having received notice that their permission to remain on the Premises has been withdrawn is subject to citation or arrest for criminal trespass (Chapter 12A.08 SMC; Chapter 9A.52 RCW).

## **H. ADMINISTRATIVE NOTICES OF EXCLUSION**

- 1. Issuance: An Authorized Official may issue an administrative Notice of Exclusion as provided in these or other applicable rules.
- 2. Basis for Exclusion. The excluded person need not be charged, tried, or convicted of any crime or infraction for a Notice of Exclusion to be issued or effective. The exclusion may be based on observation by an Authorized Official, or an authorized representative, or upon the sort of civilian reports that would ordinarily be relied upon by police officers in the determination of probable cause.
- 3. Contents of Notice. The Notice of Exclusion shall be in writing and shall be signed by the issuing individual. It shall specify the date of issuance and the length and places of exclusion. Warning of the consequences for failure to comply and the processes regarding an administrative review hearing shall be prominently displayed in the Notice of Exclusion. All incidents will be documented, including date, time, nature of violation, name, address, and contact information of violator (if available), and vehicle license plate information.
- 4. Unless otherwise specified, the exclusion shall take effect immediately upon actual or constructive receipt of the notice by the person being excluded. A person may not defeat the effectiveness of an exclusion by refusing to accept the notice. Receipt of the notice is construed to have been accomplished if the person knew or reasonably should have known from the circumstances that the privileges to enter upon the Premises have been revoked. Receipt of the notice is also construed to have been accomplished two (2) days after an exclusion notice is placed in the U.S. mail to an individual's last known address.

## **I. PERIODS OF EXCLUSION.**

- 1. Felony or Weapons Violation. If the current violation is a felony or a weapons violation, the person may be excluded for up to one year.
- 2. If the current violation is not a felony or a weapons violation, the person may be excluded as provided below:
  - a. No Prior Exclusion within One Year. If a person has not been excluded from any City property under the jurisdiction of the issuing department within the preceding year, the person may be excluded for up to seven (7) days from the date of the Notice of Exclusion.

- b. One Prior Notice of Exclusion. If a person has been the subject of only one Notice of Exclusion issued within one year prior to the current violation, the person may be excluded for up to 30 days from the date of the Notice of Exclusion.
- c. Two or More Prior Notices of Exclusion. If a person has been the subject of two (2) or more Notice of Exclusions issued within one year prior to the current violation, the person may be excluded for up to one year from the date of the Notice of Exclusion.

**J. ADMINISTRATIVE HEARINGS**

1. Request for Administrative Review. A person who receives a Notice of Exclusion for a period greater than seven (7) days may within seven (7) business days of the notice being issued submit a written request to the Review Officer for an administrative review. The person seeking the hearing shall include in the request any written documentation to be considered in the administrative review process. The Notice of Exclusion remains in effect pending administrative review. All requests for administrative review shall be submitted to: [insert applicable email address (not of a person because that will change over time), as well as an address, such as: Seattle Public Utilities, (insert title, such as Review Officer or otherwise), P.O. Box 34018, Seattle, WA 98124-5177].
2. If a person timely requests an administrative review, an Authorized Official shall designate a Review Officer. The administrative review is an informal process designed to give the individual the opportunity to explain the events surrounding the alleged violation. The Review Officer may in an exercise of discretion conduct meetings or interviews with the individual excluded and other individuals who may have information relevant to the Notice of Exclusion. The Review Officer may consider sworn written or verbal statements and give them the appropriate weight under the circumstances.
3. The Review Officer shall provide a written decision within ten (10) business days of the request for review. The decision may affirm, modify, or terminate the exclusion order. The Review Officer's decision is final City action on the review.

**K. AUTHORITY REFERENCES**

- SMC 3.02, Administrative code
- SMC 3.32.020, Adoption of rules
- SMC 3.32.030, General Manager and Chief Executive Officer's duties
- SMC 12A.08, Offenses against property
- RCW 9A.52, Burglary and trespass