

Safety and Security Monthly Summary Report form (S&S-50)

Contents of this Section

Safety and Security Monthly Summary Report form (S&S-50)	72
Overview	72
What Has Changed from Prior Year	72
Approach	72
Reporting Requirements and Thresholds	72
Exhibit 7— Reporting Thresholds for Safety and Security Monthly Summary Incidents	72
Security Incident Threshold	73
Detailed Instructions	73
Reporting Safety and Security Incidents	73
Occurrences Versus Arrests	73
Safety and Security Monthly Reporting	74
Safety and Security Monthly Summary Report Screen	75
Example 26 — Other Safety Occurrences not Otherwise Classified Reporting	77
Example 27 — Fire Reporting	77
Example 28 — Fare Evasion Reporting	78

2009 Safety and Security Reporting Manual

Safety and Security Monthly Summary Report form (S&S-50)

The Safety and Security Monthly Summary Report form (S&S-50) captures information on less severe security-related incidents than those reported on the Reportable Incident Report form (S&S-40). For each mode and type of service operated, one form is completed each month, if applicable. The Safety and Security Monthly Summary Report form (S&S-50) summarizes the number of security incidents that have occurred (such as robberies, larcenies, and fare evasions).

The form is required for all transit agencies, with the following exceptions:

- [Commuter rail](#) (CR) operators are only required to report security incidents to NTD. Commuter rail (CR) operators report safety incident data to the Federal Railroad Administration.
- Agencies with a Nine or Fewer Vehicles Waiver are not required to submit Safety and Security data.

Overview

The Safety and Security Monthly Summary Report form (S&S-50) is designed to collect data on less severe safety and security related incidents occurring in the transit environment than the data collected on the Reportable Incident Report form (S&S-40). This form summarizes the number of safety and security incidents that have occurred in a fixed number of categories that have resulted in arrests / citations and are not reported on the Reportable Incident Report form (S&S-40).

One Safety and Security Monthly Summary Report form (S&S-50) must be completed for each [mode](#) and [type of service](#) (TOS) operated or purchased by the agency with the following exceptions:

- Commuter rail (CR) operators are only required to report security incidents to NTD. Commuter rail (CR) operators report safety incident data to the Federal Railroad Administration.
- Agencies with a Nine or Fewer Vehicles Waiver are not required to submit Safety and Security data.

What Has Changed from Prior Year

“Victim Type” has been renamed “Involved Parties” for all Security incidents.

Approach

The definitions, categories, and instructions used in this form are based on the Federal Bureau of Investigation (FBI) [Uniform Crime Reporting \(UCR\) Program](#). The FBI’s Uniform Crime Reporting (UCR) Program, which began in 1929, collects information on the following crimes reported by law enforcement authorities: robbery (confrontational theft), larceny (non-confrontational theft), burglary, motor vehicle theft, and other (non-aggravated) assaults. Arrests / citations are reported for 4 additional crime categories.

This nationwide program encourages uniform reporting of crime data. In 1999, law enforcement agencies active in the Uniform Crime Reporting (UCR) Program represented approximately 260 million United States inhabitants — 95 percent of the total population.

Definitions based on Uniform Crime Reporting (UCR) Program, therefore, have been incorporated into the NTD.

In addition to the UCR, NTD has added other security issues that fall under the category of Safety and Security Monthly Summary incidents, such as fare evasion, trespassing, vandalism, and nonviolent civil disturbances.

Reporting Requirements and Thresholds

The S&S-50 is designed to capture information on safety and security incidents that have not been reported on the Reportable Incident Report form (S&S-40). Separate thresholds apply to Safety and Security Monthly Summary incidents as summarized in the exhibit on the following page.

Exhibit 7— Reporting Thresholds for Safety and Security Monthly Summary Incidents		
Safety and Security Monthly Summary Incident Threshold	The monthly summary of occurrences: <ul style="list-style-type: none">• Robbery (confrontational theft)• Larceny (non-confrontational theft)• Burglary• Motor vehicle theft• Other Safety Occurrences not Otherwise Classified (injuries)• Fires	The monthly summary of arrests / citations: <ul style="list-style-type: none">• Other (non-aggravated) assaults• Fare evasion• Trespassing• Vandalism• Nonviolent civil disturbance

Security Incident Threshold

Report all applicable incidents in the requested categories (occurrences or arrests / citations) that have not been reported on the S&S-40.

Detailed Instructions

From the **Safety and Security** tab, click on the **File New Report** link, which is located at the top of the **Safety and Security** tab view, to open the **Report Set Up – 1** screen. If the reporter is familiar with the S&S-50 and would like to bypass the **Report Set Up – 1 and 2** screens, click on the **Quick link to the Safety and Security Monthly Summary Report**.

The **Report Set Up – 1** screen consists of a series of check boxes, each representing a reportable incident. The **Report Set Up – 2** screen must be completed in order for the system to decide if the information provided requires a Safety and Security Monthly Summary Report to be completed.

If the system decides that the information provided requires the completion of a Safety and Security Monthly Summary Report, the **Safety and Security Monthly Summary Report** screen will appear. Once the Safety and Security Monthly Summary Report has been generated, the mode and type of services (TOS) must be chosen from the **Drop-Down** box provided. The list of modes and type of services (TOS) listed in the **Drop-Down** is generated from the modes and type of services (TOS) reported on the Safety and Security Setup form (S&S-10).

Reporting Safety and Security Incidents

There are eleven safety and security event types reported on this form, those reportable incidents that have not been reported on the S&S-40 are:

Occurrences

- Robbery (confrontational theft)
- Larceny (non-confrontational theft)
- Burglary
- Motor vehicle theft
- Other Safety Occurrences not Otherwise Classified (injuries)
- Fires

Arrests / Citations

- Other (non-aggravated) assaults
- Fare evasion
- Trespassing
- Vandalism
- Nonviolent civil disturbance

Homicides and rapes are not reported on the S&S-50. The occurrence of a homicide or rape requires, instead, that an S&S-40 be submitted. In addition, attempts to kill and assaults to kill (i.e., assault to murder and attempted murder) are to be reported as aggravated assaults.

Occurrences Versus Arrests

For each offense, transit agencies are required to submit the total numbers of [occurrences](#) and [arrests / citations](#), as indicated for each offense (NTD follows the UCR system for recording occurrences versus arrests for various offenses).

The number of occurrences equals the number of crimes that occurred. Occurrences of the following incidents are reported: robbery (confrontational theft), larceny (non-confrontational theft), burglary, and motor vehicle theft. For Other Safety Occurrence not Otherwise Classified, the number of occurrences will not be portrayed because each incident may have multiple injuries associated.

Arrests are those individuals seized / held by law enforcement agencies for involvement in an unlawful act. The number of arrests equals the number of people held legally responsible for a crime. Incidents that are counted based on arrests made (except in the case of [fare evasion](#), for which the number of citations is submitted) are other (non-aggravated) assaults, fare evasion, trespassing, vandalism, and nonviolent civil disturbances.

The number of occurrences and the number of arrests for a particular crime type will usually not be the same.

2009 Safety and Security Reporting Manual

Safety and Security Monthly Reporting

The S&S-50 is the same for all modes operated. Detailed information is below.

When one or more safety and security incidents have been chosen on the **Report Set Up – 1** screen and the appropriate information entered regarding injuries, fatalities, property damage, and evacuation has been entered on the **Report Set Up – 2** screen, the system will decide if the information provided requires an S&S-50, an S&S-40, or that it is not reportable.

If the system decides that an S&S-50 is required then the **Safety and Security Monthly Summary Report** screen will appear. Any safety and security incidents not meeting the thresholds described above, but resulting in injuries, an arrest or citation is to be reported within **Safety and Security Monthly Summary Report** screen.

Safety and Security Monthly Summary incidents reported are occurrences of robbery (confrontational theft), larceny (non-confrontational theft), burglary, motor vehicle theft, not otherwise classified injuries, and fires, and arrests / citations of other (non-aggravated) assaults, fare evasion, trespassing, vandalism, and nonviolent civil disturbances.

Safety and Security Monthly Summary Report Screen

Safety and Security Monthly Summary Report

Month Reported:

Please select the Mode / Type of Service being reported.

Reporting Period (Month)

No Data to Report (for current reporting period)

Using the lists below, please provide the following Summary Security Events details

Number of Occurrences of Robbery (confrontational theft)

Location	Occurrences	Involved Parties		
		Customers	Workers	Others
In transit vehicles	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
In transit stations	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
In non-revenue facilities	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
On roadway / right-of-way / parking facility	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Number of Occurrences of Larceny (non-confrontational theft)

Location	Occurrences	Involved Parties		
		Customers	Workers	Others
In transit vehicles	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
In transit stations	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
In non-revenue facilities	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
On roadway / right-of-way / parking facility	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Number of Other Safety Occurrences not Otherwise Classified (e.g., slip and fall / electric shock / other)

Location	Occurrences	Involved Parties		
		Customers	Workers	Others
In transit vehicles	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Boarding / alighting: With stairs	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Boarding / alighting: With lift or ramp	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Boarding / alighting: Other	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Other in vehicle: Securement issue	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Other in vehicle: Not a securement issue	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
In revenue facilities	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Ramps	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Stairs	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Escalators	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Elevators	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Other	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
In non-revenue facilities	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Other	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Number of Occurrences of Fire

In transit vehicles	<input type="text"/>
In revenue facilities	<input type="text"/>
In non-revenue facilities	<input type="text"/>
On right-of-way	<input type="text"/>
Total	<input type="text"/>

Number of Occurrences of Burglary

Of revenue facilities	<input type="text"/>
Of non-revenue facilities	<input type="text"/>
Total	<input type="text"/>

Number of Occurrences of Motor Vehicle Theft

Of private vehicles from parking facility	<input type="text"/>
Of official (revenue and non-revenue) vehicles	<input type="text"/>
Total	<input type="text"/>

2009 Safety and Security Reporting Manual

Number of Involved Parties in Incidents Leading to an Arrest for Other (non-aggravated) Assaults					
Location	Arrests	Involved Parties			
		Customers	Workers	Others	
	In transit vehicles	<input type="text"/>	<input type="text"/>	<input type="text"/>	
	In transit stations	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
	In non-revenue facilities	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
On roadway / right-of-way / parking facility	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
Number of Citations for Fare Evasion				Total	
				<input type="text"/>	
Number of Arrests for Trespassing				Total	
In transit stations (except fare evasion)				<input type="text"/>	
In non-revenue facilities				<input type="text"/>	
On roadway / right-of-way / parking facility				<input type="text"/>	
Number of Arrests for Vandalism				Total	
Of vehicles				<input type="text"/>	
Of transit stations				<input type="text"/>	
Of non-revenue facilities				<input type="text"/>	
Of roadway / right-of-way / parking facility				<input type="text"/>	
Number of Arrests for Nonviolent Civil Disturbances				Total	
				<input type="text"/>	
Number of Other Arrests				Total	
				<input type="text"/>	
<input type="button" value="Close"/>		<input type="button" value="Save"/>		<input type="button" value="Submit Report"/>	

Select the safety and security incident type from the **Report Set Up – 1** screen menu. The list includes safety and security incident types that can produce the threshold values for [Reportable Incident](#) reporting — a fatality related to the incident, one or more [injuries](#), or property damage equal to or exceeding \$25,000, which are reported on the **Report Set Up – 2** screen. Upon entering the information on **Report Set Up – 1 and 2** screens, the system will decide if an S&S-50, S&S-40, or if no reportable incidents have occurred.

The reporter may choose to bypass **Report Set Up – 1 and 2** screens by clicking on the **Quick link to the Safety and Security Monthly Summary Report** which is located near the top of the Safety and Security tab. The **Quick link to the Safety and Security Monthly Summary Report** should only be used if the reporter knows that the only report needed is an S&S-50.

If the reporter chooses to enter the S&S-50 through the **Quick link to the Safety and Security Monthly Summary Report**, the mode and type of service (TOS) and the reporting period (month) will have to be chosen before completing the report.

The S&S-50 screen will launch after the system has decided that it is the needed report or after the **Quick link to the Safety and Security Monthly Summary Report** has been clicked. The S&S-50 screen is designed to capture the total monthly summary of the occurrences of robbery (confrontational theft), larceny (non-confrontational theft), burglary, motor vehicle theft, not otherwise classified injuries, and / or fires for the chosen reporting period (month).

Number of Occurrences of Robbery (confrontational theft): Robbery is defined as the taking or attempting to take anything of value under confrontational circumstances.

Report the total numbers of occurrences by choosing the location and then entering the numbers of occurrences in the appropriate involved parties categories; customers, workers, and others.

Number of Occurrences of Larceny (non-confrontational theft): Larceny is defined as the unlawful taking, carrying, leading, or riding away of property from the possession, or constructive possession of another person.

Larceny (non-confrontational theft) is comprised of a number of offenses:

- Pocket-picking. The theft of articles from another person's physical possession by stealth where the involved party usually does not become immediately aware of the theft.
- Purse-snatching. The grabbing or snatching of a purse, handbag, etc., from the physical possession of another person. Note that if more force was used than actually necessary to wrench the purse from the grasp of the person, then a strong-arm robbery occurred, rather than purse snatching.
- Theft from building. A theft from within a building that is either open to the general public or where the offender has legal access.

- Theft from coin-operated machine or device. A theft from a machine or device that is operated or activated by the use of coins (for example, a ticket vending machine or other vending machine).
- Theft from motor vehicle. The theft of articles from a motor vehicle, whether locked or unlocked.
- Theft of motor vehicle parts or accessories. The theft of any part or accessory affixed to the interior or exterior of a motor vehicle in a manner that would make the item an attachment of the vehicle, or necessary for its operation.
- All other larceny. All thefts that do not fit any of the definitions of the specific subcategories of Larceny / theft listed above, including theft of bicycles.

The total numbers of occurrences of larceny (non-confrontational theft) are reported by choosing the location and then entering the numbers of occurrences in the appropriate involved parties categories, customers; workers, and others.

Number of Other Safety Occurrences not Otherwise Classified: Other Safety not Otherwise Classified injuries are a direct result of occurrences such as slip and fall and electric shock. All other not otherwise classified injuries are reported by person type and location.

The person types, for reporting other safety occurrence not otherwise classified are injuries to customers, injuries to workers, and injuries to others. The locations for reporting other safety occurrences not otherwise classified are: transit vehicles, revenue facilities, non-revenue facilities, securement issue or other.

All not otherwise classified injuries are reported on the Safety and Security Monthly Summary Report form (S&S-50) no matter the number of injuries per occurrence.

Example 26 — Other Safety Occurrences not Otherwise Classified Reporting		
Example: A transit operator slams on the brakes of a transit bus to avoid a collision with another motor vehicle, resulting in 3 transit passengers slipping and falling. The 3 transit passengers required immediate medical attention away from the scene. There was no property damage.		
Solution:		
Number of Reportable Injuries 3	Number of Reportable Fatalities 0	Property Damage Amount \$0
Report the three injuries related to this incident on a Safety and Security Monthly Summary Report (S&S-50) form under Other Safety Occurrences not Otherwise Classified.		
Example: The floor of a transit facility collapses resulting in one transit passenger requiring immediate medical attention away from the scene.		
Solution:		
Number of Reportable Injuries 1	Number of Reportable Fatalities 0	Property Damage Amount \$0
Report the injury related to this incident on a Safety and Security Monthly Summary Report (S&S-50) form under Other Safety Occurrences not Otherwise Classified.		
Example: A bus (MB) crosses a bridge. The bridge collapses and ten transit passengers and one transit employee are killed.		
Solution:		
Number of Reportable Injuries 0	Number of Reportable Fatalities 11	Property Damage Amount \$0
Complete the Reportable Incident Report form (S&S-40) since the incident resulted in eleven fatalities.		

Number of Occurrences of Fire: Fires that require the act of suppression to occur at the time of the incident and do not meet the Reportable Threshold – 1 or more fatalities, 1 or more injuries, and / or \$25,000.00 in property damage – are reported by location; transit vehicles, revenue facilities, non-revenue facilities, or right-of-way.

Example 27 — Fire Reporting		
Example: A transit bus (BU) begins to smoke and the operator finds that a small electrical fire has begun. Suppression is required and used to end the fire, but there are no passengers on the transit bus and the property damage is only estimated at \$10,000.00.		
Solution:		
Number of Reportable Injuries 0	Number of Reportable Fatalities 0	Property Damage Amount \$10,000.00
Because all fires are to be reported, this incident requires the completion of the Safety and Security Monthly Summary Report (S&S-50) form under Fire.		

2009 Safety and Security Reporting Manual

Number of Occurrences Burglary: Burglary with forced entry is defined as where force of any degree, or a mechanical contrivance of any kind (including a passkey or skeleton key), is used to unlawfully enter a building or other structure. Burglary with unforced entry is one where the unlawful entry is achieved without force through an unlocked door or window.

Report the total number of occurrences of burglaries by choosing the location and then entering the number of occurrences in the appropriate involved parties categories, customers; workers, and others

Number of Occurrences Motor Vehicle Theft: Motor vehicle theft is defined as the theft of a self-propelled vehicle that runs on the surface of land and not on rails. Count each motor vehicle theft as a separate occurrence, even if more than one vehicle was stolen during the same incident.

Motor vehicle theft attempts are not reported.

Report the total numbers of occurrences by type of vehicle theft; private vehicles from parking facility or official (revenue and non-revenue) vehicles.

Number of Involved Parties in Incidents Leading to an Arrests for Other (non-aggravated) Assaults: Other (non-aggravated) assaults are defined as unlawful attacks or attempts by one person upon another where no weapon was used or which did not result in serious or aggravated injury to the involved parties. Other (non-aggravated) assaults include simple assault, minor assault, assault and battery, injury by culpable negligence, intimidation, coercion, hazing, and all attempts to commit these offenses.

Report the total number of arrests for other (non-aggravated) assaults by choosing the location and then entering the number of arrests in the appropriate involved parties categories; customers, workers, and others.

Number of Citations for Fare Evasions: Fare evasion is the unlawful use of transit facilities by riding without paying the applicable fare.

Report the total number of citations issued.

Number of Arrests for Trespassing: Trespassing is the unauthorized entry of transit owned land, structure, or other real property not intended for public use.

The total number of arrests for trespassing are reported by location; transit stations (except fare evasion), non-revenue facilities, and / or roadway / right-of-way (ROW) / parking facility.

Example 28 — Fare Evasion Reporting

Example: A transit agency's police department reported 15 incidents of fare evasion on the light rail (LR) system; citations were made, but no arrests were made.

Solution: Report **15 incidents of fare evasion**.

Number of Arrests for Vandalism: Vandalism is defined as the willful or malicious destruction or defacement of transit property or vehicles. [Vandalism](#) includes a broad range of injury to property, from deliberate, extensive destruction of property at one extreme to mischievous, less extensive damage at the other extreme. In addition, the projection of objects at transit vehicles (e.g., the throwing of rocks and bottles) are also reportable offenses within this category. Incidents of arson are excluded.

The method of determination of property damage is left to the discretion of the reporting agency and should not require burdensome damage assessments.

Property damage resulting from these offenses as well as the number of arrests is reported.

The total number of arrests for vandalism are reported by the location; vehicles, transit stations, non-revenue facilities, and / or roadway / right-of-way (ROW) / parking facility.

Number of Arrests for [Non-violent Civil Disturbance](#): Nonviolent civil disturbances are incidents such as strikes and blockages that result in the disruption of transit service.

Report the total number of arrests for nonviolent civil disturbances.

Number of Other Arrests: The total number of Other Arrests).