

Security Configuration form (S&S-30)

The Security Configuration form (S&S-30) collects information on the number and type of police and / or security personnel used to provide security at a transit agency. The Internet Reporting system uses this information to generate the appropriate safety and security forms for the agency. This form is completed annually at the beginning of the calendar year.

This form is required for all transit agencies.

The screenshot shows the 'Security Configuration (S&S-30)' form. At the top, it displays 'NTD ID: 0000 Agency Name: Transit Agency' and a 'Logout' link. Below this is a navigation bar with tabs for 'Home', 'e-File', 'Annual', 'Safety & Security', 'Reports', 'Communications', 'Sys Admin', and 'Help'. The form header includes 'Form Name: Security Configuration (S&S-30)', 'Mode: HR', and 'Service: DO', along with a 'Close Form' link. The main content area is divided into sections: 'Line' with a 'Number' input field, '01 Number of Primary Security Personnel' with an input field, '02 Total Number of Security Personnel (Primary and Secondary)' with an input field, and '03 Primary and Secondary Security Configuration'. Under '03', there are two columns: 'Primary (Check one)' and 'Secondary (Check all that apply)'. The 'Primary' column has checkboxes for options a through g. The 'Secondary' column has checkboxes for the same options. At the bottom, there are buttons for 'Save', 'Close', 'Submit Report', and 'Print'.

Overview

The Security Configuration form (S&S-30) is used to collect the number and type of police and/or security personnel used to provide security at a transit agency. This form is completed annually and must be submitted before Internet reporting will generate the two links (**File New Report** and **Quick link to the Safety and Security Monthly Summary Report**) necessary to begin processing and submitting Reportable Incident Reporting (S&S40) and Safety and Security Monthly Summary Report (S&S-50) forms.

This form is required for all transit agencies, except those with an approved Nine or Fewer Vehicles waiver.

Reporting Requirements and Thresholds

The Security Configuration form (S&S-30) collects information regarding the number and type of police/security personnel used to provide security at a transit agency. One form will be generated for each [mode](#) operated by the transit agency as reported in the Safety and Security Setup form (S&S-10).

Example 2 — Allocating Security Personnel among Modes

Example: A transit agency operates both bus (MB) and light rail (LR) service. The transit agency contracts 12 security guards to patrol its non-revenue facilities (administrative buildings). There are 400 MB and 100 LR employees working at the administrative buildings. The transit agency contracts an additional 5 guards to respond to incidents on its rail vehicles.

Solution:

- On the S&S-30 (MB) **Contracted security force** is selected as the primary security configuration; for total personnel and for primary configuration **enter 9.6** (400 MB employees / 500 total employees X 12 security guards)
- On the S&S-30 (LR) **Contracted security force** is selected as the primary security configuration. For total personnel and for primary configuration **enter 7.4** [(100 LR employees / 500 total employees X 12 security guards) + 5 rail guards].

It is not necessary to update this form over the course of the year to reflect changes in staffing. Complete and submit the form once at the beginning of each calendar year.

What Has Changed from Prior Year

There are no changes to the Security Configuration form S&S-30 for CY 2009.

2009 Safety and Security Reporting Manual

Approach

The S&S-30 must be completed annually by all reporters, except those with an approved Nine or Fewer Vehicles waiver, for each mode of service provided by the system.

Detailed Instructions

As the form is being completed, changes should be saved by clicking the **Save** button frequently. When all data has been entered into the form and verified for accuracy, the form can be submitted to FTA by clicking the **Submit Report** button. Click on the **Close** button to exit the form.

Completing the Security Configuration form (S&S – 30)

Number of Primary Security Personnel: Enter the number of [personnel](#) used routinely to patrol grounds and to respond to incidents in or on transit property. For agencies that use local police (non-contracted), no estimate of the number of personnel is required.

Total Number of Security Personnel: Enter the number of full time equivalent security or police personnel dedicated to providing security at the transit agency to the nearest tenth of a person. The [person count](#) covers both the primary configuration and secondary configurations, as described below. Include security guards and police officers hired by the transit agency as well as local police officers specifically dedicated to providing transit security (for example, a transit unit of a local police department).

Only full time equivalent [employees](#) are to be reported at the beginning of the calendar year. A full time equivalent employee typically works 40 hours per week, or 2,080 hours per year.

Prorate the person counts if a [full time employee](#):

- Spends only part of his/her time providing transit security, or
- Provides transit security for more than one mode.

In these cases, the transit agency may use any reasonable method.

Example 3 — Enumerating Security Personnel

Example: A transit agency uses four full time employees plus one-third of an additional employee's time to provide security on its buses.

Solution: On the S&S-30, in the first box enter **4.3**.

Primary and Secondary Security Configuration: From the list provided select the security configuration types that are used by your agency. For primary check one box; for secondary, check as many boxes as apply. Primary and [Secondary security](#) forces can be interchangeable due to staffing concerns (e.g., major sporting events). In this case, the Secondary Security force will become primary as the first choice of action.

- Dedicated transit police force:** Your agency operates a (sworn) transit police force.
- Dedicated (transit) unit of local police:** Your agency makes use of a municipal police force or sheriff's department (not paid for directly by your agency) that has a specific transit unit or department.
- Contracted local police:** Your agency contracts with a local police department or sheriff's department to provide officers or deputies who provide security services at the transit agency.
- Contracted security force:** Your agency uses contracted non-sworn security guards (i.e., not sworn police officers).
- Off-duty police officers:** Your agency hires off-duty police officers who "moonlight" at the transit agency (i.e., it contracts directly with individual off-duty officers as opposed to contracting with a local law enforcement agency).
- Use of local police (non-contracted):** Your agency relies on a local police or sheriff's department for security. Select this option if your agency does not pay for this coverage through a contractual arrangement. Such a department would be one that primarily performs general policing activities in a municipality or area, but is also used by the transit agency from time to time, as needed.
- Transit agency security force:** Your agency uses in-house non-sworn security guards (i.e., not sworn police officers). In this case, the security guards are employees of the transit agency.

Primary and Secondary Checklist: Enter the number of personnel used occasionally to respond to more serious events occurring in or on transit property when the Primary Security Personnel force requires assistance. For agencies that use local police (non-contracted), no estimate of the number of personnel is required.

Example 4 — Security Configuration Reporting

Example: Primary and Secondary Security Configurations

A transit agency, that only operates bus (MB) service, uses 12 transit employed security guards to patrol its non-revenue facilities as well as to respond to any incidents that may occur on its buses. In addition, local police are called occasionally to respond to more serious events. The agency, however, considers the security guards to constitute its primary security configuration.

Solution:

- For line 01, Number of Primary Security Personnel, and line 02, Total Number of Security Personnel, **enter 12**
- For line 03, column a, primary configuration, check the **Transit agency security force** box
- For line 03, column b, secondary configuration, check the **Use of local police (non-contracted)** box.

Example: Multiple secondary security configurations

A transit agency, that only operates MB service, uses a transit police force of 15 officers, which it considers to be its primary means of providing security. In addition, the agency hires 20 security guards to patrol parking lots and calls the local police department to respond to incidents occasionally.

Solution:

- For line 01, Number of Primary Security Personnel, **enter 15**
- For line 02, Total Number of Security Personnel, **enter 35**
- For line 03, column a, primary configuration, check the **Dedicated transit police** box
- For line 03, column b, secondary configuration, check the **Use of local police (non-contracted)** box.