

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

The Safety and Security Monthly Summary Report form (Non-Major Summary Report - S&S-50) captures monthly summary information on less severe security-related and other safety incidents than those reported on the Reportable Incident Report form (Major Incident Report - S&S-40). For each mode and type of service operated, one form must be completed each month. The Safety and Security Monthly Summary Report form (S&S-50) summarizes the number of security and other safety incidents that have occurred (such as robberies, larcenies, fare evasions and slips/trips/falls). **The Monthly Summary Form must be completed even if a Major Incident Report has been created for a mode.**

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

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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) as well as injuries where an individual has been transported away from the scene due to a slip, trip, fall, electric shock, etc.

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 regardless of the presence of a Major Incident Report for a month/mode 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

1. Clarification of Involved Parties.
2. Clarification of Other Safety Occurrences not Otherwise Classified category.
3. Clarification of Number of Arrests for Non-violent Civil Disturbance.

### 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.

## 2010 Safety and Security Reporting Manual

### Exhibit 7— Reporting Thresholds for Safety and Security Monthly Summary Incidents

#### Safety and Security Monthly Summary Incident Threshold

The monthly summary of occurrences:

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

The monthly summary of arrests / citations:

- Other assaults (no reportable injuries)
- Fare evasion
- Trespassing
- Vandalism
- Nonviolent civil disturbance
- Other arrests

#### 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 S&S-50** link. A blank report form is generated for you to begin reporting. Select the Mode/Type of Service and the Reporting Period (Month) from the **Drop Down** boxes. If you have No Data to report for a particular month, check the box next to No Data to Report (for current reporting period).

#### Reporting Safety and Security Incidents

There are twelve 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 (purse snatching, pick-pocket))
- Burglary
- Motor vehicle theft
- Other Safety Occurrences not Otherwise Classified (injured parties transported for slips/trips/ falls, etc.)
- Fires

##### Arrests / Citations

- Other assaults (no reportable injuries)
- Fare evasion
- Trespassing
- Vandalism
- Nonviolent civil disturbance (riots/strikes, blockages of transit operations)
- Other arrests (those that do not fit in the above categories such as disorderly conduct).

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 on the S&S-40.

#### Occurrences Versus Arrests

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

For Robbery, Larceny, Burglary, and Motor Vehicle Theft, the number of occurrences equals the number of crimes that occurred. For Other Safety Occurrence not Otherwise Classified, the number of occurrences equals the number of incidents.

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

are Other (non-aggravated) Assaults, Trespassing, Vandalism, Nonviolent Civil Disturbances and Other. In the case of [fare evasion](#), the number of citations is submitted.

The number of occurrences or arrests will not always equal the number of Involved Parties. The number of Involved Parties may be greater than the number of occurrences or arrests but will never be less.

### Safety and Security Monthly Reporting

The S&S-50 is the same for all modes operated. Detailed information is below and the directions assume you are logged in with the appropriate level of access username to create and submit a report.

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.

For each category enter the number of "Occurrences/Arrests" for the month. For categories requiring "Involved Parties" enter the number and type of Involved Parties. Involved Parties are the number and type of victim(s) except in the case of Other Safety Occurrences not Otherwise Classified where the Involved Parties are the number of injured who were immediately transported from the scene for medical attention.

The number of occurrences or arrests will not always equal the number of Involved Parties. The number of Involved Parties may be greater than the number of occurrences or arrests. Example: there may be 1 occurrence of a robbery but 3 people were robbed (3 involved parties).

### Safety and Security Monthly Summary Report Screen

**Safety and Security Monthly Summary Report**

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"/>

(Continued below)

## 2010 Safety and Security Reporting Manual

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

### Number of Occurrences of Burglary

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

### 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"/>	<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**

### Number of Arrests for Trespassing

In transit stations (except fare evasion)	<input type="text"/>	<b>Total</b>
In non-revenue facilities	<input type="text"/>	<input type="text"/>
On roadway / right-of-way / parking facility	<input type="text"/>	<input type="text"/>

### Number of Arrests for Vandalism

Of vehicles	<input type="text"/>	<b>Total</b>
Of transit stations	<input type="text"/>	<input type="text"/>
Of non-revenue facilities	<input type="text"/>	<input type="text"/>
Of roadway / right-of-way / parking facility	<input type="text"/>	<input type="text"/>

### Number of Arrests for Nonviolent Civil Disturbances(riots/strikes/transit blockages)

**Total**

### Number of Other Arrests

**Total**

Close

Save

From the **Safety and Security** tab, click on the **File New S&S-50** link. A blank report form is generated for you to begin reporting. Select the Mode/Type of Service and the Reporting Period (Month) from the **Drop Down** boxes. If you have No Data to report for a particular month, check the box next to “No Data to Report (for current reporting period).”

When you have completed a report, click on the **Save** button located at the bottom of the report. This will save your data and present you with the saved report. To submit the report, scroll down to the bottom of the report and click the **Submit Report** button. The report will still be open. **You must scroll to the bottom of the report and click on the Close button to return to the Safety & Security tab screen.** You can Close a report without Submitting it.

A report may be updated at any time after it has been saved and/or submitted. On the Safety & Security tab screen, click on the + sign (expand) next to the section heading **Non-Major Summary Report**, then click on the link to open the report, make the revisions, click the **Save** button, click the **Submit Report** button, and click the **Close** button to return to the Safety and Security tab screen. |

**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 of the occurrence and entering the number of occurrences, and then entering the number of victims 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 of the theft and entering the number of occurrences, and then entering the number of victims in the appropriate involved parties categories, customers; workers, and others.

**Number of Other Safety Occurrences not Otherwise Classified:** Other Safety Occurrences not Otherwise Classified injuries are a direct result of occurrences such as slips and falls, or electric shock. To be considered an injury, the person must have been immediately transported away from the scene for medical attention. Occurrences are reported by location: in transit vehicles, in revenue facilities, in non-revenue facilities, or other; and the number of injuries are reported in the Involved Parties section by person type: customers, workers, or others.

Injuries are reported on the Safety and Security Monthly Summary Report form (S&S-50) no matter the number of injuries per occurrence. The number of occurrences often may not equal the number of injured persons.

Example 29 — Other Safety Occurrences not Otherwise Classified Reporting		
<b>Example:</b> 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.		
<b>Solution:</b>		
Number of Involved Parties 3	Number of Reportable Fatalities 0	Property Damage Amount \$0
Report the one Occurrence and 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.		

## 2010 Safety and Security Reporting Manual

<b>Example:</b> The floor of a transit facility collapses resulting in one transit passenger requiring immediate medical attention away from the scene.		
<b>Solution:</b> Number of Involved Parties 1	Number of Reportable Fatalities 0	Property Damage Amount \$0
Report the one Occurrence and the one Involved Party injury related to this incident on a Safety and Security Monthly Summary Report (S&S-50) form under Other Safety Occurrences not Otherwise Classified.		
<b>Example:</b> A bus (MB) crosses a bridge. The bridge collapses and ten transit passengers and one transit employee are killed.		
<b>Solution:</b> Number of Reportable Injuries 0	Number of Reportable Fatalities 11	Property Damage Amount \$(replacement/repair of bus)
Complete the Reportable Incident Report form (S&S-40) since the incident resulted in one or more 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 a Reportable Threshold – 1 or more fatalities, 1 or more injuries, evacuation for life safety reasons, and / or \$25,000.00 in property damage – are reported on the S&S-50 by location; in transit vehicles, in revenue facilities, in non-revenue facilities, or on right-of-way.

### Example 30 — Fire Reporting

<b>Example:</b> A transit bus (MB) 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.		
<b>Solution:</b> Number of Occurrences of Fire 1	Number of Reportable Injuries (Involved Parties) 0	Property Damage Amount \$10,000.00
Because all fires that have required the act of suppression are to be reported, this incident must be reported on the Safety and Security Monthly Summary Report (S&S-50) form under Fire.		

**Number of Occurrences of 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, either of a revenue or non-revenue facility, and then entering the number of occurrences.

**Number of Occurrences of 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 theft of a motor vehicle 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 Arrest 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 of the occurrence and entering the number of arrests, and then entering the number of victims 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.

### Example 31— 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 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 is reported by location; in transit stations (except fare evasion), in non-revenue facilities, and / or on roadway / right-of-way (ROW) / parking facility.

**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 reported on the Reportable Incident Report form (S&S-40).

The total number of arrests for vandalism is 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. An Arrest for Non-violent Civil Disturbance is not an arrest for “Civil Disobedience” (unruly or inebriated patrons or arrests of individuals selling illegal substances). These would be reported under “Other Arrests”.

Report the total number of arrests for nonviolent civil disturbances.

**Number of Other Arrests:** Report the total number of arrests that do not fall into any of the previous categories (such as disorderly conduct) on the S&S-50.