

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 that respond to security incidents on a transit agency's property or provide security at a transit agency. This form is completed annually at the beginning of the calendar year. The S&S-30 is not available until after the S&S-10 has been completed.

This form is required for all transit agencies except those with an approved Nine or Fewer Reporting Waiver, a Planning Grants Waiver or a Capital Grants Waiver.

The screenshot shows the Security Configuration form (S&S-30) interface. At the top, there are navigation tabs: Home, e-File, Annual, Safety & Security (selected), Reports, Communications, Sys Admin, and Help. Below the tabs, the form title is 'Security Configuration (S&S-30)', the mode is 'FB', and the service is 'DO'. A 'Close Form' link is visible in the top right corner. The form is divided into sections:

- Line 01:** Number of Primary Security Personnel. Input field:
- Line 02:** Total Number of Security Personnel (Primary and Secondary). Input field:
- Line 03:** Primary and Secondary Security Configuration. This section is divided into two columns: 'Primary (Check one)' and 'Secondary (Check all that apply)'. The options are:
 - a. Dedicated transit police force
 - b. Dedicated (TRANSIT) unit of local police
 - c. Contracted local law enforcement
 - d. Transit agency security force
 - e. Contracted security force
 - f. Off duty police officers
 - g. Use of local police (non-contracted)

At the bottom of the form, there are four buttons: 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 that respond to security incidents on a transit agency's property or provide security at a transit agency. This form is completed annually at the beginning of the calendar year.

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

Reporting Requirements and Thresholds

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). The S&S-30 is to be completed annually at the beginning of the calendar year and is not available until after the S&S-10 has been completed.

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

1. The Security Configuration form(s) must be completed for each operating mode to activate Monthly Summary or Major Incident reporting.

Approach

The S&S-30 must be completed annually by all reporters for each mode of service provided by the system, except those with an approved Nine or Fewer Vehicles waiver, a Planning Grants Waiver or a Capital Grants Waiver. The S&S-30 form(s) must be completed to activate major incident or monthly summary reporting capabilities.

Detailed Instructions

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

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Keep in mind that one form is generated and must be completed for each mode. Any reasonable method for allocating personnel across modes is acceptable. One agency may choose to allocate security resources based on modal ridership, where another may choose to allocate based on modal annual trips. Please refer to the examples below or contact your Safety & Security Analyst for more information.

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

Agencies report security personnel in terms of full-time equivalents (FTE) according to the staffing levels at the beginning of the year. One FTE means one full-time person, typically working 40 hours per week, or 2,080 hours per year.

Line 01 - Number of Primary Security Personnel: Enter the number of full time equivalent security or police 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; please enter a zero (0) in box 01.

Personnel are to be allocated between modes if a person spends his/her time providing transit security or provides transit security for more than one mode. Personnel can be reported to the nearest tenth of a person.

Line 02 - Total Number of Security Personnel: Enter the total (primary plus secondary) number of full time equivalent security or police personnel dedicated to providing security at the transit agency. The person count covers both the primary configuration and secondary configurations per mode, as described below. The total number of security personnel (Line 02) should be equal to or greater than the primary number (Line 01) for each mode. For agencies that use local police (non-contracted), no estimate of the number of personnel is required.

Personnel are to be allocated between modes if a person spends his/her time providing transit security or provides transit security for more than one mode. Personnel can be reported to the nearest tenth of a person.

Prorate the person counts if a person:

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

The transit agency may use any reasonable method to allocate personnel across modes.

Line 03 - Primary and Secondary Security Configuration: In the Primary column, check the type of personnel that provide primary security. Primary security personnel are those that routinely patrol or respond to incidents in or on transit property. If you have more than one type of security force that you consider to be primary, you must select only one to serve as the primary. This determination is often made by the size of the security force. Secondary security forces(s) are those that occasionally respond to events occurring in or on transit property or assist the primary force.

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). The transit agency contracts an additional 5 guards to respond to incidents on its rail vehicles. There are 400 MB and 100 LR employees working at the administrative buildings.

Solution:

For MB mode:

- Number of Primary Security Personnel = 9.6 (400 MB employees / 500 total employees X 12 security guards)
- Total Number of Security Personnel (Primary and Secondary) = 9.6
- Primary Security Configuration = Contracted Security Force
- Secondary Security Configuration = Contracted Security Force.

For LR mode:

- Number of Primary Security Personnel = 7.4 (100 LR employees / 500 total employees x 12 security guards + 5 security guards)
- Total Number of Security Personnel (Primary and Secondary) = 7.4
- Primary Security Configuration = Contracted Security Force
- Secondary Security Configuration = Contracted Security Force.

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: In the Number of Primary Security Personnel box enter **4.3**

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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).

- a. **Dedicated transit police force:** Your agency operates a (sworn) transit police force.
- b. **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.
- c. **Contracted local law enforcement:** 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.
- d. **Transit agency security force:** Your agency uses in-house non-sworn security guards (e.g., not sworn police officers). In this case, the security guards are employees of the transit agency.
- e. **Contracted security force:** Your agency uses contracted non-sworn security guards (e.g., not sworn police officers).
- f. **Off-duty police officers:** Your agency hires off-duty police officers who "moonlight" at the transit agency (e.g., it contracts directly with individual off-duty officers as opposed to contracting with a local law enforcement agency).
- g. **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.

Example 4 — Security Configuration Reporting

Example: Primary and Secondary Security Configurations

A transit agency that operates only 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 operates only bus (MB) service employs a dedicated 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 both the **Contracted security force** and the **Use of local police (non-contracted)** boxes.

Example: Multiple modes security configurations

A transit agency operates demand response (DR) and motor bus (MB) service. The agency has a dedicated transit police force of 20 officers that patrol or respond only to MB operations and they occasionally use local police for special events. The DR mode relies on the use of local police.

Solution for the DR form:

- For line 01, Number of Primary Security Personnel, **enter 0**
- For line 02, Total Number of Security Personnel, **enter 0**
- For line 03, column a, primary configuration, check the **Use of local police (non-contracted)** box
- For line 03, column b, secondary configuration, check the **Use of local police (non-contracted)** box.

Solution for the MB form:

- For line 01, Number of Primary Security Personnel, **enter 20**
- For line 02, Total Number of Security Personnel, **enter 20**
- 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.

Example: Use of Part-time Security Personnel

A transit agency operates light rail (LR) and motor bus (MB) service. The agency has a full time dedicated transit police force of 30 officers for both modes and a contract with the local police using 10 off-duty police officers for 4 hour shifts during peak periods. This would mean that they have 15 full time security personnel for each mode plus 2.5 part time security personnel for each mode (10 part time = 5 full time divided by 2 modes).

Solution for the both the LR form and the MB form:

- For line 01, Number of Primary Security Personnel, **enter 15**
- For line 02, Total Number of Security Personnel, **enter 17.5**
- For line 03, column a, primary configuration, check the **Dedicated transit police force** box
- For line 03, column b, secondary configuration, check the **Off-duty police officers** box.

Further Considerations: The S&S-30 form allows for only one primary choice. If a large agency has two categories of security personnel it considers as its primary, the security category that has the largest number of employees should be used as the Primary force. The other category of security personnel with the smaller number of employees would be reported as Secondary.

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To report the full time employee equivalent for an agency that contracts for security for which it pays a monthly fee based on services provided, the agency should use the prior year's information of total hours worked to arrive at the number of security employees for the current year.

If an agency uses a dedicated transit police force for both the MB and DR service it operates, but the DR service never requires security response, it is acceptable to report zero (0) security personnel for the DR mode.