

Security Configuration form (S&S-30)

Overview

Each transit agency, except those with an approved Small Systems Waiver, Natural Disaster Waiver, Planning Grants Waiver or Capital Grants Waiver, must complete the Security Configuration form (S&S-30) after submitting the S&S-10 (Safety and Security Setup Form). The system generates one S&S-30 form for each [mode](#) that you select on the S&S-10 form. You will be unable to enter any safety and security incident reports until you complete and submit all the S&S-30 forms generated for your agency.

You will use the S&S-30 form to indicate the number and type of personnel that respond to security incidents on your transit agency's property and / or provide security for your transit agency. You do not need to update this form over the course of the year to reflect changes in staffing.

Security personnel are reported as Primary and/or Secondary configurations. Primary security personnel are those that routinely patrol or respond to incidents in or on transit property. Secondary security forces are those that occasionally respond to events occurring in or on transit property or assist the primary force. If you have more than one type of security force that you consider primary, choose one (typically the larger or more often used security force) to report as the Primary and report the other as Secondary.

What Has Changed from Prior Year

1. No changes.

Step-by-Step Instructions

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

1. Click on the **Safety & Security** tab.
2. Click on the expand \oplus symbol next to the Security Configuration category heading.
 - *You will see an S&S-30 form for each mode/TOS you reported on the S&S-10 form. If the modes are incorrect, please edit the S&S-10 form before completing the S&S-30 forms.*
3. Click on a blue [Security Configuration \(S&S-30\)](#) link to open a form.
4. In the first box (Line 01), enter the estimated number of full time equivalent personnel that routinely patrol and/or respond to incidents in or on your agency's transit property (**Primary Security Personnel**).
 - *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.*
 - *For personnel that spend only part of their time providing security for your agency, prorate the estimated full time equivalent number and allocate that number across modes, if necessary. If personnel provide transit security for more than one mode, allocate the prorated estimated full time equivalent number across modes. Numbers can be reported to the nearest tenth, if needed.*
 - *Example: Your agency operates DR/DO and MB/DO service and contracts with a security company that provides two (2) security personnel to patrol your transit center eight hours a day, five days a week. Each person works a 4 hour shift, or 20 hours per week. Your MB/DO mode uses the transit center, but your DR/DO mode does not. In the box on Line 01 for Primary Security Personnel, you would report one (1) FTE for MB/DO and zero (0) for DR/DO.*
 - *You may use any reasonable method to allocate personnel across modes, such as basing it on modal ridership or on modal annual trips. Please refer to the examples below or contact your Safety and Security analyst for additional assistance.*
 - *If your agency pays a monthly fee for contracted security service, base your personnel numbers on the prior year's total hours worked.*
 - *If you are reporting Use of local police (non-contracted) as your secondary security configuration, do not include a number for these personnel in the box on Line 01.*
5. In the second box (Line 02), enter the **total number** of primary plus secondary full time equivalent personnel that provide security for your transit agency. Secondary security forces are those that occasionally respond to events occurring in or on your transit property and/or assist your primary force.
 - *Report secondary 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.*

- *For personnel that spend only part of their time providing security for your agency, prorate the estimated full time equivalent and allocate that number across modes, if necessary. If personnel provide transit security for more than one mode, allocate that prorated estimated full time equivalent number across modes. Numbers can be reported to the nearest tenth, if needed.*
 - *You may use any reasonable method to allocate personnel across modes, such as basing it on modal ridership or on modal annual trips. Please refer to the examples below or contact your Safety and Security analyst for additional assistance.*
 - *If your agency pays a monthly fee for contracted security service, base your personnel numbers on the prior year's total hours worked.*
 - *If you are reporting Use of local police (non-contracted) as your secondary security configuration, do not include a number for these personnel in your total number in the box on Line 02.*
6. Next, indicate the type(s) of security personnel your agency uses. In the first column, **Primary**, check one box for the security force that routinely patrols and/or responds to incidents in or on your agency's transit property
- *If your agency has more than one type of security force that is considered primary, choose only one to report as the Primary and report the other as Secondary. You may make this decision based on the security force that has the largest number of personnel, or any other reasonable method.*

Security Configuration Types:

- **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 law enforcement:** Your agency contracts with a local police department or sheriff's department to provide security services for your transit agency.
- **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.
- **Contracted security force:** Your agency uses contracted non-sworn security guards (e.g., not sworn police officers).
- **Off-duty police officers:** Your agency hires off-duty police officers who "moonlight" at the transit agency (e.g., you contract 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. Do not report number of personnel for this category.

7. In the second column, check as many boxes that apply to indicate the type of **Secondary** security force(s) your agency uses (if any).
 - *Secondary security forces are those that occasionally respond to events occurring in or on your transit property and/or assist your primary force.*
8. When you are done filling out the form, click the **Save** button, the **Submit Report** button, and then the **Close** button. The system returns you to the **Safety & Security** tab.

Example 4 — Security Configuration Reporting

Example 4a: 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 4b: 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 4c: 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 5 — Allocating Security Personnel**Example 5a: Enumerating Security Personnel**

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.

Example 5b: Allocating Security Personnel Across Modes

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.

Solution 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 5c: 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.

Important Considerations

- You can report only one primary choice on the S&S-30 form. If your agency has more than one type of security force that is considered primary, choose only one to report as the Primary and report the other as Secondary. You may make this decision based on the security force that has the largest number of personnel, or any other reasonable method.
- If your agency contracts for security and pays a monthly fee based on services provided, use the prior year's information of total hours worked to arrive at the number of full time equivalent security employees for the current year.
- If your agency uses a dedicated transit police force for both the MB and DR service, but the DR service never requires security response, it is acceptable to report zero (0) security personnel for the DR mode.

- The sum of all the numbers reported in the boxes of Line 02 for all modes should equal the total number of full time equivalent security personnel used by your agency.
- You will be unable to enter any safety and security incident reports until you complete and submit all the S&S-30 forms generated for your agency.

Editing the S&S-30 Form

1. Click on the expand  symbol next to the Security Configuration category heading.
2. Click on a blue [Security Configuration \(S&S-30\)](#) link to open a report for the Mode you want to edit.
3. Erase and edit the numbers for Primary and Total security personnel.
4. Check or uncheck the boxes for Primary and Secondary security configuration.
5. Click the Save button to save your changes.
6. Click the Submit Report button to submit your changes.