



# National Transit Database

**Safety and Security Reporting Module Training**

**Federal Transit Administration**

**October 2009**

**S&S-30 – SECURITY CONFIGURATION FORM**



# S&S-30 Form – Summary

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- The **S&S-30 Form** collects the number and type of transit police and/or security personnel that respond to security incidents on agency property or that your agency uses to provide security on agency property
- You are required to complete the S&S-30 unless your agency has a **Nine or Fewer Vehicles** waiver that exempts it from reporting
- NTD will generate one form for each mode that was selected in the Safety and Security Setup Form (S&S-10)
- Complete the S&S-30 at the beginning of the calendar year



# S&S-30 Form – Summary

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- It is **not** necessary to update this form over the course of the year to reflect changes in staffing
- You have to submit the S&S-30 before NTD will generate the two critical links necessary for you to begin reporting on the S&S-40 and S&S-50 Forms
  - **File New Report (S&S-40)**
  - **Quick link to the S&S Monthly Summary Report (S&S-50)**
- The 2009 Safety and Security Reporting Manual provides instructions and examples for completing the S&S-30 Form:
  - [S&S-30: Security Configuration Form](#)

# S&S-30 Form

Home		e-File		Annual		Safety & Security		Reports		Communications		Sys Admin		Help	
Form Name: Security Configuration form (S&S-30)										Mode:		<a href="#">Close Form</a>			
Line		a		b											
		<b>Number</b>													
01	<b>Number of Primary Security Personnel</b>		<input type="text"/>												
02	<b>Total Number of Security Personnel</b> (Primary and Secondary)		<input type="text"/>												
03	<b>Primary and Secondary Security Configuration</b>		<b>Primary</b> (Check one)				<b>Secondary</b> (Check all that apply)								
	a. Dedicated transit police force		<input type="checkbox"/>				<input type="checkbox"/>								
	b. Dedicated (transit) unit of local police		<input type="checkbox"/>				<input type="checkbox"/>								
	c. Contracted local police		<input type="checkbox"/>				<input type="checkbox"/>								
	d. Transit agency security force		<input type="checkbox"/>				<input type="checkbox"/>								
	e. Contracted security force		<input type="checkbox"/>				<input type="checkbox"/>								
	f. Off duty police officers		<input type="checkbox"/>				<input type="checkbox"/>								
	g. Use of local police (non-contracted)		<input type="checkbox"/>				<input type="checkbox"/>								
		<input type="button" value="Save"/>		<input type="button" value="Close"/>		<input type="button" value="Submit Report"/>		<input type="button" value="Print"/>							

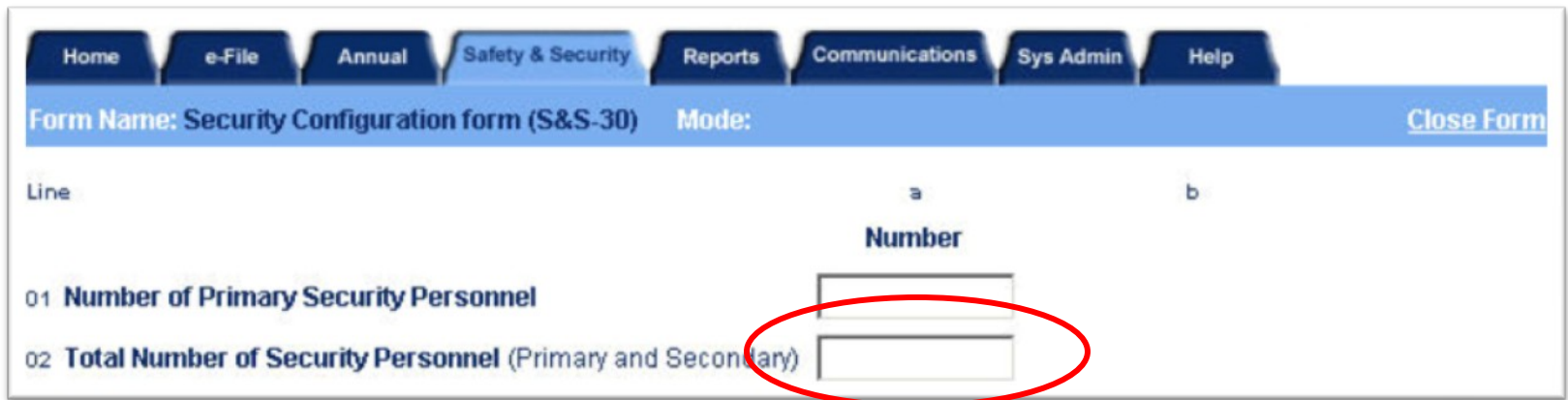
# S&S-30 Form – Key Points

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- **Primary:** security force that your agency uses routinely to respond to incidents in or on transit property or assigns to patrol agency property
- If you have more than one security force that you consider as Primary, you must select one to serve as the Primary in NTD
  - Can make this decision based on force size
  - Report other forces under **Secondary**
- **Secondary:** security force(s) that your agency uses occasionally to respond when the primary security force requires assistance
  - If you use local police (non-contracted), an estimate of the number of personnel is not required

# S&S-30 Form – Key Points

- Line 02 of the S&S-30 Form collects is the **total** of both primary and secondary security personnel for the mode being reported



The screenshot shows the S&S-30 form interface. At the top, there is a navigation bar with buttons for Home, e-File, Annual, Safety & Security, Reports, Communications, Sys Admin, and Help. Below this is a blue header bar containing the text "Form Name: Security Configuration form (S&S-30) Mode: [Close Form](#)". The main content area is a table with the following structure:

Line	a	b
01 Number of Primary Security Personnel	<input type="text"/>	
02 Total Number of Security Personnel (Primary and Secondary)	<input type="text"/>	

The input field for Line 02 is circled in red.

- The number in Line 02 of the S&S-30 Form should be greater than or equal to the number reported in Line 01.



# S&S-30 Form – Key Points

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- Data is reported in terms of full-time equivalents (FTE)
  - 1.0 FTE represents 40 hours per week or 2080 hours per year
- Reporters must prorate employee FTE if:
  - Only part of time is spent providing transit security, or
  - Employee(s) provides transit security for more than one mode

# S&S-30 Form – Key Points

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- Separate S&S-30 must be completed for each mode
  - **Reporters should ensure that FTE is not double counted across modes.**
  - For security forces used to cover multiple modes, reporters may use any reasonable method of FTE distribution across the multiple, such as basing the distribution on ridership, modal employees, etc.
- The S&S-30 form is further explained in the 2009 Safety and Security Reporting Manual
  - [S&S-30: Security Configuration Form](#)

# S&S-30 Form – Examples

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- An agency has 50 contracted security personnel who only work 20 hours per week. Each of these employees represents 0.5 FTE. Security force =  $0.5 * 50 = 25$  FTE.
- An agency contracts for security and pays a monthly fee based on services used. The agency should report FTE based on the previous year's total hours worked.



# S&S-30 Form – Examples

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- A large agency has two security forces they consider to be primary. The S&S-30 form only allows for one primary choice. The agency should report the security force with the largest number of employees as their Primary force. The other security personnel would be reported with Secondary forces.
- An agency uses a dedicated transit police force (20.0 FTE) for both the MB/DO and DR/DO service it operates, but the DR service never requires security response. It is acceptable to report 0.0 FTE for DR/DO and 20.0 FTE for MB/DO.