

Appendix C – TxDOT Reporting Form for Security Incidents

Form PTN-100 (Rev. 7/2002)
Page 1 of 2

TEXAS DEPARTMENT OF TRANSPORTATION (TxDOT) PROCEDURES FOR REPORTING SECURITY INCIDENTS

The Public Transportation Division (PTN) shall be notified of each security incident involving a Section 5307 (small urban), 5310, or 5311 transit agency. Section 5307 (MTA) transit providers are not required to report security incidents.

Notification shall occur by mail, E-mail, or facsimile, within five (5) days of the occurrence or discovery of each security incident. The information on this form shall be reported directly to the district Public Transportation Coordinator (PTC), who will then forward the form and any additional documentation to PTN.

A security incident is any unforeseen event or occurrence that may endanger human life or property. The following definitions for a reportable security incident are derived from the Federal Bureau of Investigation (FBI) Uniform Crime Reporting (UCR) Program. PTN defines a reportable security incident as one with any of the following consequences:

- Homicide: the killing of one human being by another, including murder and manslaughter;
- Forcible Rape: the carnal knowledge of a person, forcibly and/or against that person's will;
- Robbery: taking, or attempting to take, anything of value from another person by force, threat of force, or violence, thereby putting the victim in fear of harm;
- Aggravated Assault: an unlawful attack by one person upon another wherein the offender uses a weapon or displays it in a threatening manner, or the victim suffers obvious severe or aggravated bodily injury;
- Burglary: unlawful entry into a building or other structure with the intent to commit a felony or theft;
- Motor Vehicle Theft: theft of a motor vehicle;
- Arson: to unlawfully and intentionally damage, or attempt to damage, any property by fire or incendiary device;
- Bomb Threat: credible written or oral communication to a transit agency threatening the use of an explosive or incendiary device for the purpose of disrupting public transit services or to create a public emergency;
- Bombing: unlawful and intentional delivery, placement, discharge, or detonation of an explosive or other lethal device in, into, or against a public transport facility (including vehicles);
- Chemical or Biological release: unlawful and intentional delivery, placement, discharge, or detonation of a biological or chemical lethal device in, into, or against a public transport facility (including vehicles);
- Hijacking: unlawful seizure or control of a transit vehicle;
- Kidnapping: unlawful seizure, transportation, and/or detention of a person against his/her will or of a minor without the consent of his/her custodial parent(s) or legal guardian.

Any questions regarding this reporting form should be directed to the district PTC.

The Texas Department of Transportation maintains the information collected through this form. With few exceptions, you are entitled upon request to be informed about the information that we collect about you. Under §552.021, §552.023, and §559.004 of the Texas Government Code, you are entitled to receive and review the information and to have us correct erroneous information.

