

Checklist for Involving Public Authorities in Workplace Incidents

This checklist — in the form of a fillable decision form — is a general decision-support tool and may not address the specific circumstances, legal requirements, or operational realities of every organization, industry, or jurisdiction. It should be adapted to local laws, regulatory obligations, and internal policies, and used in consultation with qualified legal, compliance, and security professionals.

Fillable Decision Form

Purpose: Use this form to document the organization's decision-making process when determining whether to involve public law enforcement in a workplace security incident.

1. Incident Overview

Date of Incident: _____

Location: _____

Type of Incident: _____

Initial Summary of Events:

2. Mandatory Reporting Check

Does local law require reporting this incident?

☐ Yes ☐ No Notes: _____

Does company policy require notifying law enforcement?

☐ Yes ☐ No Notes: _____

Are there regulatory/licensing obligations to report?

☐ Yes ☐ No Notes: _____

If Yes to any above, describe required actions:

3. Organizational Objective

Primary goals for handling this incident (check all that apply):

- ☐ Seek restitution or asset recovery
- ☐ Set a deterrent example
- ☐ Remove or discipline an employee
- ☐ Minimize operational disruption
- ☐ Protect organizational reputation
- ☐ Understand root causes and prevent recurrence
- ☐ Other: _____

Notes on objectives:

4. Internal Capabilities Assessment

Investigative Expertise

Do internal teams have the skills needed?

- ☐ Yes ☐ No Notes: _____

Does the security services partner have relevant expertise?

- ☐ Yes ☐ No Notes: _____

Do supporting departments (audit, HR, compliance) have needed capabilities?

- ☐ Yes ☐ No Notes: _____

Resource Availability

Do we have sufficient time, staffing, and tools to investigate internally?

- ☐ Yes ☐ No Notes: _____

Would internal handling strain operations?

- ☐ Yes ☐ No Notes: _____

5. Information Sufficiency

Have facts been gathered from all relevant departments?

- ☐ Yes ☐ No

Have initial reports been verified?

- ☐ Yes ☐ No

Are there major unknowns that could change the decision?

- ☐ Yes ☐ No

Are we feeling pressured to decide prematurely?

- ☐ Yes ☐ No

Notes:

6. Potential Advantages of Calling Law Enforcement

Check all that apply:

- ☐ Access to additional/specialized investigative resources
- ☐ Broader jurisdictional authority
- ☐ Potentially greater investigative experience
- ☐ Reduced internal cost or resource burden
- ☐ Alignment with legal or policy requirements
- ☐ Other: _____

Notes:

7. Potential Disadvantages and Risks

Loss of Control

Are we prepared for law enforcement to take full control?

- ☐ Yes ☐ No

Are we prepared to comply with their directives and timelines?

- ☐ Yes ☐ No

Publicity Risk

Could the incident become public record and attract media attention?

- ☐ Yes ☐ No

Could publicity harm reputation or stakeholder confidence?

- ☐ Yes ☐ No

Experience Mismatch

Does law enforcement have the right expertise for this incident?

- ☐ Yes ☐ No

Could our security partner be more skilled?

- ☐ Yes ☐ No

Operational Disruption

Are we prepared for potential business disruption?

☐ Yes ☐ No

Could executives or staff be diverted unexpectedly?

☐ Yes ☐ No

Notes:

8. Relationship With Local Law Enforcement

Do we have an established relationship with local police?

☐ Yes ☐ No

Do we understand their investigative strengths/limitations?

☐ Yes ☐ No

Do they understand our operations and environment?

☐ Yes ☐ No

Notes:

9. Internal Investigation Plan

Will we conduct a parallel internal investigation?

☐ Yes ☐ No

Have we identified who will lead it?

☐ Yes ☐ No Name/Dept: _____

Will it address control failures and security gaps?

☐ Yes ☐ No

Notes:

10. Final Decision

Decision:

- ☐ Call law enforcement
- ☐ Handle internally
- ☐ Hybrid approach (internal + external)

Rationale for Decision:

Decision Maker(s): _____

Date: _____