

LAW ENFORCEMENT NOTIFICATION

Client Instructions & Template Letter

WHY THIS MATTERS

Notifying law enforcement before a physical security assessment protects everyone involved. It prevents misunderstandings, reduces risk of arrest or injury, and establishes a verification process if our team is questioned. This is a best practice recommended by industry standards and legal counsel.

WHO TO CONTACT

Contact the law enforcement agency with jurisdiction over your facility. This may include:

- Local Police Department — For city/municipal properties
- County Sheriff's Office — For county properties or unincorporated areas
- Campus Police/Public Safety — For universities, hospitals, or large campuses
- State Police — For state government facilities
- Federal Protective Service — For federal buildings (requires additional coordination)

Tip: Call the non-emergency line and ask to speak with someone in Operations or the Watch Commander's office.

WHEN TO SEND

Send this notification at least 5-7 business days before the assessment begins. This gives law enforcement time to:

- Review and acknowledge the notification
- Brief relevant officers and dispatch
- Provide a point of contact for verification calls

WHAT TO EXPECT FROM LAW ENFORCEMENT

Responses vary by agency. Some will provide formal acknowledgment, others may simply file the notification. You should:

- Request written confirmation of receipt (email is fine)
- Ask for a point of contact name and direct number
- Ask if they want to be notified the day before testing begins, and who to contact
- Confirm they will contact your 24/7 verification number before making arrests

INFORMATION YOU'LL NEED FROM THE RED TEAM

Before sending the letter, contact your red team point of contact to obtain the following details:

- Full legal names of all operators
- Physical descriptions (gender, ethnicity, height, hair color, distinguishing features)
- Vehicle information (make, model, color, license plate)
- Photos (optional but recommended — we can provide headshots)

IMPORTANT

Share the LE contact information with the red team once you receive it. This allows us to coordinate directly if needed and ensures our team knows who to reference if questioned.

YOUR CHECKLIST

- Identify the correct law enforcement agency for your facility
- Request operator details from your red team point of contact
- Complete the template letter on the following pages
- Send the letter via email and/or certified mail
- Follow up to confirm receipt and get a point of contact
- Share the LE contact information with the red team

The following pages contain a template letter you can customize and send on your company letterhead.

[YOUR COMPANY LETTERHEAD]

Date:

To:

Name/Title:

Department:

Address:

RE: Advance Notification of Authorized Security Assessment

Dear _____,

I am writing to notify your department of an upcoming authorized security assessment that will be conducted at our facility. The purpose of this letter is to prevent any misunderstanding should your officers encounter our security assessment team during their activities.

OUR ORGANIZATION

Company Name:

Address:

ASSESSMENT DETAILS

Red Team / Security Contractor:

Assessment Dates:

Testing Hours:

Location(s) to be Assessed:

LEGAL AUTHORIZATION STATEMENT

All assessment activities are conducted with the full knowledge, consent, and written authorization of the property owner and organizational leadership. The red team operates under a formal contract that explicitly authorizes physical security testing activities. These activities do not constitute criminal conduct as they are performed with owner consent, which negates the elements of trespass, burglary, and related offenses under applicable state law.

NATURE OF ASSESSMENT ACTIVITIES

The assessment may include, but is not limited to, the following authorized activities:

Social engineering / pretexting
Tailgating / piggybacking
Lock bypass / manipulation
Perimeter testing

Attempting entry to secured areas
Testing doors, windows, gates
Photography / surveillance
Other (specify below)

Other activities:

AUTHORIZED PERSONNEL

The following individuals are authorized to conduct this assessment:

Name	Gender	Ethnicity	Height	Hair	Other Features

VEHICLES

The following vehicles may be used during the assessment:

Make	Model	Color	License Plate	State

24/7 VERIFICATION CONTACT

If your officers encounter individuals matching these descriptions, please contact the following number BEFORE making any arrests:

Verification Contact Name:

24/7 Phone Number:

DAY-BEFORE NOTIFICATION (REQUEST)

Would your department like to be notified the day before testing begins? If so, please provide:

Contact Name:

Phone/Email:

We appreciate your cooperation in ensuring the safety of both your officers and our assessment team. Please do not hesitate to contact me if you have any questions.

Respectfully,

Signature: _____

Name:

Title:

Phone:

Email: