



Louisiana State Board of Private Security Examiners

Weapons Discharge Report

Security Officers: This report is to be completed whenever an employee of a security company discharges any firearm, either intentionally or unintentionally, while considered to be on duty, or traveling to or from duty for that company.

Instructors: This report is to be completed whenever an instructor or trainee discharges any firearms in a manner other than what is intended for range qualification, either intentionally or unintentionally.

Incident Details

Company Name: _____ Company Number: _____

Person discharging firearm: _____ Position: _____

Address: _____ Phone: _____

Instructor name: _____ Instructor Number: _____

Date of discharge: _____ Time: _____ Location: _____

Intentional ☐ Unintentional ☐

Brief Narrative: _____

Law Enforcement Agency Notified? Yes ☐ No ☐ Agency _____ File Number _____

Company Supervisor First Notified: _____

Weapon Information

Type: _____ Make: _____ Caliber: _____ Serial Number _____

Date of last firearms refresher: _____

I certify that this information is true and correct to the best of my knowledge. I further understand that falsification of this report could result in denial or revocation of my state license.

Signature of person discharging firearm

Signature of immediate supervisor

This report must be submitted to the Louisiana State Board of Private Security Examiners within 72 hours of the incident