

# TRACER

SECURITY SERVICES, INC

3040 Teddy Drive, Baton Rouge, LA 70809 (225) 769-6606 Fax: (225) 296-0907

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To: Armed Site Managers

From: Freddie Meggs (Training Manager)

Subject: Firearm Training

Firearm Training will be conducted on Tuesdays and Fridays at the corporate office, class starts at 9:00am. No one will be allowed in class after 9:00am. On the day of processing (which takes about 45 minutes) ensure that the new hire is here by no later than 8:00am and that they bring their drivers license and social security card with them, if they do not have both of those documents they will not be processed. The new hire should dress in comfortable clothing, **NO OPEN FACED FOOTWEAR SUCH AS FLIP FLOPS OR SANDALS ARE ALLOWED ON THE RANGE.**

Have the new hire sign below acknowledging all the above and then fax to the corporate office (225-296-0907) at least 1 (one) day prior to training, if the form is not sent in the person will NOT be trained.

Date of Training: \_\_\_\_\_ circle the day of training: Tuesday or Friday

Site: \_\_\_\_\_

I, \_\_\_\_\_ have read the above information on what time, location, clothing and documentation I need to be fully processed. Failure to abide will cause a delay in the employment process.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Freddie Meggs  
Tracer Security Services  
Training Manager