

**Executive Security Specialists, Inc.**

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**COUNSELING REPORT**

DATE: \_\_\_\_\_ ACCOUNT: \_\_\_\_\_

ISSUING SUPERVISOR: \_\_\_\_\_  
(PRINT NAME)

RECEIVING OFFICER: \_\_\_\_\_  
(PRINT NAME)

SUBJECT MATTER: \_\_\_\_\_

ISSUING OFFICER NARRATIVE OF SUBJECT MATTER:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

RECEIVING OFFICER COMMENTS:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



NOTE: By signing and dating this document the issuing officer and the receiving officer acknowledge that the subject matter of the report has been discussed between them. This report will be placed in the employee's personnel file and taken into consideration when further reviewing the receiving officer for possible promotions, counseling or disciplinary action.

ISSUING OFFICER SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

RECEIVING OFFICER SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_