

MEMORANDUM OF UNDERSTANDING
BETWEEN
Siskiyou County Sheriff's Office
AND
Siskiyou Joint Community College District

This MEMORANDUM OF UNDERSTANDING (MOU) is entered upon the last date of all executed signatures, by and between the SISKIYOU COUNTY SHERIFF'S OFFICE (SCSO), a division of the County of Siskiyou (COUNTY), and the SISKIYOU JOINT COMMUNITY COLLEGE DISTRICT (COLLEGE).

The MOU is entered into on the date when it has been approved by the Board and has been signed by all other parties to it.

1. Purpose

This Memorandum of Understanding (MOU) has been established to explain the conditions under which the SCSO may request payment(s) from the COLLEGE for expenses related to the POST Academy, and or, Regional Training Center.

The SCSO incurs costs on County owned equipment and property that is supplied to the COLLEGE, fulfilling requirements of executing the POST Academy.

2. Term

The SCSO and the COLLEGE agree the term of this MOU is **July 1st, 2025 through June 30th, 2030.**

3. Invoices

The SCSO will provide the COLLEGE itemized invoices along with any additional backup to support the request. Requests will be submitted bi-annually to the contact below, no later than 30 days following the close out period. If such contact does not confirm receipt, the address below will be utilized.

Billing Contact: Monique Gonzalez, Administrative Assistant
sgonsalez@siskiyous.edu
(530) 938-5930

Mailing: Siskiyou Joint Community College District
Attn: President/Superintendent
800 College Ave
Weed, CA 96094

The SCSO will maintain a non-exclusive Range calendar for all Range reservations made. Any Range calendar reservations titled "COS", or made by the assigned SCSO ADJ Program Coordinator, will document the type of instruction being performed and the number of students per day.

The Facilities Fee will be charged to each student at the approved Siskiyou County rate identified in Exhibit A. This fee is established to capture the on-going costs of Range infrastructure, such as, but not limit to, road repairs, berm maintenance and lead abatement processes contracted by the SCSO. If unpaid, the SCSO has the ability to suspend COLLEGE use of the premises.

A copy of the calendar, or reservation notes, will be provided with each bi-annual statement.

Any other recovery costs requested by the SCSO will be separated from the Facility Fee within the backup provided the COLLEGE. Recovery Costs outside the anticipated billings are listed within Exhibit A. If unpaid, the SCSO has the ability to suspend COLLEGE use of the premises.

It is the understanding of the SCSO that payment of invoice(s) beyond the Facility Use Fee, will be determined by the President (or his/her designee) whether the request is acceptable in accordance with available funding guidelines.

It is the understanding of the COLLEGE that any item(s) on the invoice received have been paid in full by the SCSO.

4. Payment

Payment for accepted invoices are requested to be paid to the SCSO within 30 days of the dated invoice.

Payment is to be mailed: Siskiyou County Sheriff's Office
305 Butte St
Yreka, CA 96097

The COLLEGE agrees that invoices may be sent for costs incurred during the term of the contract following the execution of this MOU within the term.

5. Settlement of Disputes

Questions pertaining to an invoice sent by the SCSO should be directed to the Administrative Services Manager:

Courtney Greenley
cgreenley@co.siskiyou.ca.us
(530) 842-8326

If the invoice is rejected for any reason the COLLEGE will notify the SCSO by written notice within 14 days of the dated invoice. Written notice will include

reasoning for any unacceptable billings. In the event, the SCSO will revise and resubmit within 7 days of receiving such notice.

In the event escalation occurs, Sheriff-Coroner Jeremiah LaRue (or his designee) and the COLLEGE President (or his/her designee) will be the responsible parties who address any conflicts and or disputes as well as determine a resolution.

6. General Liability, Insurance & Endorsements

During the term of this Contract, the COLLEGE shall obtain and keep in full force and effect a commercial, general liability and automobile policy or policies of at least (\$2,000,000) Two Million Dollars, combined limit for bodily injury and property damage; the County, its officers, employees, volunteers and agents are to be named additional insured under the policies, and the policies shall stipulate that this insurance will operate as primary insurance for work performed by the COLLEGE and its sub-contractors, and that no other insurance effected by County or other named insured will be called on to cover a loss covered thereunder. All insurance required herein shall be provided by a company authorized to do business in the State of California and possess at least a Best A:VII rating or as may otherwise be acceptable to COUNTY. The General Liability insurance shall be provided by an ISO Commercial General Liability policy, with edition dates of 1985, 1988, or 1990 or other form satisfactory to County. The County will be named as an additional insured using ISO form CG 2010 1185 or the same form with an edition date no later than 1990, or in other form satisfactory to County.

The COLLEGE shall obtain and file with the COUNTY prior to engaging in any operation or activity set forth in this Contract, certificates of insurance evidencing additional insured coverage and which shall provide that no cancellation, reduction in coverage or expiration by the insurance company will be made during the term of this Contract, without thirty (30) days written notice to COUNTY prior to the effective date of such cancellation. Naming the COUNTY as a "Certificate Holder" or other similar language is NOT sufficient satisfaction of the requirement. Prior to commencement of performance of services by the COLLEGE and prior to any obligations of COUNTY, contractor shall file certificates of insurance with County showing that the COLLEGE has in effect the insurance required by this Contract. The COLLEGE shall file a new or amended certificate on the certificate then on file. If changes are made during the term of this Contract, no work shall be performed under this agreement, and no payment may be made until such certificate of insurance evidencing the coverage are provided to COUNTY.

7. Binding Successors

All of the conditions, covenants and terms herein contained shall apply to, and bind, the heirs, successors, executors, administrators and assigns of the COLLEGE. COLLEGE and all of COLLEGE heirs, successors, executors, administrators, and assigns shall be jointly and severally liable under the Contract.

8. Indemnification

COLLEGE shall indemnify and hold COUNTY harmless against any and all liability imposed or claimed, including attorney's fees and other legal expenses, arising directly or indirectly from any act or failure of COLLEGE or COLLEGE'S assistants, employees, or agents, including all claims relating to the injury or death of any person or damage to any property. COLLEGE agrees to maintain a policy of liability insurance in the minimum amount of (\$2,000,000) Two Million Dollars, to cover such claims or in an amount determined appropriate by the County Risk Manager. If the amount of insurance is reduced by the County Risk Manager such reduction must be in writing. COLLEGE shall furnish a certificate of insurance evidencing such insurance and naming the County as an additional insured for the above-cited liability coverage prior to commencing work. It is understood that the duty of Contractor to indemnify and hold harmless includes the duty to defend as set forth in Section 2778 of the California Civil Code. Acceptance by COUNTY of insurance certificates and endorsements required under this Contract does not relieve COLLEGE from liability or limit COLLEGE'S liability under this indemnification and hold harmless clause. This indemnification and hold harmless clause shall apply to any damages or claims for damages whether or not such insurance policies shall have been determined to apply. By execution of this Contract, COLLEGE acknowledges and agrees to the provisions of this Section and that it is a material element of consideration.

9. Range Incidents & Documentation

COLLEGE understands the SCSO may have surveillance at the Range, including but not limited to the Range firing line. Any incidents are required to be documented by utilizing Exhibit C and informing the Range Master listed on Page 9 of the Contract. Failure to provide such documentation may result in termination of Range use by the COLLEGE.

10. Modification & Termination

This MOU shall become effective when signed by both parties and shall continue until terminated upon written notice from the COLLEGE or the completion of the term.

It is the understanding of the SCSO that this funding has no future guarantees of renewal and, or the amount for future MOU's is subject to change upon the determination of the COLLEGE.

(Signatures Following)

IN WITNESS WHEREOF, County and Contractor have executed this agreement on the dates set forth below, each signatory represents that they have the authority to execute this agreement and to bind the Party on whose behalf their execution is made.

COUNTY OF SISKIYOU

Date: _____

Ray A. Haupt, CHAIR
Board of Supervisors
County of Siskiyou
State of California

ATTEST:
LAURA BYNUM
Clerk, Board of Supervisors

By: _____
Deputy

CONTRACTOR: Siskiyou Joint Community College District

Date: 6/25/2026

Signed by:

72E470E387A04FA
Char Perlas, President

Date: 6/25/2026

Signed by:

0CDB4E708BF6477...
Melissa Ericsson, VP Administrative Services

License No.: _____
(Licensed in accordance with an act providing for the registration of contractors)

Note to Contractor: For corporations, the contract must be signed by two officers. The first signature must be that of the chairman of the board, president or vice-president; the second signature must be that of the secretary, assistant secretary, chief financial officer or assistant treasurer. (Civ. Code, Sec. 1189 & 1190 and Corps. Code, Sec. 313.)

TAXPAYER I.D. (on file)

ACCOUNTING:

Fund	Org	Account	Activity Code (AC)	Amount
1002	202010	552600		\$.01
1003	202277	552600	126	\$.01

If not to exceed, include amount not to exceed: \$.01

EXHIBIT A

COUNTY FEES

COUNTY FEES COLLECTED ACCOUNTING: 1003 202277 AC 126

1. Annual Non-Exclusive Use Fee for COLLEGE, to be collected *prior* to Range use, per year, following the completion of this agreement by cash or check only made out to the recipient below:

DUE: \$500.00

2. Facility Use Fees collected per student, per day:

DUE: \$12.00

3. No Show Fee, per day:

DUE: \$50.00

4. Brass Clean Up Violation Fee, per occurrence:

DUE: \$1,000.00

CHECKS can *only* be made payable to the following recipient:

Siskiyou County Sheriff's Office

EXHIBIT B

Siskiyou County Sheriff's Office Range Safety Rules

1. **Instructor Requirement** – No individual or agency may use the range without a DOJ-certified instructor present and in control of the training.
2. **Safety Briefing** – Instructors must review these safety rules with students at the beginning of each session.
3. **Protective Gear** – Eye and ear protection must be worn at all times in the live fire area.
4. **First Aid** – Students and staff must know the location of the first aid kit and have immediate access to it.
5. **Reporting Issues** – All injuries or unsafe conditions must be reported to the Watch Commander immediately.
6. **Firearm Handling** – Pistols must remain holstered until the range officer gives the command to begin live fire.
7. **Muzzle Direction** – Always keep muzzles pointed downrange. Loaded firearms must NEVER be pointed upward.
8. **Picking Up Items** – Do not pick up anything from the floor in the live fire area until all weapons are holstered, and the range officer declares it safe.
9. **Malfunctions** – If a firearm malfunctions, attempt to clear it while keeping it pointed safely downrange. If unable to clear it, remain on the firing line until the exercise is over.
10. **Crossfire Awareness** – Be aware of possible crossfire situations during multi-shooter exercises.
11. **Target Placement** – Position targets so rounds do not strike anything other than berms and designated backstops.
12. **Firearm Disassembly** – Pistols must be cleared (magazine removed, chamber checked, trigger pressed safely downrange) before disassembly.
13. **Live Ammunition Restrictions** – No live ammunition is allowed in the Classroom. Magazines may only be reloaded in designated areas.
14. **Reloading** – Weapons must be reloaded only in live fire areas, pointed safely downrange or into a clearing barrel. No reloading in classroom.
15. **Ammunition Storage** – Remove all unused ammunition from live fire areas. No live ammunition may be left unsecured.
16. **Facility Damage** – Any damage must be reported to Siskiyou County Sheriff's Office Range Staff immediately. If staff is unavailable, notify the on-duty Watch Commander.
17. **Outside Agencies** – Agencies must bring their own targets, safety gear, ammunition, and training supplies.
18. **Clean-Up** – Users must clean up brass and debris after training. Large debris must be bagged for removal by custodial staff.
19. **Accidental Discharges** – Any accidental discharge outside of live fire areas must be reported immediately to Range Staff or the on-duty Watch Commander.
20. **Live Ammunition Restrictions** – No live ammunition may be used for demonstrations or training exercises outside of designated live fire areas.
21. **Classroom and live fire range designated for use for CCW classes are the only areas allowed to be used unless prior written permission is obtained from Siskiyou County Sheriff's Office Range Master(s).**
22. **Rule Compliance** – These Range Safety Rules must be followed at all times. Failure to comply will result in immediate termination of training. Training may only resume after a review by the Range Master and appropriate retraining or staff replacement.

EXHIBIT C

SCSO WHITE ROCK RANGE INJURY / MISFIRE INQUIRY REPORT

Incident Type (Check all that apply):

☐ Injury ☐ Misfire / Failure to Fire ☐ Safety Violation ☐ Property Damage ☐ Range Safety

General Information:

Date and Time of Incident:

Location of Incident (specific range/area):

Names of Involved Parties (Instructor/Participants):

Names and Contact Info of Witnesses (if applicable):

Range Safety Officer (RSO) or Instructor on Duty:

Injury Incident:

Type of Injury (e.g., gunshot, sprain):

Severity of Injury (minor, moderate, major):

First Aid Administered (by whom?):

Medical Assistance:

(Ambulance called? Hospital visit?):

Denied Medical Assistance? (Why) :

Description of How Injury Occurred:

Medical History of Injured Individual (if relevant):

Misfire/ Failure to Fire:

Details of Misfire (failure to load, eject, fire, etc.):

Condition of Firearm Before *and* After Misfire:

Action Taken After Misfire (clearing firearm, inspecting ammo, etc.):

Safety Violations

Nature of Violation (e.g., gun handling, range rules, etc.):

Who Was Involved and What Actions Were Taken:

Range Rules Violated: _____

Corrective Actions Taken (if any): _____

Suggestions for Avoiding Future Violations: _____

Property Damage

Details of Damaged Property (targets, infrastructure, etc.):

Cause of Damage: _____

Cost of Repairs/Replacement: _____

Who Is Responsible for Damage & Contact Information for Billing (e.g., participant, instructor):

Additional Information

Incident Follow-Up (e.g., investigation, corrective actions, or disciplinary actions):

Range Closure or Suspension (if applicable): _____

Recommendations for Improving Safety Protocols: _____

This report has been reviewed, and the details of the incident have been acknowledged by the following individuals:

Range Safety Officer (RSO) / Instructor on Duty:

Name: _____

Signature: _____

Date: _____

Involved Party (if applicable):

Name: _____

Signature: _____

Date: _____

Photos of any and all incidents are required, send all documents to:

Kelly Towers, Lieutenant
kelly.towers@siskiyousheriff.org