

Action History (UTC-05:00)

Submit

by Chelsey Rodgers 02-24-2026 12:30:56 PM (Start Form)

Submit

by Carol Cooper-Colicchio 02-24-2026 01:27:33 PM (Pre-Director approval)

■ I reduced the amount to \$5,656.00 C. Colicchio

- The task was assigned to Carol Cooper-Colicchio 2/24/2026 12:30:59 PM

Approve

by Todd R. Garrison 02-24-2026 02:03:49 PM (Director Approval)

- The task was assigned to Todd R. Garrison, Christopher Morales 2/24/2026 1:27:34 PM
- Todd R. Garrison assigned the task to Todd R. Garrison 2/24/2026 2:03:34 PM

Approve

by Nicole Brown 02-24-2026 02:12:59 PM (Budget Approval)

- The task was assigned to Nicole Brown, Mary Grace Stamper, Jake Gaub 2/24/2026 2:03:51 PM
- Nicole Brown assigned the task to Nicole Brown 2/24/2026 2:06:02 PM

Reviewed

by Michael White 02-24-2026 04:50:32 PM (Purchasing Specialist)

■ CHANGED PURCHASE TYPE FROM SINGLE PURCHASE TO BLANKET PURCHASE, AS SPECIFIED IN DESCRIPTION.

EVER-BLKT-TERM
2-403 (a)(2)

- The task was assigned to Bernice Moen, Michael White 2/24/2026 2:13:00 PM
- Michael White assigned the task to Michael White 2/24/2026 4:20:34 PM

Approve

by Alla Skipper 02-25-2026 08:06:57 AM (Purchasing Approval)

- The task was assigned to Alla Skipper, Keith Raney 2/24/2026 4:50:33 PM
- Alla Skipper assigned the task to Alla Skipper 2/25/2026 8:06:04 AM



Procurement Request

City of North Port

Request

Request Type *

Competitive Exemption

Capital? (?) No Yes**PRR-EX (?)** Yes**FY ***

2026

Type code *

X

Preparer

Chelsey Rodgers

Pre-Director Approver(s) (?)

	Name
1	Carol Cooper-Colicchio

Department *

POLICE

Division(s)**Purchase****Payment Method *** Visa Purchase Purchase Order**Purchase Type *** Single Purchase (current FY)
 Blanket Purchase (current FY)**Purchase SubType *** None Change Order
 Amendment**Description ***

This purchase is for Range fees. The blanket amount requested is based on an estimation of use. The training department has several sites that they utilize depending on availability and scheduling needs.

This blanket will be for the new MOU will go into effect in 01/2026 (increasing range fees).

Section 2-403 - Exemptions of the City of North Port Procurement Code states that certain procurements shall not be subject to competitive requirements in the judgment of the Purchasing Agent.

Exemption Explanation (?) *

This procurement falls under Code Exemption Section 2-403(a)(2). There is an MOU between the Sarasota County Sheriff's Office and the City of North Port (NPPD) for use of the Knight Trail Park Gun Range.

Grant? * Yes No**Technology Related? (?) *** Yes Renewal No**Exemption****Exempted purchase type ***

Please select the purchase type

Code Exemption**Sec. 2-403 Exemption ***

- (a)(2) Procurement contracts between the city and nonprofit organizations, other governments or other public entities.
- (a)(3)(a) Dues and memberships in trade and professional organizations.
- (a)(3)(b) Subscriptions for periodicals, books, maps or training videos.
- (a)(3)(c) Real property, real estate brokering, or appraising.
- (a)(3)(d) Abstract of titles for real property; title insurance.
- (a)(3)(e) Works of art for public display or artistic services.
- (a)(3)(f) Advertising.
- (a)(3)(g) Medical, dental and other medically related services performed by a health care professional.
- (a)(3)(h) Room or board for social service clients.
- (a)(3)(i) Room and board for employees on city business.
- (a)(3)(j) Funeral related services.
- (a)(3)(k) Water, sewer, electrical, cable television or other utility services.

- (a)(3)(l) Personnel, including but not limited to part-time or temporary services.
- (a)(3)(m) Academic program reviews or lectures by individuals.
- (a)(3)(n) Financial services.
- (a)(3)(o) Legal services.
- (a)(3)(p) Social services.
- (a)(3)(q) Lobbying services.
- (a)(3)(r) Goods, materials and equipment whose cost has been incorporated as part of a competitively bid project.

Explanation *

There is an MOU between the Sarasota County Sheriff's Office and the City of North Port (NPPD) for use of the Knight Trail Park Gun Range.

Supporting backup *

Click the Preview icon or right click link and select open in new tab or window to avoid downloading.

Partially Executed Knight Trail Gun Range MOU_SCSO_NPPD.pdf

1.01MB

Purchase Details

Line Items

Item #	Description *	Unit of Measure	Quantity *	Unit Price *	Subtotal
1	Range Fees	\$\$	5,656.00	\$1.00	\$5,656.00

Shipping (?) * **Total Charges**
\$0.00 \$5,656.00

Accounts (?)

	Dept *	Account # (?) *	Project #	Amount *
1	PD	001-2100-521.55-00		\$5,656.00

Total Payments
\$5,656.00

Comments to Budget (?)

This will be the second blanket request for Sarasota County Sheriff's Office, as the other blanket shall remain encumbered to ensure no other invoices are outstanding from October through December 2025.

Current Blanket Approval is \$3500. \$3006.25 has been spent.
Budget is \$10,156.
Remaining is being requested for new MOU blanket PO: \$6656.00

Vendor Details

Vendor Information (?)



Except for Emergency purchases, vendor MUST already be setup as a vendor in NavILine.

Vendor Name * SARASOTA COUNTY SHERIFFS OFFICE **Vendor Number *** 2850

Vendor Name CST

Contact **Vendor Email**
don.roszel@sarasotasheriff.org

Remittance Address
TRAINING SERVICES BUREAU, 4531 STATE RD 776, VENICE, FL 34293

Phone
941-681-1623

Vendor Documentation Current (?) *

Yes No

Risk Documentation Current (?) *

Yes No Waiver Attached

YTD Expenses (?)

Department Inclusive (?) *

\$10,156.00

City Inclusive (?) *

\$10,156.00

INTERAGENCY AGREEMENT

BY AND BETWEEN
THE SARASOTA COUNTY SHERIFF'S OFFICE
AND
THE CITY OF NORTH PORT, FLORIDA
ON BEHALF OF
THE NORTH PORT POLICE DEPARTMENT
FOR
USE OF THE KNIGHT TRAIL PARK GUN RANGE

THIS INTERAGENCY AGREEMENT ("Agreement") is entered into by and between the **Sarasota County Sheriff's Office** ("SCSO" or "Sheriff") headquartered at 6010 Cattleridge Boulevard, Sarasota, Florida 34232 and the **City of North Port, Florida** ("CITY") located at 4970 City Hall Boulevard, North Port, Florida 34286, on behalf of the **North Port Police Department** ("Agency") headquartered at 4980 City Hall Boulevard, North Port, Florida 34286, for the use of the Knight Trail Park ("KTP") law enforcement firing/gun range facilities ("Range") located at 7758 Target Trail, Nokomis, Florida 34275, and shall become effective as of the date last signed below ("Effective Date").

WITNESSETH:

WHEREAS, pursuant to Resolution No. 98-529, which was filed with the Sarasota County Clerk of the Circuit Court on October 14, 1998, the Sarasota County Board of County Commissioners authorized the Sheriff to charge reasonable fees for the use of the KTP Range; and

WHEREAS, pursuant to Chapter 30 of the Florida Statutes, the Sheriff is authorized to charge fees for official services; and

WHEREAS, providing the Range for use by other law enforcement agencies is an official service and fees for such use may be charged in accordance with this Agreement; and

WHEREAS, Agency and its officers and employees, as a duly authorized law enforcement or criminal justice agency, desire to utilize the Range and related services of SCSO; and

WHEREAS, SCSO is willing to provide the Range and such related services so long as all applicable rules and regulations are strictly complied with by Agency to ensure safety and security; and

WHEREAS, CITY agrees that CITY shall be responsible for compliance with this Agreement on behalf of Agency.

NOW THEREFORE, SCSO and the CITY, on behalf of the Agency (collectively, the "Parties" and individual, the "Party") do mutually agree as follows:

1.0 SCSO RIGHTS AND RESPONSIBILITIES:

- 1.1 SCSO shall reasonably maintain the condition of turning systems, loudspeaker system, and the backstop of the Range.
- 1.2 SCSO reserves the right to deny anyone access to or remove anyone from the Range at any time for any reason.
- 1.3 SCSO has the right to unilaterally update the range rules in Exhibit 1 to this Agreement, at any time, upon written notice to the Agency. For updates to range rules, the Parties agree that written notice to Agency constitutes legal notice to all entities contained in the Notice provision of this Agreement.

2.0 AGENCY RESPONSIBILITIES:

- 2.1 Agency shall always provide a certified firearms instructor at the Range while Agency personnel use the Range. The Agency instructor must report any unsafe conditions to SCSO and immediately stop all firearms shooting until the problem has been resolved.
- 2.2 CITY shall ensure that all officers and employees of Agency are advised of and shall abide by the safety rules and regulations outlined in "Exhibit 1" to this Agreement while present at and/or using the Range. The safety rules and regulations may be updated at any time, in the sole discretion of SCSO by written notice to Agency. Such amendment shall be designated as "Exhibit 1.1," "Exhibit 1.2," and so on.
- 2.3 Any damage caused at or within the Range by the intentional or unintentional acts of Agency, including but not limited to target controlling devices, lighting, and structural elements shall be the sole financial responsibility of Agency. Upon submission of an invoice for damages by SCSO to Agency for cost of repairs, CITY shall submit payment to SCSO promptly, and no later than 60 days from the date of the request for funds. If payment is not received within 60 days, Agency's use of the range shall be suspended immediately until payment is received. Suspension of Agency's use of the range shall not affect any other rights and remedies afforded to SCSO by law.

3.0 FEES:

- 3.1 Agency shall pay SCSO fees for the use of Range according to the applicable Fee Schedule. The Fee Schedule for Range usage is contained in "Exhibit 2" to this Agreement, which is incorporated herein by reference. The Fee Schedule may be updated at any time, in the sole discretion of SCSO by written notice to Agency. Such amendment shall be designated as "Exhibit 2.1," "Exhibit 2.2," and so on.
- 3.2 All payment due dates, late payments, and interest due pursuant to this Agreement shall be calculated, paid, and assessed in accordance with the *Local Government Prompt Payment Act*, section 218.70, et. Seq., Florida Statutes, except where other Florida or Federal law applies to CITY.

4.0.1 TERM & TERMINATION:

4.1.1 Term. This Agreement shall have the initial term beginning on the Effective Date and continuing for one (1) year. The Agreement shall automatically renew for additional one-year periods thereafter, unless otherwise terminated as stated in this agreement.

4.2.1 Termination. This Agreement may be terminated by either Party at any time, for cause or convenience, by delivering written notice of termination to the other Party. Any outstanding or forthcoming invoices shall become due in full promptly upon receipt.

5.0 NOTICE

5.1 All notices required pursuant to this Agreement shall be in writing and sent via certified mail, return receipt requested, or as indicated to the Parties below:

<p>TO: Sarasota County Sheriff’s Office Attn: Colonel 6010 Cattleridge Boulevard Sarasota, Florida 34232</p>	<p>CC: Sarasota County Sheriff’s Office Attn: General Counsel 6010 Cattleridge Boulevard Sarasota, Florida 34232</p>
--------------------------------------------------------------------------------------------------------------------------	----------------------------------------------------------------------------------------------------------------------------------

<p>TO: City of North Port, Florida Attn: City Manager 4970 City Hall Boulevard North Port, Florida 34286</p>	<p>CC: City of North Port, Florida Attn: City Attorney 4970 City Hall Boulevard North Port, Florida 34286</p>
--------------------------------------------------------------------------------------------------------------------------	---------------------------------------------------------------------------------------------------------------------------

TO: North Port Police Department
Attn: Chief of Police
4980 City Hall Boulevard
North Port, Florida 34286

6.0 PUBLIC RECORDS

6.1 This Agreement is subject to Florida’s Public Records Act, Chapter 119 of the Florida Statutes (“Public Records Act”). If any portions of the Agreement regarding confidential information are inconsistent with the terms and conditions of the Public Records Act, the Public Records Act shall control.

6.2 IF AGENCY HAS QUESTIONS REGARDING THE APPLICATION OF THE PUBLIC RECORDS ACT TO AGENCY’S DUTY TO PROVIDE PUBLIC RECORDS RELATING TO THE AGREEMENT, AGENCY SHALL CONTACT SCISO’S CUSTODIAN OF RECORDS:

By Email: Records@sarasotasheriff.org

By Phone: (941) 861-4025

By Mail: Sarasota County Sheriff’s Office
Attn: Records

**P.O. Box 4115
Sarasota, Florida 34230-4115**

**In Person: Monday – Friday; 8:00 a.m. – 5:00 p.m. at
2071 Ringling Boulevard, First Floor
Sarasota, Florida 3423**

7.0 MISCELLANEOUS

7.1 CITY shall provide a Certificate of Insurance (COI) that will list the Sarasota County Sheriff's Office (SCSO) as the Certificate Holder. SCSO as Certificate Holder must be listed as additional insured and include a Waiver of Subrogation in favor of SCSO.

7.1.1 Additional Insured – All policies, *except* for the Workers Compensation shall contain endorsements naming the SCSO its officers, employees, agents and volunteers as additional insured with respect to liabilities arising out of this agreement. The additional insured endorsements' shall not limit the scope of coverage for the SCSO to vicarious liability but shall allow coverage for the SCSO to full extent provided by the policy, even if those limits exceed those required by this contract. Such additional insured coverage shall be at least as broad as Additional Insured (Form B) endorsement form ISO, CG 20 10 11 85 or both CG 20 10 and CG 20 37 if later revisions used.

7.1.2 Waiver of Subrogation Rights – The City shall require the carriers of required coverage's to waive all rights of subrogation against the SCSO, its officers, employees, agents and volunteers. City agrees to obtain any endorsement that may be necessary to affect this waiver of subrogation. All general or auto liability insurance coverage provided shall not prohibit the City and City's employees from waiving the right of subrogation prior to a loss or claim. The City hereby waives all rights of subrogation against the SCSO.

7.2 On behalf of the Agency, Agency's officers and employees, agents and assigns shall carry the following minimum types of insurance when using SCSO's premises, or performing services, installation/labor and any instance where your employees or officers will be on SCSO premises (and provide a COI to SCSO prior to commencing any work): (a) Worker's Compensation: Worker's Compensation Insurance is to apply to all employees in compliance with the "Worker's Compensation Law" of the State of Florida and all applicable federal laws. CITY shall carry Worker's Compensation Insurance which shall include employers' liability insurance with limits of not less than the greater of the Florida statutory minimum or \$500,000 for each accident, each disease and for aggregate disease; (b) General Liability Insurance in an amount of not less than \$1,000,000 per occurrence and in the aggregate: the insurance policy must include coverage that is not more restrictive than the latest edition of the Commercial General Liability Policy, without restrictive endorsements, as filed by the Insurance Services Office, and the policy must include the following coverages: Premises and/or operations, independent contractor, products and/or completed

operations for contracts, contractual liability, broad form contractual coverage, broad form property damage, products, completed operations, personal injury and cross liability. Personal injury coverage shall include coverage that has the Employee and Contractual Exclusions removed; and (c) where applicable, auto liability insurance. Coverage must be afforded on a form no more restrictive than the latest edition of the Automobile Liability Policy in an amount of not less than \$1,000,000 per occurrence and in the aggregate, without restrictive endorsements, as filed by the Insurance Services Office and must include Owned vehicles, Hired and non-owned vehicles, Leased, and Employees' non-ownership. Please contact procurement@SarasotaSheriff.org for limits. SCSO has the right to waive these provisions. Self-Insurance pursuant to Florida Statute section 768.28 is permitted.

- 7.3 Subject to the limitations contained in Section 768.28(19), Fla. Stat., Agency and/or CITY shall indemnify SCSO for all claims, suits, losses, liabilities, bodily injury, death, property damage or any other claims whatsoever, including but not limited to attorney's fees, arising from the acts or omissions of Agency's officers or employees.
- 7.4 Nothing in the Agreement shall be deemed to be a waiver of any defense of sovereign immunity or any rights or immunities afforded to either Party by §768.28, Fla. Stat., or any other applicable law, including limits on attorney's fees, court costs, and other forms of relief. Nothing herein shall be construed as consent by SCSO to be sued by third parties in any matter arising out of this Agreement or any other contract.
- 7.5 Complete Agreement. This Agreement represents the entire agreement and understanding between the Parties on this subject matter. This Agreement revokes and replaces, supersedes all prior agreements, representations, and understandings between the Parties whether oral or written, expressed or implied.
- 7.6 Binding Effect/Counterparts. This Agreement may be executed in identical counterparts which taken together, shall constitute collectively, one agreement; but in making proof of this Agreement, it shall not be necessary to produce or account for more than one such counterpart.
- 7.7 Non-Discrimination. Neither Party shall discriminate on the basis of race, color, national origin, sex, age, disability, family, or religious status in administration of its programs, activities, or services. Neither Party shall administer this Agreement in an unlawfully discriminatory manner, nor deny participation in or the benefits of same to any individual based on that individual's race, color, national origin, sex, age, disability, family or religious status, marital status, sexual orientation, gender identity or expression, or physical characteristic.
- 7.8 Governing Law and Venue. The laws of the State of Florida govern the rights, obligations, and remedies of the Parties under this Agreement. The exclusive venues for any legal or judicial proceedings in connection with the enforcement or interpretation of this Agreement are the Circuit Court of the Twelfth Judicial Circuit in and for Sarasota County, Florida, and the United States District Court for the Middle District of Florida.

- 7.9 No Agency. Nothing contained herein shall be deemed or construed as creating the relationship of principal and agent, or of partnership or joint venture, between the Parties, it being understood and agreed that no provision contained herein, or any acts of the Parties shall be deemed to create any relationship between them other than that as detailed herein.
- 7.10 Severability. In the event any court shall hold any provision of this Agreement to be illegal, invalid, or unenforceable, the remaining provisions shall be valid and binding upon the Parties. One or more waivers by either Party of any breach of any provision, term, condition, or covenant shall not be construed as a waiver of a subsequent breach by the other Party.
- 7.11 Headings. The descriptive titles appearing in each respective paragraph are for convenience only and are not a part of this Agreement and do not affect its construction.
- 7.12 Amendment. No amendment, change, or addendum to this Agreement is enforceable unless agreed to in writing by both Parties and incorporated into this Agreement.
- 7.13 Third Party Beneficiaries. This Agreement is for the benefit of the Parties hereto and is not entered into for the benefit of any other person or entity. Nothing in this Agreement shall be deemed or construed to create or confer any benefit, right, or cause of action for any third party or entity.

IN WITNESS WHEREOF, the Parties have caused this Agreement to be duly executed by its authorized representatives as of the dates signed below.

[SIGNATURE PAGES TO FOLLOW]

INTERAGENCY AGREEMENT

BY AND BETWEEN
THE SARASOTA COUNTY SHERIFF'S OFFICE
AND
THE CITY OF NORTH PORT, FLORIDA
ON BEHALF OF
THE NORTH PORT POLICE DEPARTMENT
FOR
USE OF THE KNIGHT TRAIL PARK GUN RANGE

-SIGNATURE PAGE-

SARASOTA COUNTY SHERIFF'S OFFICE


Kurt Hoffman (Feb 2, 2026 14:11:58 EST)

KURT A. HOFFMAN
SHERIFF

DATE: 02/02/2026

APPROVED AS TO FORM AND CONTENT:


Julie Herd (Feb 2, 2026 09:43:10 EST)

JULIE L. HERD
GENERAL COUNSEL

DATE: 02/02/2026

INTERAGENCY AGREEMENT

BY AND BETWEEN
THE SARASOTA COUNTY SHERIFF'S OFFICE
AND
THE CITY OF NORTH PORT, FLORIDA
ON BEHALF OF
THE NORTH PORT POLICE DEPARTMENT
FOR
USE OF THE KNIGHT TRAIL PARK GUN RANGE

-SIGNATURE PAGE-

Approved by the City Commission of the City of North Port, Florida on _____, 2026.

CITY OF NORTH PORT POLICE
DEPARTMENT

CITY OF NORTH PORT, FLORIDA



TODD GARRISON
CHIEF OF POLICE

PETE EMRICH
MAYOR

DATE: 2-24-26

DATE: _____

ATTEST:

APPROVED AS TO FORM AND
CORRECTNESS

HEATHER FAUST, MMC
CITY CLERK

MICHAEL FUINO, B.C.S.
CITY ATTORNEY

DATE: _____

DATE: _____

“EXHIBIT 1”

1. The SCSO KTP Range is an approved FDLE firing range and all participants shall follow the following rules and procedures.
2. Agency shall contact the KTP Range at (941) 861-4902 or 861-4901 to schedule any activity at the Range. If there is no answer, call the SCSO Training Section at (941) 861-1620.
3. Agency is issued range keys and an alarm code to access the Range and buildings. The Agency instructor assigned the keys and code will retain possession of them until no longer in that capacity. The Agency instructor must then return the keys to the SCSO rangemaster or Training Section deputy. Agency will then select a new instructor who will meet with the SCSO rangemaster to obtain possession of the keys and the alarm code and complete proper documentation.
4. The Range shall only be opened by a certified and current FDLE or Federal firearms instructor. During training, one firearms instructor shall act as “rangemaster” and call the courses of fire.
5. Agency shall complete the Attendance Roster and Range Closing Sheet provided by SCSO for each Range date. The Attendance and Range Closing Sheet must be turned in to the rangemaster or a Training Section deputy or placed in the tray located just inside the doors of the main building.
6. The rangemaster or Training Section deputy on scene shall have the right to stop any activity which they deem unsafe.
7. All commands issued by the rangemaster, firearms instructor, and/or safety officer must be obeyed immediately.
8. All unsafe conditions or maintenance concerns must be reported to the SCSO rangemaster by the end of the day.
9. All range-related injuries which require medical treatment must be reported to the SCSO rangemaster by end of the day if not sooner.
10. All persons, including firearms instructors, coming to the Range for training purposes, must clear/unload all weapons in the clearing barrels. This shall be done immediately upon arrival at the Range.
11. Once the weapon is cleared/unloaded in the clearing barrel, the action/slide shall remain open until the instructor gives the order to load. (The only exception to this rule will be an on-duty law enforcement officer arriving at the range who is not there to participate in training.)
12. Participants shall always keep the gun unloaded until they are ready to use it, unless otherwise instructed by the range master/instructor.

13. No persons (neither shooter nor instructor) are allowed in front of the firing line after the order has been given to load or before the order to cease firing—actions open, holster a safe weapon has been announced by the range master/firearms instructor in charge.
14. The cardboard, B-21 qualification targets, and target clips provided by SCSO will be available at the Range.
15. Agency shall provide gun cleaning supplies and eye/ear protection.
16. Participants shall use ear protection and eye protection while at the Range.
17. It is highly recommended that participants wear a forward-facing billed cap during Range activities.
18. It is recommended that all participants at the Range wash their hands after shooting and prior to eating to minimize the potential of lead transfer exposure.
19. Participants shall “police-up” their brass and firing range debris, with brass being put into the collection barrels, and targets/wood being deposited into the proper dumpsters/recycling bins.
20. Participants using the Range facilities are expected to empty the trash cans and remove any/all food items and garbage from the facility and deposit all of it into the dumpster provided. Participants shall take measures to keep the Range clear of garbage and food debris to avoid attracting vermin to the facility.
21. Participants shall always point their weapons in a safe direction and shall never let the muzzle of the weapon cover anything that they do not intend to shoot.
22. Participants shall always keep their fingers off their triggers until their sights are on a target and they are ready to shoot.
23. Participants shall always be sure of their target(s), what is beyond it, and its environment.
24. The only participants allowed on the firing line are shooters and instructors.
25. All participants must stay behind the firing line and must not straddle the firing line.
26. No participant shall draw their firearm unless told to by the Range master/firearms instructor.
27. No participant shall run on the Range unless it is part of the training lesson plan.
28. No participant shall unnecessarily talk on the Range (this includes cell phone use).
29. No participant shall engage in horseplay of any kind.
30. Spectators and those who are waiting their turn to fire are not permitted to do anything that may distract the attention of the participants from the business of shooting accurately and safely.
31. Participants shall ask members of the SCSO Training Section for clarification, if present,

if the instructor in charge cannot help.

32. Participants shall clean the Range from shell casings and used targets post firing. All items will be deposited in the identified disposal receptacles.
33. Agency shall only shoot weapons (other than blanks or simunition rounds/paint pellets) inside the confines of the Range perimeter "down-range" so as to strike into the established backstop.
34. Agency shall clean the Range of any trash, debris, or other articles used or otherwise brought in by Agency, and empty all trash cans before leaving the Range.
35. As of January 1, 2026, the Sig Sauer P320 shall no longer be allowed at the KTP facilities. No Sig Sauer P320 shall be allowed to be used or worn while at KTP. All Sig Sauer P320s must remain secured inside Participants' vehicles.

FDLE CRIMINAL JUSTICE STANDARDS AND TRAINING SAFETY RULES

36. Firearms training shall be directly supervised by a currently Commission-FDLE certified firearms instructor and the instructor shall have access to at least one firearms range designed for criminal justice firearms instruction.
37. Treat all firearms as though they are loaded.
38. Never point a firearm at anyone unless you are prepared and justified in killing that person.
39. Never dry fire on the range except under the supervision of an instructor.
40. Strict discipline must be maintained. Carelessness and thoughtlessness cannot and will not be tolerated.
41. Immediately upon picking up a firearm, proceed to a clearing barrel and lock the slide to the rear, double check to confirm the firearm is safe and clear of any ammunition.
42. Never give a firearm to, or take a firearm from anyone, unless the firearm has been rendered safe and clear and the slide is locked back.
43. Never anticipate a command.
44. Be sure the firearm barrel is free of obstructions before loading.
45. Never load any firearm unless on the firing line and commanded to do so.
46. Unload when and as instructed.
47. Always keep the firearm pointed down range and ensure no-one is down range.
48. Never draw or re-holster firearm with finger in trigger guard.
49. Never hold holster with weak hand when returning weapon to holster.
50. No smoking on the firing line.
51. No talking on the firing line.

52. When on the range, all weapons should remain holstered and unloaded unless on the firing line or otherwise instructed by an instructor.
53. Never permit the muzzle of a firearm to touch the ground.
54. In case of a misfire the shooter should perform a malfunction clearance drill and keep the firearm pointed down range.
55. Never go forward of the firing line until the line has been called safe and the command given to go forward.
56. Never lay a firearm down without unloading it and leaving the slide locked to the rear with the ejection port side up.

AUTO PISTOL SAFETY RULES

57. Unless instructed otherwise, all magazines are to be kept out of the weapon.
58. Upon experiencing a misfire/malfunction, you are to take the appropriate action necessary to clear the misfire/malfunction.
59. Never lay an auto-pistol down without first removing the magazine and locking the slide to the rear.
60. Immediately upon picking up an auto-pistol (with the slide locked to the rear) you should look then into the chamber and the magazine well to ensure that the weapon is empty.
61. Never give an auto pistol to, or take an auto pistol from, anyone unless the magazine has been removed and the slide is locked to the rear.

SHOTGUN SAFETY RULES

62. Unless otherwise instructed, the weapon is to be kept unloaded, with the safety on and with the action open.
63. When not engaged in firing drills, the shotgun is to be made "safe." It should be unloaded, with the safety on and action open.
64. If the instruction is to "Lay down your weapon," the shotgun shall be placed on the ground with the action open and the safety on, so that the weapon can be visually inspected by the rangemaster or other firearms instructors.
65. Upon experiencing a misfire/malfunction, you are to take the appropriate action necessary to clear the misfire/malfunction.
66. Always maintain muzzle control; If an instructor needs to inspect/clear your weapon and it is loaded, ensure that the safety is on, and the weapon is pointed downrange.

RIFLE SAFETY RULES

67. Unless otherwise instructed, the weapon is to be kept unloaded, with the rifle "ON

SAFE” with the safety selector engaged, the bolt action is to be locked to the rear and NO MAGAZINE is inserted into the rifle.

68. Never carry a “safe” rifle with a magazine inserted and the bolt locked to the rear.
69. If instructed to “Lay down your weapon,” remove the magazine, lock the bolt to the rear and activate the safety selector before placing the weapon on the cardboard/ground.
70. Upon experiencing a misfire/malfunction, you are to take the appropriate action necessary to clear the misfire/malfunction.
71. Always maintain muzzle control; If an instructor needs to inspect/clear your weapon and it is loaded, ensure that the safety selector is on, and the weapon is pointed downrange.

SCENARIO HOUSE / TRAINING BUILDING SAFETY PROCEDURES

72. No firearms, ammo, or weapons inside the building or designated “safe training zone.”
73. Utilize the training signs provided to mark the “safe training zone” outside the building.
74. Provide a “Training Officer” and adequate “Safety Officers” for the scenario to ensure safe training.
75. No blanks, pyrotechnics, smoke, or chemical munitions are to be used inside or around the building.
76. A Force-on-Force scenario house, Todd Rassa Training certified instructor or SCSO certified instructor, is to be present at all times.
77. Adhere to all safety protocols and guidelines per Todd Rassa training instructor certification or SCSO certification.
78. Must cease all training if conditions exist that are unsafe.
79. Report any unsafe or damaged equipment to the SCSO Range Master by end of the day.
80. Notify the SCSO rangemaster or Training Section deputy of any injuries that occur during training while using the Scenario building by the end of the day.
81. All students, instructors and role players must wear appropriate safety equipment.

“EXHIBIT 2”

FEE SCHEDULE

Live Fire Range(s): Agency shall pay a reasonable fee of \$ 15.00 per person per hour.

Scenario Training Building: Agency shall pay a reasonable fee of \$ 150.00 per hour.

Note: The instructor conducting the scenario building training must have completed a scenario building training course through the Todd Rassa training certification class or the SCSO training course and have proof of completion on file at the Range.

SCSO & NPPD - KTP Gun Range Interagency Agreement - MOU

Final Audit Report

2026-02-02

Created:	2026-02-02
By:	Elizabeth Horton (Elizabeth.Horton@sarasotasheriff.org)
Status:	Signed
Transaction ID:	CBJCHBCAABAAO2-3mSSwG_0Zrf2-gcxVlcr9fq73YyD-

"SCSO & NPPD - KTP Gun Range Interagency Agreement - MOU" History

-  Document created by Elizabeth Horton (Elizabeth.Horton@sarasotasheriff.org)
2026-02-02 - 2:33:37 PM GMT
-  Document emailed to Julie Herd (julie.herd@sarasotasheriff.org) for signature
2026-02-02 - 2:35:15 PM GMT
-  Email viewed by Julie Herd (julie.herd@sarasotasheriff.org)
2026-02-02 - 2:42:38 PM GMT
-  Document e-signed by Julie Herd (julie.herd@sarasotasheriff.org)
Signature Date: 2026-02-02 - 2:43:10 PM GMT - Time Source: server
-  Document emailed to Kurt Hoffman (Kurt.Hoffman@sarasotasheriff.org) for signature
2026-02-02 - 2:43:12 PM GMT
-  Email viewed by Kurt Hoffman (Kurt.Hoffman@sarasotasheriff.org)
2026-02-02 - 7:11:40 PM GMT
-  Document e-signed by Kurt Hoffman (Kurt.Hoffman@sarasotasheriff.org)
Signature Date: 2026-02-02 - 7:11:58 PM GMT - Time Source: server
-  Agreement completed.
2026-02-02 - 7:11:58 PM GMT



Powered by
Adobe
Acrobat Sign

From: [Chelsey Rodgers](#)
To: don.roszel@sarasotasheriff.org
Subject: Required Vendor Forms – North Port Police Department
Date: Monday, November 24, 2025 9:34:00 AM
Attachments: [Conflict of Interest Form.Template.pdf](#)
[Foreign Entity of Concern Affidavit \(7-1-24\).pdf](#)
[Human Trafficking Affidavit - Fillable \(Rev 8-23-24\).pdf](#)
[Scrutinized Company Certification Form.Template.pdf](#)
[Vendor Information Form - Fillable \(JAN 2022\).pdf](#)
[Vendor's Certification for E-Verify Form.pdf](#)
[W-9 \(REV MAR 2024\) Form - Fillable.pdf](#)
[image001.png](#)

Good morning Don,

To update your status as a vendor with the City of North Port Police Department, we require the following forms to be completed and returned. Please review the attached and utilize the list below and ensure all items are checked off before returning your forms to me:

Required Forms:

	Conflict of Interest Form
	Foreign Entity of Concern Affidavit
	Human Trafficking Certification
	Scrutinized Company Certificate
	Vendor Information Form
	Certificate for E-Verify
	IRS Form W-9

Please complete, sign, and return the forms at your earliest convenience. These documents are necessary to keep your vendor status current.

If you have any questions or need assistance completing the forms, feel free to contact me at 941-429-7381 or crodgers@northportpdf.gov.

Thank you for your prompt attention to this matter, and we look forward to continuing our partnership.

Sincerely,



CHELSEY RODGERS

Purchasing Agent

☎ 941-204-2364

✉ CRodgers@NorthPortpdfi.gov

📍 4980 City Hall Blvd, North Port FL 34286

🌐 www.NorthPortFL.gov/JoinNPPD