SECURITY AND LIMITED-ACCESS AREA PLAN

A. Persons Responsible for Security Procedures

1. Identify who is responsible for implementing the applicant’s security and limited-access area procedures and list each person’s role and responsibilities.

2. Describe the applicant’s procedures for internal reporting of existing or potential security or safety risks, including:
   i. how an employee can notify a supervisor of existing or potential security or safety risks;
   ii. how persons responsible for the applicant’s security procedures will be promptly be notified of employee’s reports; and,
   iii. the protocol for reviewing and addressing all security or safety risk reports.

B. Access to the Business Premises and Limited-Access Areas

1. Identify the type of ANSI Grade 1 lock used to secure all entry and exit points to the business premises and limited-access areas.

2. Describe how windows or other potential entry points are secured to deter unauthorized access to the business premises and limited-access areas.

3. Describe the applicant’s procedures for providing employees access to the business premises and limited-access areas. This may include keys, access cards or codes, other electronic systems, or security checkpoints.

4. Describe the applicant’s procedures for ensuring former employees, contractors and security personnel are promptly restricted from accessing the business premises and/or limited-access areas upon termination, such as promptly changing locks or access, security or alarm codes, deactivating electronic access cards, and/or collecting keys for restricted keyways.

5. Identify who will have unrestricted access to the business premises and/or limited-access areas. Unrestricted access means the ability to (i) enter the business premises and/or limited-access areas at any time during business or non-business hours and/or (ii) disable any of the business premises security systems, including alarms. To deter theft or other security risks, an applicant should limit unrestricted access to persons with a bona fide business need for such access.
C. **Loss Prevention**

1. Describe the applicant’s loss prevention procedures as they relate to employees, including:
   
   i. how employees will be limited in their access to cannabis goods only to the extent necessary for them to perform their duties; and,
   
   ii. how the applicant will monitor potential theft of cannabis goods by employees, such as bag checks, security checkpoints, video monitoring, inventory reconciliation, etc.

   Describe the applicant’s loss prevention procedures as they relate to contractors, including:

   i. How contractors will be limited in their access to cannabis goods only to the extent necessary for them to perform their duties; and,
   
   ii. How the applicant will monitor potential theft of cannabis goods by contractors, such as employee escorts, bag checks, security checkpoints, video monitoring, inventory reconciliation, etc.

D. **Limited-Access Areas Controls**

1. Describe the applicant’s procedures for ensuring that only authorized individuals are allowed access to the limited-access areas and that non-employees are escorted at all times by an employee. For the definition of “authorized individuals,” see Regulation No. 10 A. 19.

2. Describe the applicant’s procedures for maintaining and producing for DCR a log of all authorized individuals that enter the limited-access area and are not employees.

E. **Employee Badges and Numbers**

1. Attach a copy of the applicant’s employee badge that meets the badge requirement in Regulation 10 A. 5. This may be a photograph of an existing employee badge or a copy of a digital template used by the applicant to create badges.

2. Describe the applicant’s procedures for creating an employee badge for a new employee before he or she begins working on the business premises. This may include creating a permanent or temporary badge on site when the employee starts or preparing an employee’s permanent badge before his or her start date.
3. Describe the applicant’s procedures for assigning employee numbers and what the procedures are when an employee changes responsibilities or leaves the employment of the applicant.

F. Video Surveillance System

1. Provide a description of the video surveillance system, including:
   
   i. A description of the types of cameras and video storage equipment used;
   
   ii. A description of the procedures for the maintenance of the video surveillance equipment, which shall include a description of how the applicant will regularly confirm the video equipment is operating as required by law.
   
   iii. A description of how the applicant will be notified of video surveillance system failure or malfunction.
   
   iv. A description of how the video surveillance system will be regularly monitored by employees and/or security personnel. This may include displaying the surveillance feeds on a single screen in an area where an employee or security personnel can monitor it, having an employee and/or security personnel monitor the surveillance feeds from a mobile device or an off-premises location, and/or having an employee and/or security personnel regularly review recordings to identify illegal or suspicious activity.
   
   v. A description of how the applicant will produce copies of video recordings at the business premises, including the particular manner in which a video can be reviewed such as on a personal computer, tablet or other device.
   
   vi. A description of how the applicant will share the video surveillance system with other licensees (when sharing services at the same location), if applicable.
   
   vii. A description of how the applicant will secure the video surveillance system against tampering and other unauthorized access, including how the applicant will limit access to the video surveillance system storage area only to employees or security personnel who have a bona fide security need to access it and how the applicant will limit employees’ or security personnel’s ability to disable the video surveillance system and/or delete recordings.

G. Security Personnel

1. Provide a description of the applicant’s security services, including:

   i. The name of the security company, license numbers, contact person, phone number of personnel that will be providing services, and a copy of the contract;
   
   ii. Where the security personnel will be stationed on the licensed premises and/or which areas will be covered by roving security;
   
   iii. The hours security personnel will be onsite.
iv. A description of how the applicant will share security personnel with other licensees (when sharing services at the same location), if applicable.

v. Will the security personnel be armed or unarmed?

H. Security Alarm System

1. Provide a description of the security alarm system, which includes:
   
i. The name, license number, address, phone number, and contact person of the alarm company that installed, maintains and monitors the alarm system;
   
ii. How the applicant will ensure the alarm system remains operational, including the frequency of maintenance checks by the alarm company;
   
iii. A description of the alarm system features, including whether it has motion detection sensors inside the premises;
   
iv. How an alarm will be responded to, including whether law enforcement will be notified;
   
v. How licensees will be sharing the alarm system with other licensees;
   
vi. When the alarm system will be armed and who will be responsible for arming it;
   
vii. Who will have the ability to disable the alarm system.