Dispensary Security Plan
CHECKLIST

These expert tips come from <u>a guest post</u> by Chris Eggers, former law enforcement officer and cannabis security consultant. Chris outlines clear steps to help dispensaries stay compliant, protect their staff, and strengthen their overall security plan.

✅ Standard Operating Procedures (SOPs):

- [ ] Create detailed SOPs for opening, closing, cash handling, product storage, and emergencies.
- [ ] Clearly assign roles so staff know exactly what to do in each scenario. Use SOPs to onboard new employees and hold vendors accountable.
- [ ] Review and update SOPs regularly as your operations evolve.

✅ Compliance with Regulations

- [ ] Ensure surveillance, alarm systems, access control, and storage setups meet or exceed state and local requirements.
- [ ] Document all security protocols and system specs to show compliance during inspections.
- [ ] Schedule quarterly reviews to confirm your security measures stay aligned with evolving regulations.

✅ Employee Training

- [ ] Incorporate security training into onboarding for all new hires, covering SOPs, emergency procedures, and common threat scenarios.
- [ ] Hold regular refresher trainings and discuss real-world incidents (even from other stores) to build situational awareness.
- [ ] Conduct scheduled and surprise drills so staff can practice and internalize their roles in various emergencies.

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☑ **Vendor Management & Information Control**

☐ Vet all vendors carefully before bringing them onsite.

☐ Use contracts to define expectations, accountability, and compliance.

☐ Limit who has access to safes, security systems, and sensitive info.

☑ **Physical Security Measures**

☐ Install high-resolution cameras, monitored alarms, and secure storage.

☐ Use access controls like keycards or PINs for restricted areas.

☐ Lock up products and cash in reinforced safes during and after hours.

☑ **Lighting & Visibility**

☐ Keep entrances, exits, and surrounding areas well-lit at all times.

☐ Use motion-activated lighting to deter suspicious activity.

☐ Ensure security cameras have clear, unobstructed views.

☑ **Ongoing Security Assessments**

☐ Audit systems and procedures quarterly—or hire a licensed consultant.

☐ Use findings to fix hardware gaps and update SOPs.

☐ Adjust your security plan as your business grows or regulations change.

☑ **Insurance Requirements**

☐ Understand your policy's hardware and security requirements.

☐ Confirm your setup meets those requirements to avoid claim denials.

☐ Keep records of your systems and protocols in case of an incident.

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