The checklist below is designed to assist you in the review of the conditions of your facility in preparation for a business operating permit (BOP) walk-through. Depending on the location or the layout of your premises, the walk-through team may require additional items to be installed or replaced. Please be aware that this checklist is not an exhaustive list or substitution for ensuring compliance with all applicable requirements.

### General Requirements

<table>
<thead>
<tr>
<th>YES</th>
<th>NO</th>
<th>ITEM</th>
<th>YES</th>
<th>NO</th>
<th>ITEM</th>
</tr>
</thead>
<tbody>
<tr>
<td>□</td>
<td>□</td>
<td>Approved CUP</td>
<td>□</td>
<td>□</td>
<td>Product storage area – locked and secured with an alarm system</td>
</tr>
<tr>
<td>□</td>
<td>□</td>
<td>Conditions of CUP are met</td>
<td>□</td>
<td>□</td>
<td>Secured storage system (safe) bolted to the ground</td>
</tr>
<tr>
<td>□</td>
<td>□</td>
<td>Secured lobby</td>
<td>□</td>
<td>□</td>
<td>180-degree peephole on all exterior doors</td>
</tr>
<tr>
<td>□</td>
<td>□</td>
<td>Security and video surveillance installed and operational</td>
<td>□</td>
<td>□</td>
<td>Solid core doors</td>
</tr>
<tr>
<td>□</td>
<td>□</td>
<td>DVR secured/bolted</td>
<td>□</td>
<td>□</td>
<td>Onsite copy of Operating Procedures</td>
</tr>
<tr>
<td>□</td>
<td>□</td>
<td>Alarm system (including panic alarms and contacts) installed and operational</td>
<td>□</td>
<td>□</td>
<td>Posted signage as required by Sacramento City Code Chapter 5 (see page 2)</td>
</tr>
<tr>
<td>□</td>
<td>□</td>
<td>UL Certificate for burglary alarm system</td>
<td>□</td>
<td>□</td>
<td>Locks and latches that meet the Sacramento Police and Fire Department standards (see attached information)</td>
</tr>
<tr>
<td>□</td>
<td>□</td>
<td>Private Patrol Officer (PPO) Contract</td>
<td>□</td>
<td>□</td>
<td>Knox Box (see attached information)</td>
</tr>
</tbody>
</table>

### Distribution/Delivery-Only Dispensaries/Storefront Dispensaries with Delivery (additional requirements)

<table>
<thead>
<tr>
<th>YES</th>
<th>NO</th>
<th>ITEM</th>
<th>YES</th>
<th>NO</th>
<th>ITEM</th>
</tr>
</thead>
<tbody>
<tr>
<td>□</td>
<td>□</td>
<td>Transport vehicle(s) available for inspection</td>
<td>□</td>
<td>□</td>
<td>All vehicles have GPS</td>
</tr>
<tr>
<td>□</td>
<td>□</td>
<td>Secured container for cannabis products in the vehicles</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Additional Requirements

- Ensure there is no cannabis and cannabis products on-site and that the California Cannabis Track and Trace account(s)
- Ensure weeds, grass, and vegetation are cut within the immediate vicinity of the premises, and litter and waste are removed from the property
Sacramento City Code (SCC) Chapter 5 Signage

Cultivation, manufacturing, distribution, laboratory, delivery-only dispensaries, and microbusiness cannabis permittees shall post in the lobby of the premises signs that state the following:

- “This site is not open to the public.”
- “Retail sales of any goods and services is prohibited.”
- “Juveniles are prohibited from entering this site.”
- “Smoking, ingesting, or consuming cannabis on or within 20 feet of this site is prohibited.”

Each sign must be at least 8 inches by 10 inches in size and must be displayed at all times in a conspicuous place so that it may be readily seen by all persons entering the licensed business (SCC 5.150.600, 5.150.870, 5.150.1160, 5.150.730, 5.150.1000, and 5.150.1340).

Each storefront cannabis dispensary permittee shall post the following signs inside the dispensary where they will be visible to members and customers in the normal course of a transaction:

- “Smoking, ingesting, or consuming cannabis or cannabis products on this site or in a public place is prohibited.”
- A storefront cannabis dispensary that is only authorized to sell medical cannabis must have a sign stating, “Medical cannabis sales only. Only qualified patients and primary caregivers may enter. Any qualified patient or primary caregiver under 18 years of age must be in the presence of their parent or legal guardian.”
- A storefront cannabis dispensary that is only authorized to sell adult-use cannabis must have a sign stating, “Adult-use cannabis sales only. Persons under 21 years of age are prohibited from entering.”
- A storefront cannabis dispensary that is authorized to sell both medical and adult-use cannabis must have a sign stating, “Medical and adult-use cannabis for sale. Persons under 21 years of age are prohibited from entering this property unless they are a qualified patient or a primary caregiver. Any qualified patient or primary caregiver under 18 years of age must be in the presence of their parent or legal guardian.”

Each sign must be at least 8 inches by 10 inches in size and must not obstruct the entrance or windows of the dispensary (SCC 5.150.480).

What to Expect After Your Walk-Through

- Pass – BOP can be issued if all other requirements are complete.
- Pass with corrections – BOP can be issued if all other requirements are complete. Conditions will be placed on the BOP to complete the corrections and submit proof of completion within a prescribed period.
- Fail – BOP cannot be issued until corrections are completed. Reinspection required.
SACRAMENTO POLICE DEPARTMENT
INFORMATION BULLETIN
Increase in Cannabis Related Burglaries

FOR PUBLIC DISSEMINATION

AFFECTED AREAS: East area of the City, specifically along Elder Creek Road; South area of the City, specifically along Otto Circle; North area of the City, specifically along Frienza Avenue and Fee Drive.

SUMMARY: The Sacramento Police Department has seen a significant increase in commercial burglaries of cannabis based businesses in the last several weeks. Some suspects have been armed. The Sacramento Police Department, along with the Office of Cannabis Management, is recommending ALL cannabis business owners do the following:

1. Test your burglary alarm system weekly to ensure the system is functioning properly.
2. Ensure your alarm company is contracted with a uniformed security company to respond to all alarm activations within 20 minutes.
3. Reinforce ALL exterior doorways with metal plates over the locking mechanism (see below).
4. Reinforce all interior doors accessing secure storage areas with metal door/frame plates, allowing the plate(s) to be secured with a circular “hidden shackle padlock.” (see below). These areas should be locked during non-business hours and remain unlocked at all other times.
5. Review all safety policies and procedures with your employees.

Metal Latch Guard
On ALL Out-Opening Exterior Doors

Hidden Shacke Padlock
Doors accessing ALL areas designated solely for **secure storage of cannabis products and/or cash** should be equipped with metal door/frame plates, allowing the plate(s) to be secured with a circular “hidden shackle padlock.” These areas should be locked during all non-business hours. These areas **shall remain unlocked during business hours.** The shackle padlocks should be locked and secured nearby, to the wall, during business hours.

Sgt. Matt Young
(916) 808-0867
myoung@sacpd.org
**EGRESS DOORS SHALL BE READILY OPENABLE FROM THE EGRESS SIDE WITHOUT THE USE OF A KEY OR SPECIAL KNOWLEDGE OR EFFORT. (CFC 1010.1.9)**

**MANUALLY OPERATED FLUSH BOLTS OR SURFACE BOLTS ARE NOT PERMITTED. (CFC 1010.1.9.5)**

**THE UNLATCHING OF ANY DOOR OR LEAF SHALL NOT REQUIRE MORE THAN ONE OPERATION. (CFC 1010.1.9.6)**

IF YOU HAVE QUESTIONS ABOUT WHAT IS ALLOWED AT YOUR PROPERTY PLEASE SEND AN E-MAIL TO: CODEENFORCEMENT@SFD.CITYOF SACRAMENTO.ORG

PLEASE INCLUDE YOUR PERMIT NUMBER FOR YOUR MOST RECENT TENANT IMPROVEMENT
Commercial KnoxBoxes

The maximum capacity 4400 Series Knox-Vault stores up to 50 keys, access cards, entry items, emergency planning documents and more while enabling shared access for reliable, rapid entry into your property.

1. Mount Type
   - Recessed Mount
   - Surface Mount

2. Tamper Switch Type
   - None
   - Fire Alarm / Panel
   - Security Alarm

3. Color
   - Aluminum
   - Black
   - Dark Bronze

4. Lock Type
   - Dual Lock
   - Single Lock

Model: 4403  Retail: $604.00

ADD TO CART

KNOX BOX 3200 SERIES

Knox Padlock / Model: 3771

(must be blue / “police”)
Ordering Instructions
Ordering Online

To purchase product on the Knox website, click on the red ‘BUY’ button and follow the prompts. Depending on the installation address of your Knox product purchase, you will either purchase your products directly from the website on your first visit, be asked to return to the site to complete your transaction once your approving public safety agency has reviewed your product selection or, you will be asked to obtain and submit a Knox Authorization Order form directly to that same approving agency.

Follow these simple steps:

Step 1: Click on the red **BUY** button

Step 2: Select the State and Type in local Emergency Responder servicing the installation location.

Step 3: Choose the correct Emergency Responder to begin your buying selection process. **Sacramento Police Dept**

Step 4: Select product(s), add to cart and confirm installation address.

Step 5: Complete the checkout process.

**Note:** The Sacramento Police Department requires **pre-authorization** of your order prior to the sale. After you have placed your order, KnoxBox must email SPD requesting authorization of purchase. Once KnoxBox receives a return email authorizing your purchase, KnoxBox can then ship your order. **Contact Sacramento PD at (916) 808-5237 for pre-authorization.**

Mailing Your Order
You’ll need to first obtain a Knox Authorization Order form from the public safety agency that will respond to the location where you plan to install the Knox Product. An authorized signer must sign the form and all sections must be completed. Then, mail the completed form with payment to the Knox Company and we will ship your product. Mail the completed form with payment to:

Knox Company
1601 W. Deer Valley Road
Phoenix, AZ 85027

Knoxbox.com
800-552-5669  6:00 am -4:00 pm MST

Gates
Gate Key Switches and Padlocks
Model 3501

Commercial Boxes
3200 series and 4400