

Honeydew Ranch, LLC

App # 12256

APN # 107-272-005

CCL18-0003046

All Leased Agricultural Area Will  
Adhere to the same Security Plan

# Introduction

This Security Plan describes the policies, procedures, and physical controls, and other measures that will be implemented to ensure a safe and secure environment for employees and agencies as well as to comply with local and state security requirements.

A primary goal of Honeydew Ranch, LLC through this plan is to prevent unauthorized entry to the premises, deter theft, burglary and diversion of cannabis products or other valuables, and prevent access to cannabis products by individuals under 21 years of age. Federal law supersedes any item in the Plan that does not meet local regulatory requirements.

Within this plan THC- or CBD-containing material is referred to as “the product.”

Where an “employee” is referred to in this plan, it also includes other individuals involved with Honeydew Ranch, LLC , including owners, officers, agents, contractors and others representing the Honeydew Ranch, LLC .

# Roles and Responsibilities

## Chief Compliance Officer

The Chief Executive Officer (CEO) will designate the Site Manager (SM), who will be responsible for implementing the Plan.

The SM will ensure that all security procedures are followed related to facility access, emergency response, transportation, training, hiring and supervising staff members, prohibiting the access of minors to the premises, and other procedures specified in this document.

The SM is responsible for clearly designating who will serve as a senior staff member in an emergency if the CEO, SM are not present.

The SM will regularly report to the CEO on the status and efficacy of the Security Plan. The SM will collaborate with the CEO and the Quality Assurance Officer will review the Plan annually and recommend changes or amendments to improve security features or processes.

The Security Manager will be the primary contact for all security equipment vendors.

## Security Manager

The Security Manager will be responsible for ensuring that this Security Plan is properly implemented.

Responsibilities:

- Implement and enforce security regulations and policies.
- Ensure the protection of people, property, and assets.
- Reduce risks, respond to incidents, and limit liability in all areas of financial, physical, and personal risk.
- Act as liaison to the local Police Department (PD).

- Manage a budget covering security resources and employees.
- Ensure all security equipment and systems are operated and maintained according to manuals, standard security practices, and the Security Plan.
- Administer the access control program, including the enrollment of personnel in the Honeydew Ranch, LLC 's access control system.
- Compile reports as required by the CEO.
- Utilize all security systems to discover security breaches and identify compliance issues.
- Train personnel according to established procedures and conduct regular security meetings to discuss problems and future plans.
- Ensure the maintenance of training records and security logs.
- Manage all visitor access to the facility.
- Act as liaison to all departments on security measures, procedures, and needs.
- Oversee product transfer into and out of the premises.
- Conduct security evaluations to ensure constant improvement and compliance.
- Foster a spirit of cooperation, respect and professionalism among employees and agencies
- Stay up to date on security-related issues and trends.
- Add and remove access for other employees and contractors as they are hired and/or terminated.
- Managing problems related to fired or employees that pose any kind of threat.

- Ensure no on site, or on-premises consumption of illegal substances through signage, meetings and premises patrolling.

## **Employee Involvement**

Staff will be asked to review security procedures related to their specific tasks at least once per year and give recommendations for improvements.

## **Security Emergency Action Plan (EAP)**

During a security-related emergency, if the SM is on the premises, he/she will serve as the senior security staff member and manage activities until the CEO is present. If the SM is not present, a designated Senior Staff Member will call 911 and interact with Emergency Response personnel. Any staff member may call 911 if there is a risk to someone's safety, but will bring the Senior Staff Member onto the call as soon as possible to take over. If there is no safety risk to staying on the premises and emergency responders do not direct otherwise, other employees will immediately monitor entrances and exits to prevent unauthorized access, and monitor products that are accessible to customers, contractors, or visitors.

In the case of any emergency, all documents resulting from the event and receipts and other records related to associated expenses will be collected by the Facilities Manager, as appropriate. A summary of the incident and an expense report will be provided to CEO within 60 days of the event.

If cash is on the premises, all cash drawers and/or office doors will be locked upon leaving the area to deal with an emergency.

See the Health and Safety Plan for information on completing an Incident Report Form after an emergency is resolved.

## Armed Robbery

Should an armed robbery incident occur, staff will be advised to follow recommendations that are commonly suggested by law enforcement entities ([1](#)) ([2](#)), including the following:

### During a Robbery:

1. Remain Calm.
2. Obey the robber's commands immediately. Others in the area should freeze in place and do nothing.
3. Don't argue with the robber.
4. Consider all firearms to be loaded.
5. Look at the robbers – notice details to aid you in describing them and their mannerisms. Note age, weight, height, clothing, tattoos or scars and write down the details at the first opportunity.
6. Take note of the weapon.
7. Watch the direction the robbers take – if they use a vehicle, try to note the license plate number.
8. Don't call the police yet if there is a chance the robber can see or hear you.
9. Don't chase or follow the robber. You could be mistaken for the robber in a pursuit by police.

### After a Robbery:

1. Call 911
2. Give the address of the business and state that the location is a cannabis facility, give your name and telephone number, and stay on the phone until the dispatcher ends the call.

3. Give a description of the suspect(s), direction of travel, and a license number if a vehicle was used.
4. Advise whether or not weapons were used.
5. Protect the crime scene. Keep customers or other employees away from the area of the store where the robbery occurred.
6. Ask witnesses to wait until the police arrive.
7. Do not touch anything.
8. Save a note if one was used – do not handle it or let others handle it.
9. Upon arrival of the police, the Senior Staff Member should introduce him/herself, check the responder's ID if there is any reason to be suspicious, and inform them that a higher level manager is on the way (if applicable).

## **Burglary**

### **If evidence of a burglary is discovered, staff will:**

1. Avoid entering areas that have not yet been searched.
2. Notify law enforcement using a non-emergency number.
3. Notify a senior staff member immediately.
4. Prevent others from entering the area or touching anything.
5. Upon arrival of the police, the senior Security Staff Member should introduce him/herself, check the responder's ID if there is any reason to be suspicious, and inform them that a higher level manager is on the way (if applicable).

# Physical Security

Physical security is focused on limiting premises and product access to only those individuals permitted. Preventing the diversion of products involves the physical security of the premises, a system of strict control over access to materials, and the tracking of cannabis products. Security related to tracking of the products themselves is covered in CDFA Metrc Software and inventory is controlled via Metrc as well. These plans will meet or exceed state and local regulations related to product diversion prevention.

## Facilities Security

This section covers securing the buildings and perimeter against intruders, including surveillance activities, alarms, lighting, warning signs, and other controls.

### Perimeter Security

1. The premises are surrounded by a perimeter fence that is closed and locked during non-business hours.
2. Only authorized staff will have keys or access codes to open the perimeter fence.
3. A security alarm, including a motion detection system within the perimeter, and around all building associated with cannabis will notify management of an attempt to breach the perimeter in an unauthorized manner.
4. Downward facing Security Lighting will illuminate all areas along the perimeter buildings associated with cannabis activities.

1. All doors will be alarmed, covered by security cameras, and well lit.
2. All camera views will be unobstructed at all times.
3. Rooms with windows will be armed with a system that sets off an alarm when the sound of breaking glass is detected.

## Product Access and Storage

All inventory stored on the licensed premises will be secured in limited-access areas. Honeydew Ranch, LLC will store all cannabis products in a secured cannabis storage area that will remain locked at all times. Accordingly, cannabis-infused products that require refrigeration or to be frozen will be kept locked in a refrigerated unit that is incorporated into the building structure.

The Site Manager is responsible for protecting Honeydew Ranch, LLC products both during the production process and once they are stored. The SM will ensure good working order of mechanical systems associated with monitoring products, such as lights and cameras, and will track employee and Manager access to sensitive materials and stored Honeydew Ranch, LLC valuables. Steps for doing this include:

1. Implement policies to ensure that workers cannot easily remove cash, cannabis material or other valuables in their clothing or personal containers and will implement clear rules regarding employees personal belongings to avert employee diversion and theft.
2. Monitor access of appropriate personnel and visitors to limited access areas.
3. Maintain a video monitor of cameras showing both the outside and inside of the sensitive material storage areas.
4. Ensure that all materials have been transferred properly in the Metrc software tracking system as they are moved around or out of the facility.

## Lighting Description: Interior/Exterior

### Interior:

1. Indoor lighting will be provided by both fluorescent and incandescent overhead bulbs.
2. Lighting inside the building will be sufficient in all areas such that security cameras will be able to record the complete facial features of those in the facility.
3. Burned out bulbs will be replaced within 24 hours and recorded in a facility maintenance log.

### **Exterior:**

1. Outside lights will come on before sunset, and the light will be directed downward by a shade to follow the International Dark Sky Standard
2. Lights on the exterior of the buildings and Cultivation areas will use a minimum of a 250 Watts/125 Volt incandescent bulb.
3. Exterior lighting on the building is to be checked every evening, and any burned out bulbs that can be reached with a ladder will be replaced before closing. Lights that require additional equipment to reach the apparatus will be changed as soon as the necessary equipment can be acquired.

### **Signage**

**The following signs will be prominently and clearly displayed as designated by state and local regulations:**

1. State License(s)
2. County Permitting
3. Persons under 21 Years of Age not Permitted on these Premises.
4. No Trespassing - This Property is Protected by Video Surveillance.
5. Do Not Enter - Limited Access Area – Access Limited to Authorized Personnel and Escorted Visitors.

### **Backup Power System**

A backup generator is used solely during power outages. This generator will provided power to critical components include security features, lighting, and environmental controls sufficient to maintain the quality of the product on the premises.

## Digital Video Surveillance Plan

Honeydew Ranch, LLC will install a digital video surveillance and recording system that will monitor the following areas:

1. The front and rear of the premises.
2. Parking areas.
3. The exterior within 20 feet of all doors and windows to the outside not adequately covered on the front or rear sides.
4. The entrance area, such that all people who enter the building are clearly recorded.
5. All locations where sales occur.
6. All locations where products are stored.
7. All locations where individuals interact with the product, including shipping and receiving areas.
8. Areas such that individuals who are opening harvest storage areas can be clearly viewed.
9. Areas used for the destruction of products.
10. All other rooms that require a higher level of access to enter.

## Equipment Maintenance

1. The SM or his/her designee will be responsible for creating a security equipment maintenance checklist and activity log and periodically checking that they are being filled out appropriately.
2. Recording equipment will be permanently attached to the property and be checked on a regular basis to check for loose or deteriorating connections, evidence of tampering, etc.
3. Batteries in any equipment will either be replaced, recharged, or checked on a regular basis.
4. Security system software will be updated on a regular basis.
5. Other maintenance operations recommended by the equipment manufacturer will be included in the checklist and conducted on a regular basis.

## Closing Procedure

The SM will produce a Closing Procedure Checklist that will include the following tasks at a minimum.

### Ensure that:

1. No one remains in the building.
2. All doors, gates and other lockable areas are secure.
3. Surveillance cameras and recording devices are on and operational.
4. Exterior lighting is on.
5. No suspicious vehicles or individuals are in the vicinity.

# Access Control

Honeydew Ranch, LLC will implement the following policies to prevent access of products to minors, the unregulated market, or others intending to acquire the product through illegal means. Actions include careful vetting of new employees, controlled access methods, secured storage and processing areas, and following secured waste management procedures.

## Employee Access Levels

Each employee will be assigned a level of access. The level of access will determine which sections of the facility the employee has permission to enter, access to Cannabis Storage Area.

1. **Level 1:** Senior staff. Those with this level of access may enter any part of the facility.
2. **Level 2:** Managers, Security Staff Members, Facilities Staff. Individuals in this group have access to areas they are responsible for.
3. **Level 3:** Regular staff. General employees have access to a limited number of rooms that contain the materials they work with.

## Facility Access Procedures

All doors, gates, and other secured locations will be labeled with an individual number or other designation (location code), which will correspond to maintenance and security records and the item's location on a premises map.

## Key Issuance Procedure

1. An authorized senior staff member will record the issuance of keys a new employee into a security access log.
2. The security access log will include the name of the person being issued the item, the employee's Honeydew Ranch, LLC -assigned identification number, the employee's position/title, the level of access being assigned, date, signature of employee, and the initials of the issuer. If the access permissions are not based on an access level described above, the log will note each location the employee will be able to enter.
3. Extra keys and access cards are to be stored in a secured area.

4. All employees issued a key will sign a Key/Key Card User Agreement attesting to their understanding related procedures.
5. The paper version of the security access log will be stored in a secured location when not in use.

## Key Return Termination Procedure

1. Upon learning of an employee's final employment date, an authorized senior staff member will notify all staff involved in maintaining the security system, including the Computing Security Manager.
2. A checklist will be generated by the CEO with a list of access system items related to the employee that need to be returned or cancelled. As each item is returned or cancelled, the authorized person will check the item off and initial the form.
3. An authorized senior staff member will schedule an exit meeting with the employee, if possible, at the end of the day on the last day of employment.
4. The employee shall return keys or access cards at the exit meeting.
5. The form will be further circulated to those who are responsible for completing the remaining tasks.
6. If an exit meeting cannot be scheduled with the employee within three days of the employee's last day, the facility's access system will be rekeyed.
7. The security access log and any other related logs will be updated.

## Non-Employee Access

1. Any non-employee who will have access to limited-access areas will be required to show ID and escorted by an authorized employee.
2. Non-employees will not have access to products or product storage areas unless the person's work must take place in that area.

3. Entrances to all limited-access areas shall have a solid door and a lock that meets regulatory requirements. The door will remain closed when not in use during regular business hours.

## **Security Training**

1. All personnel hired or contracted for by the licensee will comply with state and local regulations with regard to registration, permitting, licensing, etc.
2. Additional training will occur prior to working with any products and be repeated according to state and local regulations.
3. The SM is responsible for keeping a record of training for each training module for every employee, including the date training occurred, type of training, the signature of the employee upon completion of training, the signature of an authorized person who can verify completion of training, and the date retraining is due.
4. At a minimum, training will occur at a frequency specified by state and local regulations.
5. The calendar or other training reminder system will be updated to track due dates for training updates.
6. Any documentation related to an individual employee's training will be kept in the employee's file.

### **Topics included in security training for all employees will include, but not be limited to:**

1. Caution in sharing information.
2. Diversion issues and detection.
3. Observing and reporting.
4. Risk management.
5. Robbery response, including practice drills.
6. Conflict resolution.
7. Evacuation procedures, including practice drills.
8. State and local legal requirements.

## **Security Involvement in Product Transfers in/out of Building**

1. One access point (doorway or delivery dock) will be used for all delivery activities.
2. The Site Manager will monitor the door and the outside environment during the transfer of any controlled product and observe the transaction.
3. The primary Staff Member will check the ID of the person(s) delivering or picking up products.
4. A Staff Member will check the information on the Metrc Manifest to confirm all information is correct.
5. A copy of the manifest will be made and left on-site in the Metrc inventory folder.
6. The log will be stored in a secured location near the delivery access point when not in use.
7. For the delivery of incoming clone transfers, the site manager and senior staff member will be present to monitor the delivery access point. The clones will be inspected for health and placed in quarantine in the nursery area. The incoming manifest will be put into the on-site Metrc folder.

## **Management of Waste including Expired Products**

1. All waste will be collected and disposed of according to state and local regulations.
2. Hazardous waste will be collected and disposed of according to procedures in the Chemical Safety Plan.
3. Any waste that contains the product will be placed in a secured waste container or locked in a secured location.
4. Each item being disposed of will be tracked through the inventory control system.

## Waste Disposal Security

If an authorized, outside waste hauler is used to dispose of the product, the following processes will occur:

1. The waste hauler will provide documentation showing the date and time of each waste pickup.
2. Waste will be delivered to a permitted solid waste, composting or other allowed disposal facility with 24-hour monitoring.
3. The waste hauler or receiving facility will forward documentation related to each pickup certifying the weight of the waste delivery.
4. If Honeydew Ranch, LLC self-hauls waste to an authorized disposal facility, documentation certifying the weight of the waste delivery will be provided to the hauling employee and turned over to an authorized supervisor upon completion of the delivery.
5. Only employees of the Honeydew Ranch, LLC will be allowed to self-haul waste.