




## SECURITY PLAN

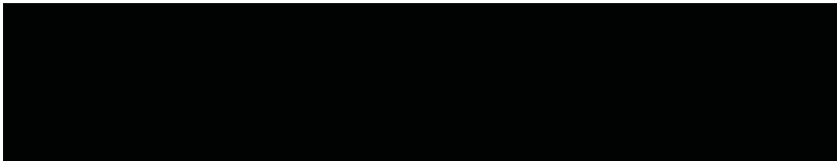


The Loaded Bowl

THE LOADED BOWL 500 S airport Blvd., South San Francisco, CA 94080

## **Introduction**

The Loaded Bowl is a small family owned California LLC delivery service. We are located at 500 S. Airport Blvd., Suite H. Initially the business will be run by two family members without the need to hire employees. As the business grows employees will be brought in and we will then implement those portions of the security plan that apply. This is a comprehensive employee-training program, so that each employee understands their role in keeping themselves, the office, and cannabis products safe and secure.



The Loaded Bowl's Security complies with the minimum building security standards of the South San Francisco Municipal Code Chapter 15.48. The plan addresses building perimeter security, the applicant's premises security, product storage and transport, handling of cash, vehicle and employee security.

The Loaded Bowl's security plan will assist the South San Francisco Police Department, and state and county law enforcement in prevention and detection of the theft or diversion of cannabis and cannabis related products. It is the applicant's intention to operate in compliance with all State and local requirements. We will continually monitor their web-sites for new and proposed legislation

## **Exterior Building Security:**



[REDACTED]

**Interior Building Security:**

[REDACTED]

[REDACTED]

Robbery is defined by the law as taking or trying to take something from someone that has value by utilizing intimidation, force or threat. In order for robbery to take place, a someone must be in the building.

[REDACTED]


[REDACTED]

**Building Signage and Public Access:**

There is no signage on the building to indicate that a cannabis business is located inside. The office will not be used for commercial retail purposes and has no need, and no expectation, for visitors. Because of this The Loaded Bowl will never share its business location address to the public. Furthermore, the absence of signage identifying The Loaded Bowl, is in keeping with the

requirements of the statute while at the same time minimizing the presence of an attractive nuisance. Lack of signage will help limit attention and thus, the threat of crime.

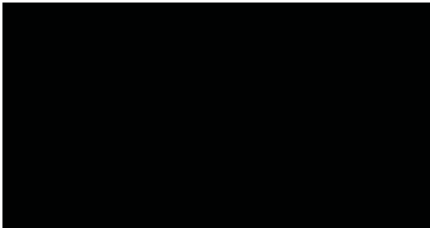
The Loaded Bowl's mundane aesthetic is ideal for anonymity and security purposes. In addition,



**The Loaded Bowl Premises Security:**



The system capabilities are as follows:



Access to the electronic surveillance recording and control areas to the following:

1. Owner/manager
2. The Police Department
3. Law enforcement agencies
4. Security system service personnel

Access to the electronic security system will be available 24 hours per day, 7 days per week to the Police Department and law enforcement agencies via secure web-based portal and mobile device compatible applications.

**Cannabis in Plain View:**

Applicant will not store more cannabis than is required for normal, efficient operation. All cannabis flower and other cannabis containing products are stored in a TL-15 rated safe. The

[REDACTED]

[REDACTED]

**Drop Safe and Cash Storage :**

[REDACTED]

**Odor Control System:**

All cannabis will arrive on the premises already packaged. It will be stored in our safe. For these reasons it is unlikely that cannabis odors will be evident outside the premises. However, we will utilize a new technology called Molekule. Molekule comes with two filters: A Pre-Filter and a Nano-Filter. The Pre-Filter captures larger particles such as dust, while the Nano-Filter breaks down pollutants at a molecular level. Molekule is able to completely replace the air in a

600 Square foot room once an hour. Because of this quick air replacement, our 132 square foot space will be contaminant and odor free.

**Hours of Operation:**

[REDACTED]  
[REDACTED] Employees' shifts will be allocated so as to provide a presence at the office during normal business hours.

[REDACTED]  
[REDACTED]

**Hiring & Vendor Selection:**

The loaded Bowl's security is enhanced by the selection of qualified personnel to assist with the operation of the business. To promote public perception and the security interests of the Applicant, all prospective employees and vendors shall be stringently vetted during the application process. Each employment candidate shall undergo a thorough background check, motor vehicle check, and character assessment and review. Only the most desirable candidates will be selected.

However, and in any event, a person will not serve as an employee who:

1. Has been convicted of an excluded felony offense;
2. Does not work pursuant to the State Regulations
3. Is less than 21 years of age

In addition, a person shall not work at Applicant's facility without an issued ID badge. Employees shall, at all times during employment, display their valid ID badge. An employee needing to update or report a lost card must report the same to a Manger. See Employee

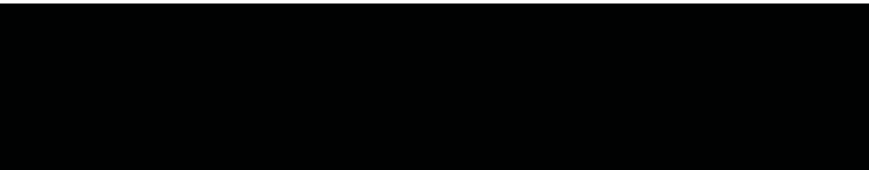
Handbook for specific procedure to be followed in the event of the loss of the Applicant-issued ID badge. Employee shall not be permitted to report to work until they obtain a corrected or replacement card.

All vendors shall be vetted in insure that they have all requisite licenses and legal authority to operate. Whenever practical, the applicant will use local vendors.


**Employee Expectations & Security Training:**

In addition to obtaining the ID badge, each successful employee applicant shall undergo safety, security and driver training before beginning work.

As a part of the employee orientation process, and as an ongoing regimen, all employees will be provided with a copy of the Employee Handbook, the Security Plan, as well as security and safety training.



Initial employee safety and security training shall include:

- 1) Building orientation and access authority which shall include:
  - a) The proper use of employee's access badge for entry into the premises.
  - c) The proper use of employee's ID card;
  - d) Employee's authorized entry and exit points;
  - e) Restroom and sink facilities.
- 2) Measures and controls for the prevention of diversion, theft or loss of marijuana which shall include:
  - a) Necessity of keeping all facility doors locked and secure at all times
  - b) Prohibited activities such as entrance into unauthorized access areas
  - c) Awareness of video monitoring
  - d) 
  - e) Requirement to report any unusual activity, security concern, or loitering
3. Procedures and instructions for responding to an emergency that will include:
  - a) Accident prevention training


- b) How to respond to an emergency
- c) Emergency service provider location
- d) Emergency service contact information
- e) Emergency first aid kit locations
- f) Emergency exits and panic button locations

To promote professionalism and organization, all employees will be expected to follow the established safety practices set forth in the Security Plan, be in compliance with the approved uniform dress code for their respective position of employment, display proper hygiene, keep a professional physical appearance, and wear their ID badge at all times.

**Security Guard:**

The applicant wishes to request that the requirement for a security guard be waived per the State of California Code of Regulations, Title 16, Division 42, Chapter 1, Article 1 (5045)(b) which states "Notwithstanding subsection (a) of this section or any other provision of law, a non-storefront retailer is not required to hire or contract for security personnel).

The applicant has taken security measures above those required by ordinance in order to provide a secure environment.



**Employee Roster:**

The Loaded Bowl will keep a current and accessible roster of all employees and ensure that all employees are aware that they must carry a valid ID card at all times.

All terminated employees or those not having valid ID cards shall be prohibited from being in, on or about the building.

Upon termination of any employee, whether it be voluntary or involuntary, Applicant shall ensure that terminated employee's keys, access codes and cards are returned, and ensure that such codes and access points are altered so as to prevent the terminated employees' access.



Applicant shall notify the Police Department within ten (10) days after an employee ceases to be employed.

**Premises Access:**

There is limited expectation for visitors on the premises. Lack of signage and public visitation will prevent unwanted attention and thus, the threat of crime. It is Applicant's intent to pursue anonymity as a security strategy. Applicant's Security Plan details protocols to ensure:

- Only authorized employees have access to the premises
- Only certain authorized employees have access to the locked safe that contains marijuana and marijuana products
- All employees are properly identified and display their ID badge
- All visitors are properly badged, supervised and escorted

Office access shall be limited to the following:

- Authorized employees of the City of South San Francisco
- Employees having appropriate authority
- State Law Enforcement
- Local law enforcement
- Badged and escorted Visitors
- Emergency personnel performing their duties
- Contractors

**Employee and Visitor Badges:**

All employees will be given an employee badge which they will wear at all times when they are on duty.

From time to time the building may be inspected by a government authority or a vendor may deliver items ordered for the business. Any person other than those employees authorized to be on the premises must obtain a visitor identification badge before entering the premises. All persons on or about the premises must visibly display proper identification at all times.

Only authorized employees may dispense visitor badges, and only upon verification of such person's valid state picture identification card (i.e. driver's license), completion of the visitor

information form, and such person's signature thereon and on the visitor log. The visitor log shall indicate the date, time and duration of the visit as well as the escort responsible for the visitor.

A person who obtains a visitor identification badge, including, without limitation, an outside vendor or contractor, if appropriate:

1. Must be escorted and monitored by an agent at all times he or she is on the premises
2. Must visibly display his or her visitor identification badge at all times he or she is on the premises
3. Must return the visitor identification badge to Applicant upon leaving the premises of the medical marijuana establishment and sign out

**Visitor Log:**

We shall maintain a visitor log that includes the name of the visitor and the date, time and purpose of each visit by a person other than those authorized to be on the premises. The visitor log shall be made available state and local law enforcement upon request.

**Vehicle Security:**

The applicant has installed a [REDACTED] dashcam in the delivery vehicle. This dashcam has video and audio monitoring. Recordings are date and time stamped and the [REDACTED]

Drivers can communicate with the office through the dashcam providing a means of communication in the event of an emergency.

The delivery vehicle is non-descript and unmarked. Drivers will accept payments from customers in the form of credit/debit card, Venmo and cash. Cash and cannabis will be placed in the [REDACTED] safe which is bolted into the trunk until the driver returns to the office.

The Loaded Bowl follows the In-Transit Requirements as outlined in Section 20.410.008 (D)(5)(9) and the Recordkeeping Requirements outlined in Section 20.410.008 (D)(5)(9) of the city ordinance.

**Recordkeeping/Product Tracking:**

The applicant has a contract with [REDACTED]. They provide seed-to-sale software called [REDACTED] is a powerful, customizable, dynamic software that allows data to be tracked, connected, accessed, and searched in the cloud. This software tracks our products from purchase to sale. It allows us to reconcile inventory and quickly determine shortages. In addition, it runs reports required by the state.

Applicant's Inventory Control System (ICS) tracks flower, edibles, vapes, all cannabis waste and all products.. [REDACTED] software will allow Applicant to successfully manage inventory and report to the appropriate authorities, as required.

The Applicant's CFO is the tasked with oversight of Applicant's (ICS) and overall inventory management. The ICS will manage and track cannabis products at every stage into, through and out of the facility.

**Initial Inventory:**

Prior to commencing business, Applicant will conduct an initial comprehensive inventory of all cannabis at the facility. If Applicant commences business with no cannabis on hand, Applicant will record this fact as the initial inventory.

**Perpetual Inventory Protocol:**

At regular, required and/or necessary intervals, Applicant will manage, check and monitor inventory, such that Applicant can accurately and consistently document the status of all flower and products in the safe.

A complete physical inventory of both usable and unusable cannabis will be performed on a weekly basis and logged by in to the Applicant's [REDACTED] Applicant will document the following:

1. Date of the inventory
2. Summary of the inventory findings
3. The name, signature and title of the person who conducted the inventory
4. Applicant will count all products, including:
  - Packaged Cannabis
  - Edibles
  - Vapes
  - Waste

**Random Physical Inventory Checks**

Random physical inventory checks will be conducted throughout the year. Our staff will document one or more of the followings:

- a. Packaged Cannabis
- b. Edibles
- c. Waste Cannabis awaiting disposal
- d. Vapes
- e. Non-cannabis products.

Owner/manager will monitor all random physical inventory checks.

**Annual Inventory:**

A complete and accurate recording of all cannabis flower and products on hand will be prepared annually on or before the anniversary of the initial inventory under the direct supervision of the Owner/Manager.

**Inventory Discrepancy Procedures:**

If an audit or random inventory check identifies a reduction in the amount of cannabis in the inventory of the establishment not due to documented causes, or in the event actual inventory counts do not match the recorded or expected counts, the Owner/Manager shall determine where the loss has occurred and take and document corrective action. If the reduction in the amount of cannabis in the inventory of the establishment is due to suspected criminal activity by an employee, the Owner/Manager shall report the employee to the Police Department and to other appropriate law enforcement authorities.

When a significant discrepancy in inventory occurs, the Owner/Manager will conduct an internal audit and investigation. They will document the incident in a report that includes the following information:

1. incident Date
2. Name of people involved
3. A description of the incident
4. Identification of known or suspected causes of the event any corrective actions taken. Pursuant to law all such incidents will be reported to regulatory and/or law enforcement authorities.

**Receiving and Transportation Security Measures:**

Applicant will use seed -to- sale software to log all incoming shipments. The information logged into the system is:

- o Name of Distributor
- o Date received
- o Description of inventory received
- o Weight

The shipment is then taken into the office through a secure door not available to the public.

Applicant will use Seed-to-sale software (ICS) to create a delivery receipt containing

- Name and Address of Customer
- Customer phone number

- Detailed description of cannabis goods ordered
- Total amount paid

The driver is required to note the delivery date and time

The driver shall verify customer's age

The driver shall have the customer sign the delivery receipt

A copy of the delivery receipt shall be provided to the customer.

**Record Keeping:**

Using [REDACTED] will maintain any and all inventory records and documentation for at least one year after the date on the document. All documents will be available to the Department for review upon request.