

City of Suisun City
Supplemental Security Requirements
Cannabis Storefront Retailer/Dispensary

The following requirements are intended to be supplemental to the security requirements set forth in SCC Chapter 18.49, including but not limited to Section 18.49.150 and 18.49.160(A). Storefront retailers will be required to comply with these requirements in addition to (rather than in lieu of) those requirements. Determinations regarding compliance with these requirements will be made by the City Manager (or his or her designee), in his or her sole discretion.

General Security Requirements

1. Retail sales buildings must be permanent structures meeting applicable building codes and state cannabis laws and regulations.
2. All storage rooms are to be located inside the secured space. Customer areas and public hallways must not have direct access to a storage room.
3. Storage room door(s) must be equipped with card access control and must not include relites, glass, or other transparent material.
4. A secured, fully enclosed space, defined by an interior barrier not less than 7 feet tall, shall be established within the secured space of the business for the delivery of cannabis products.
5. All walls must be full height and slab-to-slab construction (no access from crawlspace). The walls must not allow people to climb over, through, around, or under them to gain access into the space.
6. Secured space and sales space must be secured from the lobby by a clearly defined perimeter of physical barriers (walls) and doors with security devices (card readers). This perimeter should be solid and there should be no gaps in the barriers large enough to pass items through, over, or around.
7. Doors located in the path of egress through lobbies and reception areas must have glass viewing panels.
8. Cash reserves stored on premises overnight shall be secured.
9. There shall be no operable/openable first-floor windows.
10. If multiple reception staff will be in the lobby at one time, duress buttons must be configured as follows:
 - a. For multiple workstations, a button must be installed at each work station.
 - b. For a single workstation shared by more than one receptionist, one duress button must be provided for each receptionist.
11. All receptionists' duress button(s) must be:
 - a. Out of view of customers and the public and beneath the reception desk.
 - b. Within easy and inconspicuous reach of the receptionist's normal position.
 - c. Positioned so as to limit the risk of false alarm activation (for example, bumping the button with one's knee).
12. If the site includes entrance/exit gates, such gates shall be equipped with a "Knox" key override to allow police and fire access to the facility during an emergency.

Doors and Access Requirements

1. Lobby entry doors must meet or exceed the minimum requirements of a card reader access door and must meet all the other requirements listed in this section.
2. All lobby entry doors must be equipped with electrified locking hardware that may be associated with a time zone for automatic locking and unlocking purposes. This time zone must be predicated on building business hours as determined by lobby staffing requirements, and the front doors must never be unlocked unless the reception desk is staffed. Outside of normal business hours, lobby entry doors must only be accessible by following normal procedures for card reader door entry.
3. All interior doors located in the lobby/reception area and leading to secured space or sales space must meet or exceed the minimum requirements of a card reader access door.
4. Interior doors to secured space or sales space within view of the receptionist can be configured for remote release by using a card reader located on the underside of the reception desk. The receptionist(s) will use this card reader to remotely release the doors as required, allowing entry to visitors. If multiple doors require remote release, each door must have a separate card reader on the underside of the desk, configured for remote door release of the corresponding door. Individual remote door release card readers must be spaced a sufficient distance from one another to prevent accidental release of an unintended door.
5. Lobby doors and interior doors to secured space and sales space must not suffer unintentional unlocking or alarm shunting due to pedestrian traffic. Therefore, request to exit (REX) motion detectors cannot be utilized to unlock these doors.
6. Interior security doors that are not in view of the receptionist must not be enabled for remote release by a card reader and must function as standard card reader access doors. It is allowable to use surveillance to make these doors "in view," if the receptionist is equipped with both video and audio communication to the remote door, including a viewing monitor at each receptionist's workstation. The viewing monitor must not be part of the receptionist's computer workstation and must not be connected to the monitored security system.

Video Surveillance

1. CCTV general requirements.
 - a. All cameras shall be minimum 1080P HD.
 - b. All video surveillance cameras shall include remote focus functionality.
 - c. Cameras on all perimeter doors.
 - d. Building perimeter to be fully covered by CCTV surveillance.
 - e. Cameras to view parking lot, entrances and exits.
 - f. CCTV storage to be a minimum of 90 days.
 - g. Cameras in public areas to give a general overview of the area.
2. The entire opening of all entry and exit doorways must be captured as primary views.
3. Primary views are required of all Lobby doors that provide entry from the building's exterior space into the lobby.

4. The entire lobby space must be monitored by security video cameras. All required views of the lobby space, primary or incidental, must be captured by cameras located within the lobby space.
5. The entire reception desk area must be monitored and recorded by the security video system to produce primary views.
6. The entire reception desk area must be monitored by a security video primary camera and recorded.
7. The field of view for the reception desk camera must include the area directly in front of the reception desk, including a clear view of both the face of the persons standing in that location and a view of items they are holding.
8. All persons entering the employee space from the lobby must be monitored by security video cameras and recorded.
9. A dedicated incidental video camera must be placed on the outside of the storage room. The camera should be located on the unsecured side of the door with an unobstructed view of both the doorway and the card reader. The field of view for this camera must provide a clear view of both the face of the person entering and a view of items being carried into the premises by that person. This field of view must be limited to the doorway only, in order to provide full-size images. It must not be possible for any person to enter using the door from any angle without being captured and identified on camera.
10. An incidental camera will also be located within the room and positioned to view the entire room and the entry door to the room (whenever possible).

General Lighting Requirements

1. Lighting must be designed to support security video surveillance by avoiding fixture placement that results in high glare or extreme ranges of luminance in the view of any camera.
2. Lighting Measurements Note: One foot-candle (fc) = 10.764 lux. The fc (or lumen per square foot) is a unit of luminance. Lux and fc are different units of the same quantity.
3. Bollard lighting, lamp standard lighting, low-level lighting, and uplights are not sufficient or adequate for these purposes.
4. The lighting element types must support color video monitoring and recording. Therefore, sodium vapor elements and other elements that do not support color rendition must be avoided.

Interior Lighting Requirements

1. Building entry and exit lobbies must be illuminated to 5 fc/50 lux.
2. Main storage rooms must be illuminated to a minimum of 30 fc/300 lux when in use.
3. Indoor lighting levels must support interior video surveillance design. Indoor lighting must not be on a switchable circuit and must not be lower than 0.25 fc at any time.

Exterior Lighting Requirements

1. Lighting must be sufficient to enable the identification of all people and activity 24 hours per day, in any weather, and must deter concealment in all locations where video camera coverage is installed.

2. All exterior lighting during the hours of darkness will be a minimum of 1 foot-candle uniform at plane, dependent on the range and angle of view, for all areas except walkways and loading docks. Exterior lighting must not be on any form of switched circuit.
3. Exterior walkways must be illuminated to 3 fc/30 lux at plane.
4. Loading docks must be illuminated to 5 fc/50 lux at plane when in use during hours of darkness and to 3 fc/30 lux when not in use during hours of darkness.
5. Vehicular entry and exit points should be illuminated to 3 fc/30 lux.
6. Parking lots and parking garages must be illuminated to 2 fc/20lux.
7. Perimeter fencing/walls surrounding high value spaces must be illuminated to 2 fc/20lux.

Landscaping

1. Landscaping for parking lots (car parks) will be composed of low shrubbery and trees that are sufficiently pruned to enable visibility through the planted areas of any individuals in or behind those areas. Foliage shall not compromise the lighting criteria nor interfere with camera views as applicable.
2. Trees and shrubs around buildings must be kept trimmed to prevent obstruction of intended fields of view for security cameras and to allow clear fields of view for pedestrians and drivers. Care should be taken in trimming to eliminate potential areas of obstruction or concealment and to keep lines of sight clear.

Definitions

1. "Public space" shall mean any space to which the public may be granted access, including lobby and sales areas.
2. "Lobby" and "lobby space" shall mean those areas where members of the public may enter and present identification prior to accessing sales areas.
3. "Lobby entry doors" shall mean any authorized entry doors that allow entry to the lobby from an outdoor or non-public space.
4. "Sales area" shall mean the floor area where cannabis or cannabis products are displayed for public viewing and where sales transactions occur.
5. "Secured space" shall mean all spaces where public access is restricted, and shall include all areas of the business other than lobby areas and sales areas.