

Cannabis Facility Security Readiness Checklist

For Licensed Operators in NM • CO • AZ

This checklist is designed to help you quickly spot gaps in your current security posture. It is not legal advice and does not replace your state or local regulations. Always verify requirements with your regulator and local authorities.

1. Licensing, Compliance & Documentation

Regulatory Awareness

I know which regulations govern my facility security (state cannabis authority + local city/county ordinances).

I have a current copy of all applicable security rules (or a bookmarked URL) for my specific license type(cultivation, manufacturing/processing, distribution, retail/dispensary).

We review security requirements at least once per year or whenever we expand/relocate.

Security Plan & Records

We have a written Security Plan that matches how the facility actually operates (not just what was submitted for licensing).

We maintain incident logs (theft, tampering, door propping, camera outages, visitor issues) and review them regularly.

We maintain chain-of-custody records for harvested product, finished goods, and cash.

We can quickly pull video, access, and alarm records to respond to regulator or law enforcement requests.

Our Security Plan includes up-to-date floor plans showing:

Limited / restricted areas

Camera locations and fields of view

Access control points (doors, gates, storage)

Alarm sensors and panic devices

2. Perimeter & Exterior Security

Property Perimeter

Property boundaries are clearly defined (fencing, walls, or natural barriers) where required by local code.

Exterior gates and doors are kept locked when not in active use.

Parking, loading docks, and employee entrances are well-lit during dark hours.

Lighting & Visibility

Exterior lighting provides consistent coverage around all doors, windows, and vulnerable areas (no large dark spots).

Lighting is positioned to support usable camera images at night (not aimed directly into cameras).

Landscaping (trees, shrubs, signage) does not create blind spots around entrances, windows, or cameras.

Deterrence

Signage clearly states "Video Surveillance in Use" and any restricted area notices required by state/local rules.

Visitors and vendors have a clearly marked public entry point—no confusion about how to enter the site.

3. Building Envelope & Physical Hardening

Doors, Windows & Barriers

All exterior doors are commercial-grade, with reinforced frames and appropriate hardware.

High-risk doors (back alley, delivery, storage) use deadbolts, latch guards, or reinforced plates.

Ground-level windows are secured (tempered/laminated glass, bars, security film, or other approved measures).

Roof hatches, vents, and non-obvious entry points are secured and monitored.

Storage & High-Value Areas

Finished goods, bulk product, and concentrates are stored in locked rooms, cages, or safes outside of business hours.

Cash is stored in a rated safe or vault when the facility is closed.

Keys, access cards, and alarm codes are treated as high-value assets and controlled accordingly.

4. Access Control & People Management

Access Control System

All exterior doors and restricted areas use controlled access (keys, keypads, card/fob, mobile credentials, or biometrics).

Each employee has a unique credential or code—nothing is shared.

Access levels are based on role (e.g., bartender vs. manager vs. vault technician).

Terminated employees have their access removed the same day they leave.

Visitor & Vendor Handling

Visitors sign in and out, and present ID when required.

Vendors/contractors are escorted in restricted areas—no unsupervised wandering.

Deliveries and pickups follow a clear, documented procedure (who unlocks, who verifies, who signs).

Policy & Training

Staff are trained at onboarding and refreshed at least annually on security procedures.

We have written policies on:

- Locking/arming and opening/closing procedures
- Handling suspicious behavior or attempted diversion
- Reporting lost keys/cards or compromised codes

5. Video Surveillance

Cameras cover all required areas, including:

- All exterior doors and loading areas
- Customer sales floor / point-of-sale areas
- Limited / restricted areas (including grow, processing, storage)
- Vaults and safes
- Waste/ destruction areas (if applicable)
- There are no major blind spots in product handling areas and cash paths.

Recording, Retention & Uptime

- Recording is continuous (or motion-based where permitted) during required hours.
- System meets or exceeds the minimum retention period required by our state and any local rules.
- We have off-site or cloud backup for video recording—or a documented plan if a single on-site recorder fails.
- Someone is responsible for regularly checking that all cameras are online and recording properly.

Image Quality & Night Performance

- Camera resolution is sufficient to clearly identify faces and critical activities.
- Cameras maintain usable images in low-light or night conditions (IR or appropriate lighting).
- Camera angles are set to see hands, product, and POS terminals, not just the tops of heads.

6. Intrusion Detection & Monitoring

Alarm System

- The facility has a monitored intrusion alarm system covering main doors, windows, and high-risk areas.
- Alarm zones are labeled in a way that helps staff and law enforcement understand what's happening.
- Panic/duress options are available at key locations (e.g., POS, reception, office), where allowed.

Monitoring & Response

There is a clear, written response protocol for alarm events (who gets called, who responds on-site, when to contact law enforcement).

Staff know how to arm/disarm correctly and how to handle false alarms.

7. Operations, Cash & Product Handling

Cash Management

Cash drawers are reconciled per shift with documented variances.

There is a defined cash path from POS to safe/vault with minimal exposure.

Cash pickups and deposits are done with two-person controls or armored service where appropriate.

Product Handling & Inventory

Product is never left unattended in publicly accessible areas.

Product movement (receiving, packaging, transfers, destruction) is logged and verifiable.

Regular inventory reconciliations are performed and linked to video and access logs when there are discrepancies.

Internal Risk Controls

We use segregation of duties where possible (no single person controls product, cash, and reporting end-to-end).

We review audit trails from point-of-sale, seed-to-sale systems, access control, and cameras when investigating incidents.

8. Business Continuity & Incident Readiness

System Health & Maintenance

We have a designated person or provider responsible for ongoing health checks of cameras, recording, alarm, and access control.

Firmware and software updates for security devices are planned and tracked.

We know who to call for urgent service if a critical security component fails.

Incident Readiness

We can retrieve video and relevant logs for a specific time period within a few minutes when needed.

Staff know what to do in case of:

- Robbery or attempted robbery
- Internal theft or diversion suspicion
- Break-in after hours
- Regulator inspection related to security

9. State-Specific Considerations (NM • CO • AZ)

Use this as a reminder only—always check your specific rule set.

- I've verified my video retention period meets or exceeds my state's minimum.
- I've confirmed any required camera placements unique to my state (e.g., specific coverage of waste/destruction, transport, loading).
- I've confirmed any mandatory security personnel or guard requirements for my license type.
- I've confirmed any local city/county add-ons (for example, extra camera coverage, specific alarm specifications, or reporting timelines).

Anything missing?

Your Quick Self-Score

Count how many boxes you checked:

- 0–25 checks: You likely have serious gaps. Consider a full security assessment.
- 26–45 checks: You have a basic framework but likely compliance or operational blind spots.
- 46+ checks: You're in stronger shape, but targeted improvements may still reduce risk and regulator headaches.

Want help translating this into a concrete, compliant system design? Bring your completed checklist to a call with our team, and we'll walk through your specific facility layout, license type, and risk profile.