



**Police Department**  
Jason Benites, Chief of Police

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March 3, 2021

To: All Cannabis Special Use Permit Applicants

From: Scott Swenson, Safer Neighborhoods and Alcohol Compliance Specialist  
(805)797-6532 [scott.swenson@oxnardpd.org](mailto:scott.swenson@oxnardpd.org)

Subject: Security Plan Process for Cannabis Applicants

It is our goal to work with each applicant team to develop a safe and secure facility for businesses to manufacture, distribute and sell cannabis in the City of Oxnard. To that end, it is important that the Security Plan for each cannabis business is developed to its unique business model and location. The Oxnard Police Department has developed a framework to shape security plans for cannabis businesses and a process to develop each site's plan according to its specific circumstances. Below you will find the process order coupled with some expectations:

Do not submit a security plan document developed by a contractor as part of your application.

1) Provide contact information & set up a site visit

As soon as the Applicant has submitted a complete application including payment of appropriate fees have been accepted by the Planning Division, the planning case file will send the Police Department an email to commence the Security Plan Process.

2) A follow up email by [scott.swenson@oxnardpd.org](mailto:scott.swenson@oxnardpd.org) from the Police Department with include the applicant submit the details listed below:

- a) The name, title/role, cell#, email address of the applicant/operator who will have knowledge of the operational details of the business and the site.
- b) The name, title/role, cell#, email address of the lead person handling the business' security matters. This may be a contractor and is likely to be the person who will develop the Security Plan for the business.
- c) Three dates & times in the next week (of the sending of this email) for a site visit involving your operations representative and your security representative. Proposed meeting times should be at least an hour long on three different

days, Monday through Friday 9 a.m. to 5 p.m. (excluding Tuesday and Wednesday mornings.) I will do my best to confirm or decline the proposed dates as soon as possible.

3) Site visit goals

- a) Identify any physical shortcomings of the site (substandard outdoor lighting, door security, window glazing, window vulnerability, etc)
- b) Identify compartmentalization areas and needed security features
- c) Identify operational flow of product, cash and customers, etc.
- d) Identify potential locations for security features

4) Development of Security Plan Requirement Form for delivery to applicant team (Police).

5) Meeting to review Security Plan Requirements & Draft Police Cannabis Conditions.

6) Applicant team develops their Security Plan and Security Site Plan

These documents should be concise and to the point. The goal is to provide an easy-to-read document that directly reflects the requirements established by the PD. It need not include descriptions of the specialized services or the experience of the security contractor. The Security Plan, Security Site Plan & Security Officer Post Orders should be considered a draft document until they are approved and ready for the Director's Hearing.

7) On-Going review of draft documents

It is expected that exchanges of drafts of the required documents will occur as part of this process.

8) Certifying the applicant's Security Plan is complete to the Planning Division.

9) The Planning Division case planner commences the draft conditions of approval process. For further information reference the Commercial Cannabis Retail Phase 4 Special Use Permit (SUP - Cannabis Retail) Entitlement Process document.