Security Plan Checklist Reference Instructions

       In the interest of assisting you with the submission of your Security Plan to the Illinois State Police (ISP), the attached checklist has been developed. The checklist represents the actual document ISP personnel will utilize in evaluating your Security Plan and is provided for your reference. You do not need to enter any information on the checklist itself. Instead, it should only serve as a guide to assist in the organization, referencing, and submission of your Security Plan.

Please note that each security component listed on the checklist references the corresponding JCAR rule or state statute pertaining to that component. Security components that are ISP standards are italicized and in parentheses. <u>For information on whether an ISP standard is required or only a recommended best practice, please refer to the table on the second page of these instructions</u>.

Please follow the guidelines listed below when submitting your Security Plans. In following the guidelines, you will better assist departmental personnel in quickly and efficiently evaluating your security plan with the ultimate goal of approval and implementation.

1.) Security Plans should be submitted in **electronic, Adobe PDF format only**.

2.) Security components have been referenced on the checklist by "Item Reference #" in the first column on the checklist. These security components should be present within your Security Plan. To denote the location of the security components within your Security Plan, please **electronically tab or otherwise reference the location with the corresponding "Item Reference #"** on the checklist.

3.) If a security component is not present within your Security Plan, please **provide a brief narrative as to why that component is missing**. When addressing ISP standards, only the required standards (see table on following page) must be present in your security plan.

4.) Please feel free to include with your Security Plan any other correspondence or documentation explaining security components of your Security Plan in electronic, Adobe PDF format.

5.) Questions or requests for clarification regarding the checklist, security components, or the process as a whole should be directed to the Illinois Department of Agriculture.

6.) Submit completed tabbed (referenced) security plans to the following email address:

       ISP.CannabisSecurityPlans@Illinois.gov