

ILLINOIS STATE POLICE
Craft Grower Security Operations Checklist
8 Part 1300.400-495, 410 ILCS 705/35-25(b)



Facility Name:

Address:

Date Reviewed:

Approved: Yes No

Reviewer 1:

Reviewer 2:

Item Ref. #	Security Component <i>(Items italicized in parentheses indicate ISP best practice standard)</i>	Admin. Rule Citation	Yes	No	Meets ISP Std.
	Licensing	8 part 1300.300			
1	An applicant applying for a Craft Grower License shall electronically submit the following: <ul style="list-style-type: none"> • Verification from ISP that all background checks of the prospective principal officers, board members, and agents of the cannabis business establishment have been conducted. If ISP has not completed the background check, then the applicant shall provide written verification that the request has been submitted to ISP 	C) 7)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
2	<ul style="list-style-type: none"> • A description of the enclosed, locked facility where cannabis will be grown, harvested, manufactured, packaged, or otherwise prepared for distribution to a dispensing organization or other cannabis business establishment; 	C) 12)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
3	<ul style="list-style-type: none"> • A survey of the enclosed, locked facility, including the space used for cultivation; 	C) 13)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
4	<ul style="list-style-type: none"> • Cultivation, processing, inventory, and packaging plans; 	C) 14)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
5	<ul style="list-style-type: none"> • Applicant shall submit plans and specifications drawn to scale for the interior of the building. If the building is not in existence at the time of application, the applicant shall submit a plot plan and a detailed drawing to scale of the interior and the architect's drawing of the building to be constructed; 	c) 29)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
6	<i>(Documentation is provided regarding policies and procedures in dealing with security incidents such as robberies, civil unrest, evacuations, weather, and natural disaster.)</i>	ISP Standard Only	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Licensing Notes:

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	Records	8 part 1300.355	Yes	No	Meets ISP Std.
7	<p>Each craft grower is responsible for keeping and maintaining records that clearly reflect all financial transactions and the financial condition of the business. Records that must be kept and maintained on the licensed premises for a 5-year period, and that must be made available for inspection if requested by the Department, and, when applicable, by DOR, include:</p> <ul style="list-style-type: none"> • All employee records, including training, education, discipline, etc.; 	b) 5)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
8	<ul style="list-style-type: none"> • Records of any theft, loss or other unaccountability of any cannabis seedlings, clones, plants, trim or other plant material, extracts, cannabis-infused products, or other items containing cannabis. 	b) 13)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
	Agents and Identification Cards	8 part 1300.365	Yes	No	Meets ISP Std.
9	No person shall begin working at a craft grower prior to receiving his or her craft grower agent ID card.	d)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
10	An agent must keep his or her ID card visible at all times when on the property of a cannabis business establishment, including the craft grower organization for which he or she is an agent.	h)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
11	An agent ID card shall be immediately returned to the cannabis business establishment of the agent upon termination of his or her employment. The craft grower shall promptly return the ID cards to the Department.	i)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
12	Any craft grower agent ID card that is lost, destroyed or stolen shall be reported to ISP and the Department immediately upon discovery of the loss, destruction, or theft. The fee for issuance of a replacement ID card is \$50.	j)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Records and Agents/ID Cards Notes:

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	Operations - Plant Production	8 part 1300.370	Yes	No	Meets ISP Std.
13	Each production area shall maintain an open aisle on all sides of each plant group to allow for unobstructed travel, observation and inventory of each plant group.	b)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

14	Biosecurity measures shall be implemented and maintained at all times.	d)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
15	All plants, regardless of accounting strategy, shall be physically inventoried on a weekly basis and records of the inventory shall be kept at the facility for at least 5 years. Those records shall be made available to the Department upon request.	g)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Inventory		8 part 1300.380	Yes	No	Meets ISP Std.
16	Each craft grower, prior to commencing business, shall: <ul style="list-style-type: none"> • Conduct an initial comprehensive inventory of all cannabis at the facility. If a craft grower commences business with no cannabis on hand, the craft grower shall record this fact as the initial inventory; and 	a) 1)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
17	<ul style="list-style-type: none"> • Establish ongoing inventory controls and procedures for the conduct of inventory reviews and comprehensive inventories of cannabis, which shall enable the craft grower to detect any diversion, theft or loss in a timely manner. 	a) 2)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
18	Upon commencing business, each craft grower shall conduct a weekly inventory of cannabis stock, which shall include, at a minimum: <ol style="list-style-type: none"> 1. The date of the inventory; 2. A summary of the inventory findings; 3. The name, signature and title of the individuals who conducted the inventory and the agent-in-charge who oversaw the inventory; and 4. The product name and quantity of cannabis plants or cannabis-infused products at the facility. 	b) 1-4)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
19	All inventories, procedures and other documents required by this Section shall be maintained on the premises and made available to the Department at all times.	e)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Plant Production and Inventory Notes:

	Video Surveillance System	8 part 1300.385 a)	Yes	No	Meets ISP Std.
20	Operate and maintain 24 hours/7 days per week on premises	a)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

21	The surveillance system shall visually record and monitor all building entrances and exits, all parking lot areas, and rear alley areas immediately adjacent to the building, and covers the entire inside of the facility, including all limited access areas and all areas where cannabis is produced, stored, shipped or destroyed, but does not include restrooms nor the executive office. <i>(Facial recognition at a clarity of 10 feet of distance) (Pan/Tilt/Zoom {PTZ} cameras in enhanced security areas and exterior locations coupled with a fixed view cameras)(Cameras with zoom capability in all places where product is located - May be fixed camera with zoom capability)</i>	a) 1)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
22	Fixed cameras shall be installed to provide a consistent recorded image of these areas. <i>(Overlapping camera coverage with opposing views)</i>	a) 1)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
23	The craft grower shall instruct the company or individuals installing the surveillance cameras to maximize the quality of facial and body images and to avoid backlighting and physical obstructions.	a) 1)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
24	Cameras installed outdoors and in low-light interior areas shall be day/night cameras with a minimum resolution of 600 lines per inch (analog) or D1 (IP) and a minimum light factor requirement of 0.7 LUX.	a) 2)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
25	The recording device shall be digital and meet the following minimum standards: <ul style="list-style-type: none"> Displays a date and time stamp on all recorded video; 	a) 3) A)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
26	<ul style="list-style-type: none"> Produces a digital video disc using an installed media recording drive. The video on the disc shall be viewable on any Windows PC, and shall include any required player software on the disc; 	a) 3) B)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
27	<ul style="list-style-type: none"> Remains operational during a power outage for an unlimited amount of time; and 	a) 3) C)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
28	<ul style="list-style-type: none"> Exported video shall have the ability to be archived in a proprietary format that ensures authentication of the video and guarantees that no alteration of the recorded image has taken place. Exported video shall also have the ability to be saved in an industry standard file format that can be played on a standard computer operating system. 	a) 3) D)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
29	<ul style="list-style-type: none"> All recordings shall be erased or destroyed prior to disposal. 	a) 3) D)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
30	A display monitor with a minimum screen size of 12 inches shall be connected to the electronic recording security system at all times. <i>(32" or larger monitors) (Monitors should be HD and capable of displaying up to 4 camera views per 20 inches of monitor.) (Blackout or privacy capability to shield monitor view from visitors.)</i>	a) 4)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
31	<i>(Monitors placed at secured exterior access points showing what/who is on the other side prior to opening door.)</i>	ISP Standard Only	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

32	Electronic recording security systems must be maintained in good working order at all times. The owner of a craft grower shall instruct each manager, employee or agent overseeing the functioning of the video recording security system to immediately report to the agent-in-charge any malfunctioning or technical problems with the system. <i>(Completion of a daily monitoring log documenting functionality, quality of picture, and appropriate field of view of all cameras)</i>	a) 5)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
33	Security recordings shall meet the following minimum requirements: • The recorded image resolution shall be at least D1; and <i>(1080p minimum resolution)</i>	a) 6) A)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
34	• The recorded image frame rate shall be at least 3 frames per second during alarm or motion-based recording. <i>(10 frames per second resolution)</i>	a) 6) B)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
35	Security recordings shall be retained by the craft grower for a minimum of 90 days at the licensed premises and an additional 90 days off site (e.g., cloud storage). <i>(180-day cloud-based storage with 100% redundancy.) (Redundant server capability allowing for at least 14 days of storage for expansion and backups in the event of failed/overloaded servers.)</i>	a) 7)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
36	The recording system for the security cameras must be located in a locked, tamper-proof compartment.	a) 7)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
37	The surveillance system must be able to connect to a video printer capable of immediately producing a clear still photo from any video camera image.	a) 8)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

VSS System Notes:

	Access to Surveillance Areas and Availability	8 part 1300.385 b) - e)	Yes	No	Meets ISP Std.
38	Access to surveillance areas shall be limited to persons who are essential to surveillance operations, law enforcement agencies, security system service personnel, the Department, and others when approved by the Department.	b)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
39	A current list of authorized employees and service personnel that have access to the surveillance room must be available to the Department upon request.	b)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
40	Surveillance rooms shall remain locked.	b)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

41	The electronic security system shall be available 24 hours per day, 7 days per week, to the Department and law enforcement agencies via a secure web-based portal. <i>(Playback ability of live and recorded video is required.)</i> <i>(Web-portal is password protected requiring a valid SSL certificate and supporting modern SSL encryption cipher suites and compatible with Windows and iOS platforms.)</i> <i>(Historical remote viewing capability of at least 180 days.)</i>	c)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
42	No person, except craft grower agents, local law enforcement, the Department or the Department's authorized representative, DPH inspectors, or other federal, State or local government officials when necessary to perform their governmental duties, shall be allowed on the premises of a cultivation center, except that: 1. Laboratory staff may enter the craft grower for the sole purpose of identifying and collecting cannabis samples for purposes of conducting laboratory tests; 2. Emergency personnel may enter a craft grower when necessary to perform their duties; 3. Upon written notice to the Department, a cultivation center may allow contractors to enter a cultivation center when they are working on a job unrelated to medical cannabis, such as installing or maintaining security devices or performing electrical wiring; and 4. Upon prior written request, the Department or the Department's authorized representative may permit other persons to enter a craft grower.	d)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
43	All persons who are not craft grower agents, but who are permitted on the premises of a craft grower pursuant to subsection (b), shall obtain a visitor identification badge from craft grower personnel prior to entering the craft grower, and shall be escorted and monitored at all times by craft grower personnel.	e)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
44	The visitor identification badge shall be visibly displayed at all times while the visitor is in the craft grower.	e)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
45	All visitors, after presenting valid government issued identification with a picture, shall be logged in and out, and that log shall include the date, time and purpose of the visit and shall be maintained and made available to the Department, at any time, for a period of five years.	e)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
46	All visitor identification badges shall be returned to the craft grower personnel upon the visitor exiting the cultivation center.	e)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Access to Surveillance Areas and Availability Notes:

	Transportation	8 part 1300.395	Yes	No	Meets ISP Std.
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47	A craft grower or craft grower agent shall not transport cannabis or cannabis-infused products to any other cannabis business establishment without a transport organization license unless it has received from the Department a registration certificate for each vehicle authorized to transport cannabis.	a)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
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Transportation Notes:

	Security Plan - 410 ILCS 705/30-30	Statute	Yes	No	Meets ISP Std.
48	A craft grower shall implement a security plan reviewed by the Department of State Police that includes, but is not limited to:	b)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
49	<ul style="list-style-type: none"> facility access controls 	b)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
50	<ul style="list-style-type: none"> perimeter intrusion detection systems 	b)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
51	<ul style="list-style-type: none"> personnel identification systems 	b)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
52	All cultivation of cannabis by a craft grower must take place in an enclosed, locked facility	c)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
53	The craft grower location shall only be accessed by the agents working for the craft grower, the Department of Agriculture staff performing inspections, the Department of Public Health staff performing inspections, State and local law enforcement or other emergency personnel, contractors working on jobs unrelated to cannabis, such as installing or maintaining security devices or performing electrical wiring, transporting organization agents as provided in this Act, or participants in the incubator program, individuals in a mentoring or educational program approved by the State, or other individuals as provided by rule.	c)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
53	A craft grower agent shall notify local law enforcement, the Department of State Police, and the Department of Agriculture within 24 hours of the discovery of any loss or theft. Notification shall be made by phone, in person, or written or electronic communication.	i)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Security Plan Notes:

Overall Notes:

Reviewer 1:

Reviewer 2:

Decision Date:

Approved: **Yes** **No**