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## UCPD Cannabis Business Licensing Procedure

### 203.1 PURPOSE AND SCOPE

This procedure outlines the Union City Police Department's (UCPD) role and responsibilities in support of the City's Commercial Cannabis Business licensing process.

The licensing process begins with an application period, followed by four phases. UCPD plays a role in the application period and in the first three phases of the process as described below.

### 203.2 APPLICATION PERIOD

Prospective Commercial Cannabis Businesses will fill out an on-line application that is reviewed by the City. As part of the application process, applicants are required to do the following:

- Arrange a background review for all owners and investors through the HdL Companies portal at [https://hdlcompanies.formstack.com/forms/bc\\_unioncity](https://hdlcompanies.formstack.com/forms/bc_unioncity)

Any derogatory information will be forwarded to the Investigations manager, who may then refer it to the Deputy City Manager for consideration.

### 203.3 PHASE 1

In Phase 1, applicants are required to submit a detailed business application to the City which will include a "Safety Plan" and a "Security Plan."

#### 203.3.1 SAFETY PLAN

A thorough Safety Plan should consider all possible fire, medical and hazardous situations. (Complete policy/procedures manuals are not required at this point of the application process, only a detailed description for each criteria).

- Identify all gases and/or chemicals to be used
- Describe accident and incident reporting procedures
- Describe evacuation routes
- Describe procedures and training for all fire and medical emergencies
- Describe and identify the location of all gas monitoring equipment

To the extent the applicant intends to use any hazardous materials in its operations, this plan shall include information required pursuant to UCMC 5.44.030(D)(6)(i).

#### 203.3.2 SECURITY PLAN

A detailed security plan should include:

- A description and detailed schematic of the overall facility security. It should have details on operational security, including but not limited to general security policies for

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the facility, employee specific policies, training, sample written policies, transactional security, visitor security, third-party contractor security, and delivery security.

- Discuss if on-site security guards will be utilized including number of guards, hours the guards will be on-site, locations guards will be posted, and their roles and responsibilities.
- Address ingress and egress access, perimeter security, product security (at all hours), internal security measures for access (area specific), types of security systems (alarms and cameras), and security personnel to be employed.
- An assessment of site security by a qualified licensed security consultant.
- A floor plan showing the existing conditions. If changes are proposed as part of the project, then a proposed floor plan should also be submitted. The floor plan(s) should be accurate, dimensioned and to-scale.

The Investigations manager or his/her designee will review the Safety and Security Plans and make recommendations to the Deputy City Manager about any concerns UCPD would like to raise with the applicant in the Phase 3 interview.

#### **203.4 PHASE 2**

For applicants who make it to Phase 2, HdL Companies will provide "pass/fail" results of their background review to the City, who will forward the results to UCPD.

The Investigations manager or his/her designee will review the HdL background checks and make recommendations to the City Deputy City Manager about the applicant's suitability. Only applicants whose background check are cleared by UCPD will be invited to a Phase 3 interview

Applicants may update their listed owners and investors prior to the Phase 3 interview, but all new owners and investors must complete a Background Check as described above.

#### **203.5 PHASE 3**

The City will invite applicants who pass the background process, to an interview with Union City staff. The Investigations manager or his/her designee will serve as UCPD's representative on this interview panel. The interview panel will make recommendations to the City Manager on applicants who should be recommended to the City Council for award of a permit.

Prior to the Phase 3 interview, the Investigations manager or his/her designee will review all Safety and Security plans, and be prepared to discuss any concerns.

#### **203.6 PHASE 4**

Although UCPD has no direct involvement in Phase 4, or in the final selection of businesses, the Investigations manager will remain available to City staff to field questions or give input to City staff about the selection process or applicants. After applicants are selected, UCPD staff will have an

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on-going responsibility to work with selected businesses to help guide security efforts and ensure compliance with City requirements.

### **203.7 OUTREACH AND COMPLIANCE CHECKS**

On a quarterly basis, the supervisor of the Special Services Unit will coordinate a site visit at each business. The purpose of the visit will be to facilitate communication between the Police Department and business; ensure compliance of all laws, codes, and agreements; compliance with the business security plan, and to ensure early intervention to resolve or prevent any emerging problems or issues. Minimally, such site visits will include contact with the manager, a check of the interior of the business, and a check of the surrounding parking lot(s). The results of site visits will be documented in a memorandum and submitted via the chain-of-command to the Investigations Section Lieutenant.

### **203.8 EMPLOYEE CRIMINAL HISTORY CHECKS**

Prior to employing any person at a Cannabis Business, perspective employees must pass a criminal background check. The Investigations Section Lieutenant will review candidate criminal histories for suitability. Candidates will be approved or denied based upon the provisions of the Union City Municipal Code (UCMC 5.44.030 Standards for all commercial cannabis uses).

### **203.9 REVISIONS**

Adopted: October 28, 2020

Revised: March 2, 2022

Revised: December 12, 2022