



CANNABIS CONTROL DIVISION

MONTANA

BUSINESS SAFETY INFORMATION

Each business owner, manager, and employee play an integral part in making their business safe.

This document has been created to aid marijuana-based businesses in developing plans to proactively mitigate potential robberies and/or burglaries and scams. This document can be used as a tool to assist your business facility, but it may not apply to every business operation.

Safety Tips:

- Greet customers and make eye contact as they enter the facility.
- Create an emergency plan of action and practice this plan.
- Never open the facility before or after normal hours of operation.
- Ensure that routine maintenance is conducted on all security equipment to verify the equipment is in proper working order.
- Promptly repair security equipment when needed.
- Develop & enforce policies for checking all doors/windows/hatches/vents before opening and closing.
- Require all deliveries to the business facility occur during normal business hours.
- Make the facility's security cameras visible.
- Verify there is adequate indoor/outdoor lighting at your business facility.
- Frequently change the time at which cash is removed from the facility.
- Vary the routes of travel for bank deposits.
- Issue as few keys to the business facility as possible.
- Consider changing locks if an employee loses a key or a former employee does not return a key to the facility.
- Ensure that employees can always see customers and vendors; address any blind spots that may warrant additional security cameras, staff, or mirrors.
- Create a policy for alarm activation.
- Create a policy for reporting suspicious behavior to staff and/or law enforcement.
- If possible, have at least two employees at work on all shifts.
- Participate in a neighborhood watch program.
- Keep a recorded log of all suspicious activity or incidents.

In the Event of Theft:

- A licensee must notify the department as soon as reasonably practical but in no case more than 24 hours following the theft of marijuana items or money from the licensed premises. (ARM 42.39.311 (6))

Scam Tips:

- Inspectors employed by the state are issued State of Montana, Department of Revenue, CCD identification, with an employee identification number. They are required to have their identification available and will present it, when asked.
- Inspectors will always drive to locations in state-issued vehicles that can easily be identified by the motor pool decal in the back window and state-issued license plates.
- Inspectors will only focus on regulation and lawful compliance during an inspection.
- Inspectors will never ask to be given any compensation of any kind (money orders, crypto currency, checks, cash, products, etc.) in any correspondence forms (e-mail, phone, text, in person) for any reason (taxes owed, fees, child support, etc.)
- Taxes owed are something that will only be mentioned (via e-mail, phone call, in person) by the inspector to make the licensee aware that there is a tax issue that could delay their application approval.
- If the licensee is non-compliant with taxes, the inspector's only action will be to give the provider a contact e-mail/phone number to discuss the tax issue with the tax examiner.
- Inspectors are not qualified to discuss in detail any money owed and will always refer the licensee to the person/organization that is qualified to assist.
- Inspectors will never ask the licensee to pay any amount of money while conducting an inspection.
- Inspectors rarely conduct inspections after 5pm. If an inspection does occur after 5pm, it will be a previously scheduled inspection and the licensee would be notified in advance.
- Any e-mail or phone correspondence with the inspector is always from a state issued phone or e-mail address.

If you are ever unsure about an individual who is presenting themselves as a department employee, and the above details have not clarified your uncertainty, please feel free to contact us **(406) 444-0596** or by email at MTMPPviders@mt.gov and we will assist you in verifying the individual's identity.

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