

# Aurora Marijuana Informational Bulletin

This is the third City of Aurora Marijuana Licensee informational bulletin. As a contact with a marijuana license, we have automatically signed you up for these bulletins. There is an unsubscribe option at the bottom of this email if you do not want to receive these. If you know of others that would benefit from subscribing, please forward them this link:

<https://lp.constantcontactpages.com/su/fEhdOyy/marijuana>

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## **SECURITY!**

The theme of this bulletin is security. Due to the value of the product and the amount of cash involved with marijuana businesses they are a target for burglary. We have had multiple break-ins and attempted break-ins during the summer months. By taking proper steps to secure your business, not only are you saving yourself from loss but also making the industry less of a target. Criminals move quickly, and in one burglary it was less than three minutes. You should be working under the assumption that your business will be burglarized every night and following all of your security procedures. Assess your vulnerabilities and address them.

### **Alarm Company Number to call**

Alarm companies should call 303-627-3135 to get a more prompt response than the non-emergency line. Any burglary, attempt or any other criminal activity must be reported to the Aurora Licensing Division within 24 hours of the event. - Aurora Rule 113.1.

### **ATMS and Product Targeted**

ATMs in dispensaries have become a target of criminals. If you have an ATM, remove cash from the device every night.

### **Video Surveillance Reminder**

- All cameras must be in working order with clean lenses and clear picture.
- Someone who can operate a DVR must be on-site during business hours.
- All video surveillance records and recordings must be kept in a secure area that is accessible only to the business's management staff.

- Camera systems and recordings must be made available upon request to licensing inspectors or law enforcement.
- All surveillance records are required to be kept for at least 40 days.
- Aurora requires 40 days of offsite storage in addition to the onsite storage.
- Train authorized users on surveillance system functions and operation regularly. Authorized users who can operate the camera system will reduce how long it takes to complete an inspection.
- [Review Colorado MED Rule 3-225](#) and [Aurora Rule 111](#).

### **Cultivations Processed Marijuana**

Aurora Rule 110.2 requires that processed marijuana, marijuana products or marijuana concentrates shall be placed in a locked safe, locked re-enforced vault room, or an approved secured location that is accessible only to authorized persons when the business is closed to the public . The Licensing Division considers marijuana to be processed when the bud or flower has been cut from the stem even if it is not through the final trim process. At this point the product is in a state that makes its theft easy in quantities of high enough value to be a target. Please reach out to the licensing staff if you have questions regarding the security of your processed marijuana or need suggestions in order to be in compliance.

### **Fillable PDF Forms**

Aurora's forms are fillable PDFs and found on the website. That means there is no need to print them and fill them in with a pen. Save time and ensure your form is accepted. Just fill them out on your computer and email them in. Acrobat reader also does allow you to add a signature electronically for the forms that require it.

### **Payment Error on Licensing Portal**

Many applicants have experienced an error message on the portal when making Renewal payments, which states the payment was not processed. This is a glitch in our system and our IT department is seeking a solution. Applicants will receive a receipt from Paymentus and also a receipt from the City of Aurora via email when payment is made, so you can disregard the error message if you receive a receipt.

### **Quick Links**

- [Published Forms, Regulations, Publications. Auroragov.org/Marijuana](#)
- [Colorado MED Rules](#)

### **Other Aurora Newsletters**

The city also has several other newsletters that you may be interested in that you can sign up for at the following links:  
[https://www.auroragov.org/city\\_hall/media\\_\\_\\_news\\_updates/newsletters](https://www.auroragov.org/city_hall/media___news_updates/newsletters)  
and one specifically for businesses at  
<https://www.AuroraGov.org/BusinessEmails>.