Alcohol and Marijuana Control Office
550 W 7th Avenue, Suite 1600
Anchorage, AK 99501
marijuana.licensing@alaska.gov
https://www.commerce.alaska.gov/web/amco
Phone: 907.269.0350

Alaska Marijuana Control Board

Form MJ-01: Marijuana Establishment Operating Plan

Why is this form needed?

An operating plan is required for all marijuana establishment license applications. Applicants should review **Title 17.38** of **Alaska Statutes** and **Chapter 306** of the **Alaska Administrative Code.** This form will be used to document how an applicant intends to meet the requirements of those statutes and regulations. If your business has a formal operating plan, you may include a copy of that operating plan with your application, but all fields of this form must still be completed per 3 AAC 306.020(c).

What must be covered in an operating plan?

Applicants must identify how the proposed premises will comply with applicable statutes and regulations regarding the following:

- Control plan for persons under the age of 21
- Security
- Business records
- Inventory tracking of all marijuana and marijuana product on the premises
- Employee qualification and training
- Health and safety standards
- Transportation and delivery of marijuana and marijuana products
- Signage and advertising

Applicants must also complete the corresponding operating plan supplemental forms (**Form MJ-03, Form MJ-04, Form MJ-05,** or **Form MJ-06)** to meet the additional operating plan requirements for each license type.

Section 1 – Establishment & Contact Information

Enter information for the business seeking to be licensed, as identified on the license application.

Licensee:	The Green Anchor	**MJ License #:**	35466		
License Type:	Retail Marijuana Store				
Doing Business As:	The Green Anchor				
Premises Address:	34145 Chapman St				
City:	Anchor Point	**State:**	Alaska	**ZIP:**	99556

Mailing Address:	P.O. BOX 785				
City:	Anchor Point	**State:**	Alaska	**ZIP:**	99556

Designated Licensee:	Homer Sven Olson		
Main Phone:	9077561690	**Cell Phone:**	9077561690
Email:	homersvenolson@gmail.com		

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Section 2 – Control Plan for Persons Under the Age of 21

2.1. Describe how the marijuana establishment will prevent persons under the age of 21 from gaining access to any portion of the licensed premises and marijuana items:

To prevent persons under the age of 21 from gaining access to any portion of the licensed premises and marijuana items, the marijuana establishment will implement several measures. Firstly, signage will be posted at the main entry door with the statement "No one under 21 years of age allowed". The sign will measure twelve (12) inches long and twelve (12) inches wide, and the letters will be one half inch in height in high contrast to the background of the sign.

In addition to the signage, all employees will be trained to greet every person who enters the building and to check their identification. They will be trained to spot fake IDs and non-valid or expired IDs. Anyone under the age of 21 or anyone who does not meet the identification requirements will be escorted off the premises immediately to prevent them from accessing the marijuana items.

These measures will be strictly enforced to ensure that no one under the age of 21 is able to access any portion of the licensed premises or marijuana items.

Section 3 – Security

Restricted Access Areas (3 AAC 306.710):

3.1. Describe how you will prevent unescorted members of the public from entering restricted access areas:

To prevent unescorted members of the public from entering restricted access areas, we will implement several measures. First, all restricted areas will be clearly marked with signage indicating that only authorized personnel are allowed beyond certain points. Second, access to these areas will be physically restricted by barriers such as swinging doors, ropes, chains, or reinforced steel security doors.

For the restricted area behind the counter, we will have only one point of entry - a four-foot by four-foot walkway that will be blocked off at all times by a swinging door, rope, or chain with a sign that reads "employees only past this point." This area will also be monitored by an employee at all times and recorded by cameras, which can be monitored 24 hours a day, 7 days a week by Homer, Keith, and the general manager.

For the office, we will have a reinforced steel security door with a deadbolt lock and a spring-loaded hinge. Only Homer, Keith, and the company's general manager will have a key to it. The office door will also have a sign that states "employees only past this point." This area will be monitored by cameras and will only be accessed when necessary by authorized personnel.

3.2. Describe your recordkeeping and processes for admitting visitors into and escorting them through restricted access areas:

Recordkeeping:
Visitor logbook: A visitor logbook is maintained to record the name, contact information, organization, and purpose of the visitor's visit.

Identification verification: Visitors are required to provide identification documents such as a driver's license or passport, which are then scanned or photocopied and added to their visitor record.

Non-disclosure agreements: Visitors may be required to sign non-disclosure agreements (NDAs) to ensure the confidentiality of the information they may encounter during their visit.

Escort log: A logbook for escorts is kept to record the name of the escort, the name of the visitor, the destination, the time of departure, and the time of return.

(Continued on additional space section)...

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3.3. Provide samples of licensee-produced identification badges that will be displayed by each licensee, employee, or agent while on the premises, and of visitor identification badges that will be worn by all visitors while in restricted access areas:

(See attatched form...)

Security Alarm Systems and Lock Standards (3 AAC 306.715):

3.4. Exterior lighting is required to facilitate surveillance. Describe how the exterior lighting will meet this requirement:

Two high power LED lighting fixtures are located in the eaves of the roof outside the premises, and both illuminate completely the only entrance/ exit of our store.
A light post will be put up to illuminate the parking lot, as well as lights around the perimiter of the building to cover all sides which have camaras.
Camaras will be night vision as well and be high quality and weather resistant, but lighting will remain on at all times.

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3.3. Provide samples of licensee-produced identification badges that will be displayed by each licensee, employee, or agent while on the premises, and of visitor identification badges that will be worn by all visitors while in restricted access areas:

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3.5. An alarm system is required for all license types that must be activated on all exterior doors and windows when the licensed premises is closed for business. Describe the security alarm system for the proposed premises, explain how it will meet all regulatory requirements, and outline your policies and procedures regarding the actions to be taken by a licensee, employee, or agent when the alarm system alerts of an unauthorized breach:

Design and Installation: The security alarm system will be designed and installed by a licensed security contractor in compliance with local regulations and codes. The system will include sensors on all exterior doors and windows, and any other access points, such as skylights or vents. The system will include a backup power source to ensure it remains operational during power outages.
Activation and Deactivation: The security alarm system will be activated on all exterior doors and windows when the premises are closed for business. Only authorized personnel will have access to the system, and they will be trained to activate and deactivate the system properly. Procedures will be in place for ensuring that the system is activated and deactivated at the appropriate times.
Monitoring: The security alarm system will be monitored 24/7 by a licensed monitoring company. The monitoring company will be able to quickly alert AMCO, the licensee, employees, or agents of any unauthorized breach within 24 hours.
Response to Unauthorized Breach: Policies and procedures will be in place for responding to an unauthorized breach, including the immediate notification of law enforcement. AMCO will also be notified within 24 hours of any unauthorized breach. The licensee, employees, or agents will also be trained to respond to the alarm system, including verifying the cause of the alarm and determining if it is a false alarm or a genuine breach. Any suspected breach will be investigated promptly, and appropriate actions will be taken, including reviewing security footage and making any necessary repairs or upgrades to the security system.

3.6. Describe your policies and procedures for preventing diversion of marijuana or marijuana product, including by employees:

Inventory Control: Strict inventory control procedures will be implemented, including regular counts and reconciliations of inventory. A tracking system will be used, (METRC) that tracks every step of the supply chain, from cultivation to retail sales, to identify any discrepancies or potential diversion points.
Frequent audits of inventory records will be conducted to ensure accuracy.
Employee Screening: Thorough background checks will be conducted on all employees before hiring them.
Employees will be trained to recognize and report any suspicious activity, including theft or diversion of marijuana or marijuana products.

(Continued on additional space page)...

3.7. Describe your policies and procedures for preventing loitering:

Define and Communicate Loitering Policy:
What loitering means for our specific location will be defined and the policy will be communicated clearly to employees and visitors. Loitering can be defined as lingering or remaining on the premises for an extended period of time without a legitimate reason, such as making a purchase or engaging in business activities. Loitering may include individuals who are waiting for others to purchase marijuana products or individuals who are using the premises for socializing or other non-business activities. Loitering can also involve individuals who are consuming marijuana products on the premises, which is prohibited by law.
Signs will be placed clearly indicating that loitering is not allowed and the consequences of violating the policy.

(Continued on additional space)...

You must be able to certify the statement below. Read the following and then sign your initials in the box to the right: Initials

3.8. I certify that if any additional security devices are used, such as a motion detector, pressure switch, and duress, panic, or hold-up alarm, to enhance security of the licensed premises, I will have written policies and procedures describing their use. ☐

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Video Surveillance (3 AAC 306.720):

You must be able to certify each statement below. Read the following and then sign your initials in the corresponding box:	Initials
3.9. The video surveillance and camera recording system for the licensed premises covers each restricted access area, and both the interior and exterior of each entrance to the facility.	HO
3.10. Each video surveillance recording: is preserved for a minimum of 40 days, in a format that can be easily accessed for viewing (consistent with the Alcohol & Marijuana Control Office's approved format list); clearly and accurately displays the time and date; and is archived in a format that does not permit alteration of the recorded image.	HO
3.11. The surveillance room or area is clearly defined on the Form MJ-02: Premises Diagram that is submitted with this application.	HO
3.12. Surveillance recording equipment and video surveillance records are housed in a designated, locked, and secure area or in a lock box, cabinet, closet or other secure area where access is limited to the licensee(s), an authorized employee, and law enforcement personnel (including an agent of the Marijuana Control Board).	HO

3.13. Describe how the video cameras will be placed to produce a clear view adequate to identify any individual inside the licensed premises, or within 20 feet of each entrance to the licensed premises:

The licensed retail facility premises will be equipped with a comprehensive surveillance recording system, which includes cameras positioned on all four sides of the building to provide complete coverage of the perimeter. The system will feature motion-sensor and night vision cameras with 1080p quality, ensuring clear images both day and night. All cameras will be equipped with tilt/pan/zoom capabilities and will securely store data.

To ensure full coverage, the system will monitor all areas of the facility, both inside and outside, from various angles. Each entrance/exit and marijuana storage area will be covered by high-quality cameras, which will capture clear images of anyone present, including facial features and license plates. The cameras will be weather-resistant, and the high resolution will provide clear, crisp images, making it easy to identify anyone within 20 feet of all access points while still capturing a full field of view for exterior monitoring. ~~The system will also include facial recognition technology, enabling the identification of individuals with stored images.~~

3.14. Describe the locked and secure area where video surveillance recording equipment and original copies of surveillance records will be housed and stored, and how you will ensure the area is accessible only to authorized personnel, law enforcement, or an agent of the Marijuana Control Board. If you will be using an offsite monitoring service and offsite storage of video surveillance records, your response must include how the offsite facility will meet these security requirements:

The secured office where the video surveillance recording equipment and footage will be stored will only be accessible by authorized personnel, law enforcement, or an agent of the Marijuana Control Board. The office will have a reinforced steel security door that will remain locked at all times, with a deadbolt lock that only Homer, Keith, and the company's general manager will have keys to, and a spring-loaded hinge. The security system will be password-protected to prevent any unauthorized access and data tampering.

Keith, Homer, and the general manager will have remote access to the surveillance recordings through their phones for virtual monitoring of operations. The recorded data will be stored for a minimum of forty (40) days, as required for official business record-keeping. In the event of criminal, civil, or administrative investigations, the surveillance footage will be accessible for upload to a separate hard drive and stored for an extended period.

All recordings will be time and date stamped, and archived in a format that prevents alteration of the recorded image. The surveillance data will be available to the AMCO, AMCO Enforcement, and local law enforcement upon request, ensuring compliance with regulatory requirements.

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Section 4 – Business Records

Review the requirements under 3 AAC 306.755. All licensed marijuana establishments must maintain, in a format that is readily understood by a reasonably prudent business person, certain business records.

4.1. I certify that the following business records will be maintained and kept on the licensed premises: Initials

a. **all books and records necessary to fully account for each business transaction conducted under my license for the current year and three preceding calendar years** *(records for the last six months must be maintained on the licensed premises; older records may be archived on or off-premises)*; Ho

b. **a current employee list setting out the full name and marijuana handler permit number of each licensee, employee, and agent who works at the marijuana establishment;** Ho

c. **the business contact information for vendors that maintain video surveillance systems and security alarm systems for the licensed premises;** Ho

d. **records related to advertising and marketing;** Ho

e. **a current diagram of the licensed premises, including each restricted access area;** Ho

f. **a log recording the name, and date and time of entry of each visitor permitted into a restricted access area;** Ho

g. **all records normally retained for tax purposes;** Ho

h. **accurate and comprehensive inventory tracking records that account for all marijuana inventory activity from seed or immature plant stage until the retail marijuana or retail marijuana product is sold to a consumer, to another marijuana establishment, or destroyed;** Ho

i. **transportation records for marijuana and marijuana product, as required by 3 AAC 306.750(f); and** Ho

j. **registration and inspection reports of scales registered under the Weights and Measures Act, as required by 3 AAC 306.745.** Ho

4.2. A marijuana establishment is required to exercise due diligence in preserving and maintaining all required records. Describe how you will prevent records and data, including electronically maintained records, from being lost or destroyed:

All facility records will reside in a locked and secured storage container located in the office, which is also locked and only accessible by Keith, Homer and the company general manager. Only authorized employees will be issued a key for access to the locked storage contaner, and there will be a secure database maintained with information including employee name and contact information, along with the time and date of each usage which could be matched to a surveillance tape to secure additional information. Business Records will be maintained for a minimum of 6 months.

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Section 5 – Inventory Tracking of All Marijuana and Marijuana Product

Review the requirements under 3 AAC 306.730. All licensed marijuana establishments must use a marijuana inventory tracking system capable of sharing information with Metrc to ensure all marijuana cultivated and sold in the state, and each marijuana product processed and sold in the state, is identified and tracked from the time the marijuana is propagated from seed or cutting, through transfer to another licensed marijuana establishment, or use in manufacturing a marijuana product, to a completed sale of marijuana or marijuana product, or disposal of the harvest batch of marijuana or production lot of marijuana product.

You must be able to certify each statement below. Read the following and then sign your initials in the corresponding box:	Initials
5.1. My marijuana establishment will be using Metrc, and if any other tracking software is used, it will be capable of sharing information with Metrc.	HO
5.2. All marijuana delivered to a marijuana establishment will be weighed on a scale registered in compliance with 3 AAC 306.745.	HO
5.3. My marijuana establishment will use registered scales in compliance with AS 45.75.080 (Weights and Measures Act), as required by 3 AAC 306.745.	HO

Section 6 – Employee Qualification and Training

Review the requirements under 3 AAC 306.700. All licensees, and every employee or agent of the marijuana establishment who sells, cultivates, manufactures, tests, or transports marijuana or a marijuana product, or who checks the identification of a consumer or visitor, must obtain a marijuana handler permit from the board before being licensed or beginning employment at a marijuana establishment.

You must be able to certify each statement below. Read the following and then sign your initials in the corresponding box:	Initials
6.1. All licensees, and each employee or agent of the marijuana establishment who sells, cultivates, manufactures, tests, or transports marijuana or marijuana product, or who checks the identification of a consumer or visitor, shall obtain a marijuana handler permit from the board before being licensed or beginning employment at the marijuana establishment.	HO
6.2. Each licensee, employee, or agent who is required to have a marijuana handler permit shall keep that person's marijuana handler permit card in that person's immediate possession (or a valid copy on file on the licensed premises) when on the licensed premises.	HO
6.3. Each licensee, employee, or agent who is required to have a marijuana handler permit shall ensure that that person's marijuana handler permit card is valid and has not expired.	HO

6.4. Describe any in-house training that will be provided to employees and agents (apart from a marijuana handler course):

Those applying for the job will have their resumes and experience looked over thoroughly for quality, and if hired they will be put through a trial period during which time they will receive training and evaluation specific to their position. Training will include marijuana industry topics; customer care, food handling, safety precautions and procedures; legal issues; and state, local, and federal regulations. Training will take place throughout the year, as needed. Homer, [redacted] and/or the general manager will personally present or arrange training and education to employees. Within the probationary period, all new employees will be required to meet with the general manager to learn the company's business approach and to adopt the standards of service.
Educational packets will be provided to each retail employee to be read and be reviewed. The educational packets will discuss relevant cannabinoids in the marijuana plant, strain ratios, marijuana benefits and risks, and general Alaska marijuana law. Packets will also include safety procedures that specifically address the facility's security measures and controls for the prevention of diversion, theft, and loss of marijuana such as emergency response procedures and state and federal statutes regarding confidentiality. Employees will be trained to spot the inconsistencies of forged identifications, and they will be given an ID guide to help them recognize IDs from other states and countries.

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Section 7 – Health and Safety Standards

Review the requirements under 3 AAC 306.735.

You must be able to certify each statement below. Read the following and then sign your initials in the corresponding box:	Initials
7.1. I understand that a marijuana establishment is subject to inspection by the local fire department, building inspector, or code enforcement officer to confirm that health or safety concerns are not present.	HO
7.2. I have policies regarding health and safety standards (including: ensuring a person with an illness or infection does not come into contact with marijuana or marijuana product; good hygienic practices; cleaning and maintenance of equipment and the premises; pest deterrence; chemical storage; sanitation principles; and proper handling of marijuana and marijuana product) and will take all reasonable measures and precautions to ensure that they are met or exceeded.	HO
7.3. I have policies to ensure that any marijuana or marijuana product that has been stored beyond its usable life, or was stored improperly, is not salvaged and returned to the marketplace.	HO
7.4. I have policies to ensure that in the event information about the age or storage conditions of marijuana or marijuana product is unreliable, the marijuana or marijuana product will be handled in accordance with 3 AAC 306.735(d).	HO

Answer "Yes" or "No" to each of the following questions:	Yes	No
7.5. Adequate and readily accessible toilet facilities that are maintained and in good repair and sanitary condition are clearly indicated on my Form MJ-02: Premises Diagram.	☑	☐
7.6. Convenient handwashing facilities with running water at a suitable temperature are clearly indicated on my Form MJ-02: Premises Diagram.	☑	☐

7.7. If you answered "No" to either 7.5 or 7.6 above, describe how toilet and/or handwashing facilities are made accessible, as required by 3 AAC 306.735(b)(2):

Section 8 – Transportation and Delivery of Marijuana and Marijuana Products

Review the requirements under 3 AAC 306.750.

8.1. Describe how marijuana or marijuana product will be prepared, packaged, and secured for shipment. Include a description of the type of locked, safe, and secure storage compartments to be used in vehicles transporting marijuana or marijuana product:

If The Green Anchor transports any marijuana or marijuana product from the retail store, a trip manifest will be printed from Metrc to accompany the shipment. A copy of the trip manifest will also be maintained on the licensed premises as a business record.
Any marijuana or marijuana product to be transported will be placed within a sealed package or container up to ten (10) pounds and then into a secure storage compartment within the transport vehicle. Any individuals involved in the transport will have a valid marijuana handler permit and be trained to travel directly to the destination without any unnecessary stops and without opening packages of marijuana or marijuana product.

Labels will be affixed to the packaging including all information originally provided by the cultivation or manufacturing facility such as; (1) testing facility and license number (2) testing date and results (3) name and license number of cultivation facility (4) name and license number of manufacturing facility if applicable (for concentrates and products) (5) harvest batch number or production lot number (6) date of packaging (7) net marijuana weight (8)expiration date if applicable.

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You must be able to certify each statement below. Read the following and then sign your initials in the corresponding box: Initials

8.2. The marijuana establishment from which a shipment of marijuana or marijuana product originates will ensure that any individual transporting marijuana shall have a marijuana handler permit required under 3 AAC 306.700. HO

8.3. The marijuana establishment that originates the transport of any marijuana or marijuana product will use the marijuana inventory tracking system to record the type, amount, and weight of marijuana or marijuana product being transported, the name of the transporter, the time of departure and expected delivery, and the make, model, and license plate number of the transporting vehicle. HO

8.4. The marijuana establishment that originates the transport of any marijuana or marijuana product will ensure that a complete printed transport manifest on a form prescribed by the board must be kept with the marijuana or marijuana product at all times during transport. HO

8.5. During transport, any marijuana or marijuana product will be in a sealed package or container in a locked, safe, and secure storage compartment in the vehicle transporting the marijuana or marijuana product, and the sealed package will not be opened during transport. HO

8.6. Any vehicle transporting marijuana or marijuana product will travel directly from the shipping marijuana establishment to the receiving marijuana establishment, and will not make any unnecessary stops in between except to deliver or pick up marijuana or marijuana product at any other licensed marijuana establishment. HO

8.7. When the marijuana establishment receives marijuana or marijuana product from another licensed marijuana establishment, the recipient of the shipment will use the marijuana inventory tracking system to report the type, amount, and weight of marijuana or marijuana product received. HO

8.8. The marijuana establishment will refuse to accept any shipment of marijuana or marijuana product that is not accompanied by the transport manifest. HO

Section 9 – Signage and Advertising

Review the requirements under 3 AAC 306.770.

9.1. Describe any signs that you intend to post on your establishment, including quantity, dimensions, graphics, and location on your establishment (photos or drawings may be attached):

The Green Anchor may post up to three (3) signs on the retail store premises with their business name and logo. Each sign will be no more than 4,800 square inches and will be attached to the building or in the store window or on a sign post located on the premesis property and will comply with all regulatory requirements.

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9.2. Describe any advertising you intend to distribute for your establishment. Include medium types and business logos (photos or drawings may be attached):

Social media such as facebook and instagram.
Logo attached
magazine advertisment, such as Alaska Leaf
Radio

I hereby certify that I am the person herein named and subscribing to this application and that I have read the complete application, and I know the full content thereof. I declare that all of the information contained herein, and evidence or other documents submitted are true and correct. I understand that any falsification or misrepresentation of any item or response in this application, or any attachment, or documents to support this application, is sufficient grounds for denying or revoking a license/permit. I further understand that it is a Class A misdemeanor under Alaska Statute 11.56.210 to falsify an application and commit the crime of unsworn falsification.

HJd

Homer Sven Olson
Printed name of licensee

Signature of licensee

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(Additional Space as Needed):

3.2. Continued:
Process:
Visitor request: The visitor sends a request to visit the restricted access area in advance, providing the necessary details such as name, contact information, organization, and purpose of the visit.
Background check: The Green Anchor could perform a background check on the visitor to ensure they have no criminal record or potential threat to the facility or its occupants.
Approval: Once the background check is complete and the visitor's purpose for visiting is confirmed, approval is granted for the visit.
Check-in: Upon arrival, the visitor signs in the visitor logbook and provides identification, which is verified against the background check.
Escort assignment: An escort is assigned to the visitor and provided with the necessary information about the visitor and their purpose for the visit.
Escort briefing: The escort provides a briefing to the visitor on the safety and security procedures to be followed, as well as any specific instructions for the restricted access area.
Escorting: The escort accompanies the visitor throughout their visit to the restricted access area, ensuring they follow the safety and security procedures and providing assistance as needed.
Check-out: At the end of the visit, the visitor signs out of the visitor logbook and returns any visitor badges or identification documents.
Escort log: The escort records the details of the visit, including the time of departure and return, in the escort logbook.

3.6 Continued:
Security: Strict security measures will be implemented, including video surveillance, alarm systems, and access control measures, to prevent unauthorized access to marijuana and marijuana products.
Tamper-evident packaging will be used to prevent diversion during transport and storage. All storage areas will be secure and accessible only to authorized personnel.
Compliance: Strict compliance procedures will be implemented and enforced, including regulatory compliance and adherence to industry best practices.
Regular compliance audits will be conducted to ensure that all policies and procedures are being followed.
Reporting and Investigation: A policy of reporting any suspected diversion immediately to management and/or law enforcement will be implemented.
Thorough investigations of any suspected diversion will be conducted and appropriate disciplinary and/or legal action will be taken against employees involved in diversion.
Overall, preventing diversion of marijuana or marijuana products requires a combination of strict inventory control, employee screening and training, security measures, compliance procedures, and reporting and investigation protocols.

3.7 Continued:
Monitor and Enforce Loitering Policy:
An employee or a security guard will be assigned to monitor the area regularly to ensure that there is no loitering. The designated personnel will politely ask any loiterers to move along and remind them of the loitering policy. They will follow through with consequences if necessary, such as contacting law enforcement or removing the individual from the premises.
The environment/ area of the premises will be designed to discourage loitering, such as not providing seating or using planters, clothing wracks or display cases to prevent people from sitting or standing in certain areas.
Overall, preventing loitering requires a combination of clear policies and communication, monitoring and enforcement, and environment design.

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Business Logo

The Green Anchor
License # 354666

The text in the logo is not offical, but will be the same wording.