

## **SAFE STORAGE AND SECURITY PLAN REQUIREMENTS**

**(a) Certified licensees maintaining a retail firearms location shall develop a plan that addresses the safe storage of firearms during retail hours, after closing, and any off-site storage areas where firearm inventory is maintained. Safe Storage and Security Plans shall address the following areas:**

- 1) Storage of firearms during retail hours, after closing, and any off-site storage areas and in accordance with storage requirements set forth in 3-24-1 et seq of the Littleton City Code;
- 2) Alarm systems and theft deterrence systems;
- 3) Access to firearms during retail hours (business practices);
- 4) Procedures for removing/replacing firearms to show to customers;
- 5) Loss or theft reporting;
- 6) Description of anti-theft measures and practices;
- 7) Disaster plan;
- 8) Structural Security; e.g. physical hardening of the premises which includes but not but not limited to bollards, break resistance windowing, secured bars across windows, locking metal reinforced doors, and reinforced walls;
- 9) Inventory Security;
- 10) Employee Screening; and,
- 11) Employee training and education about licensee's policy and procedures and loss prevention measures, if applicable.

**(b) Safe Storage Plans shall be submitted to the Littleton Police Department for approval.**

If your Safe Storage and Security Plan is determined to be inadequate by the Littleton Police Department a written letter documenting the inadequacies will be sent to you. You have 60 days to resubmit a corrected Safe Storage Plan for review. If you resubmit the same plan with no changes to correct the inadequacies noted by the Littleton Police Department in the written letter, the Littleton Police Department will revoke your certification.

**(c) A licensee maintaining a retail location shall ensure the following practices are implemented within their plans:**

- 1) Store all firearms in inventory in a safe, vault, or safe room and in such a manner as to prevent theft or loss.
- 2) Keep all safes, vaults, displays, other equipment, or areas used for the storage of firearms in inventory securely locked or protected from entry, except for the actual time required to remove, replace or show for sale or transfer the firearm(s) in inventory. Do not remove trigger locks or similar device, if used, until firearm sale or transfer is completed;
- 3) Keep all locks and security equipment in good working order;

- 4) Prohibit keys from being left in locks and do not store or place keys in a location accessible to persons other than specifically authorized personnel;
- 5) Prohibit other security measures, such as combination numbers, keys, codes, passwords or electronic or biometric security systems, from being accessible to persons other than specifically authorized personnel;
- 6) Keep the retail location securely locked and protected from unauthorized entry at all times when closed for business or unoccupied by authorized personnel;
- 7) Ensure inventory records are protected by securing the records after business hours in a location separate from the firearms inventory and only permit authorized personnel or law enforcement to view or handle the inventory records;
- 8) Complete a firearms inventory on a regular basis, no less than once annually. Inventories must be conducted by at least two persons, unless owner operated.
- 9) Keep timely and accurate acquisition and disposition records. These records shall be made available to law enforcement entities upon request;
- 10) Maintain a disaster plan that adequately ensures the timely securing of firearms in inventory in the event of a natural or man-made disaster. The plan shall be made available to the Department upon request; and,
- 11) Ensure employees with access to firearms in inventory or who otherwise handle firearms in inventory are not prohibited from possessing firearms under State or Federal law.

**(d) If a retail location presents special security issues, such as exposed handling or unusual vulnerability to diversion, theft or loss, the Littleton Police Department may require additional safeguards.**

**(e) If a loss, theft or diversion of firearms in inventory has occurred from a retail location, the certified licensee shall notify the Bureau of Alcohol, Tobacco, Firearms and Explosives (ATF) and the appropriate local law enforcement authority within 24 hours after the loss or theft is discovered. If any firearms previously reported as lost or stolen are subsequently recovered by the licensee, the licensee shall notify the ATF and appropriate local law enforcement authority of the recovery.**

**(f) Any licensee whose certification is revoked or not renewed shall dispose of its entire inventory under conditions approved by the Bureau of Alcohol, Tobacco, Firearms, and Explosives and the Department and provide notice to the Department and plan to transfer or otherwise dispose of inventory.**

**(g) Retail locations operating in a space that is 5,000 square feet or greater, or maintaining more than 100 firearms in inventory, shall provide current copies of floor plans to the Littleton Police Department upon request.**

**(h) Notwithstanding the requirements of this Part, nothing shall prohibit members of the Littleton Police Department or other federal, state or local government officials from entering any area of a location if necessary to perform their governmental duties.**