

**FIREARMS DEALER  
SAFETY PLAN**

**I. GENERAL INFORMATION**

**Licensee/applicant information:**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Date application filed: \_\_\_\_\_

Date safety plan  
submitted to CPD: \_\_\_\_\_

Name and phone number  
of emergency contact person: \_\_\_\_\_

Name(s) of store manager(s): \_\_\_\_\_

**Licensed Location (store) information:**

Address of licensed location: \_\_\_\_\_

Owner of Premises:  
Name and address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Contact information: \_\_\_\_\_

**Licensed location description: (Please indicate all that apply)**

- \_\_\_\_\_ Street level with windows or doors adjacent to sidewalk or alley
- \_\_\_\_\_ Above street level
- \_\_\_\_\_ Total square footage of licensed location
- \_\_\_\_\_ Approximate total square footage of licensed location used for firearms and firearm-related products
- \_\_\_\_\_ Only firearms and firearm-related products sold at the licensed location
- \_\_\_\_\_ Division of store that sells other retail products at the licensed location

**Attachments to safety plan:**

- \_\_\_\_\_ Photographs of licensed location exterior
- \_\_\_\_\_ Photographs of licensed location interior
- \_\_\_\_\_ Floor plan of interior of licensed premises which includes firearm storage area, ammunition storage area, firearm display cases, gun racks, windows, doors, vents and other exterior openings
- \_\_\_\_\_ Diagram of licensed location exterior

**II. SURVEILLANCE CAMERAS**

- \_\_\_\_\_ Maintains recordings for no less than 30 days continuously either on a digital video recorder (DVR) or network based off-site solution
- \_\_\_\_\_ Records every sale or transfer of firearms or ammunition at point of sale in such a manner to clearly capture the facial features of the purchaser or transferee
- \_\_\_\_\_ Records all interior doors and entry points to firearm storage areas, including all vents of sufficient size to permit a person to enter
- \_\_\_\_\_ Records video at 30 frames per second at a CIF (352X240) resolution
- \_\_\_\_\_ Records all exterior doors, windows and other entry points, including all vents of sufficient size to permit a person to enter
- \_\_\_\_\_ If using a DVR to maintain the recordings, the DVR must be secured from tampering or theft
- \_\_\_\_\_ Exterior cameras federated to OEMC (optional)

**III. ALARM SYSTEM**

An alarm system must comply with all of the following:

- \_\_\_\_\_ Emit an audible alarm on the outside of the business which is audible for a minimum distance of 500 feet
- \_\_\_\_\_ Silent alarm capable of automatically transmitting an alarm to a constantly attended central station
- \_\_\_\_\_ A battery backup in case of a power failure
- \_\_\_\_\_ Monitors all exterior doors, windows, skylights and other points of entry, including all vents of sufficient size to permit a person to enter
- \_\_\_\_\_ If the system is phone based, a line cut alarm system unless the incoming phone lines are hardened by routing them through underground conduit or similar protective barrier. The line cut alarm system must be triggered when the phone line is cut and must emit an audible alarm
- \_\_\_\_\_ Motion sensors that monitor firearm storage areas and alarm control boards
- \_\_\_\_\_ All components of the system must be independently tested and certified by an alarm system installation company, the alarm system manufacturer or distributor at least once per year. The alarm system certification shall be kept on file at the premises and open for inspection by authorized city employees
- \_\_\_\_\_ Alarm system central station immediately calls 911 when the alarm is triggered

or

\_\_\_\_\_ Other. Please describe:

---

---

---

---

**IV. STORAGE OF FIREARMS - STORE IS CLOSED**

Firearms are stored in:

- A locked, fireproof safe that is anchored to prevent its removal
- A hardened firearms storage room in the licensed premises that meets the following specifications
  - Only has one entrance. The entrance must have a windowless steel security door equipped with a bolt
  - Constructed on all sides with masonry walls that reach from the floor to the ceiling
  - Does not have any windows or skylights
  - All heating, ventilating, air conditioning and service openings are secured
  - Equipped with motion sensor monitors inside the room

or

- Firearms secured with a hardened steel rod no less than 1/2 inches in diameter or a steel cable of at least 1/4 inch in diameter through the trigger guard of the firearm. The rod or cable must be secured with a hardened steel lock that has a shackle. The lock and shackle shall be protected or shielded from the use of a bolt cutter and the rod or cable shall be anchored in a manner that prevents the removal of the firearm from the licensed premises

or

Other. Please describe:

---



---



---



---

**V. STORAGE AND HANDLING OF FIREARMS - STORE IS OPEN**

The storage and handling of firearms must comply with all of the following:

- Firearms shall be secured at all times in a locked display case, or gun rack equipped with a locking device such as a steel rod or cable
- Display cases have shatter-resistant glass
- No firearm is displayed in any exterior window or door, or within four feet of any exterior window or door
- A customer is permitted to handle only one firearm at a time
- A customer is permitted to handle only a firearm that is unloaded and secured with a trigger lock or plastic tie
- A customer is not permitted to handle a firearm unless the person is directly supervised by a store manager or authorized employee
- All firearms are located behind a counter and not accessible to the public
- At all times that the licensed premises is open for business, a store manager or authorized employee who has completed the Responsible Sales of Firearms Training will be at the licensed premises

**VI. STORAGE OF AMMUNITION**

- Ammunition and firearms are stored separately
- All ammunition not on display shall be stored in a separate enclosed area equipped with an automatic sprinkler system
- No ammunition is displayed in any exterior window or door, or within four feet of any exterior window or door
- All ammunition on display shall be stored behind a counter and not accessible to the public

**VII. INTERIOR AND EXTERIOR LIGHTING**

- Exterior perimeter doorways and windows are illuminated so that the doorways and windows are visible after dark from a distance of 100 feet
- The interior and exterior of the licensed premises is sufficiently illuminated at all times to permit clear recordings from surveillance cameras

**VIII. INVENTORY**

- Conduct physical inventory no less than once per quarter
- Inventory shall show each firearm, listed by make, model, and serial number, acquired or held, sold and stolen or lost during the quarter

**IX. MAINTENANCE OF RECORDS**

- Records required to be maintained by either federal, state, or local shall be maintained on-site or, if in electronic form, in a viewable manner, upon request
  - Paper or other non-electronic records must be secured from theft, fire, water or other damage
  - Electronic records must be backed-up periodically
- or

Other. Please describe:

---



---



---



---

**X. BUSINESS INTERRUPTION OR DISASTER PREPAREDNESS**

1. In the event of a power failure or the alarm system becomes inoperable:

- An armed guard will be present at the licensed premises
- The licensee, or his designee, shall immediately call 911

or

Other. Please describe:

---



---

2. In the event an emergency due to a natural disaster or civil unrest has been declared and the licensee has been notified by the Superintendent:

- Arrange with the Superintendent for appropriate security of the firearms and ammunition
- Have a Disaster Preparedness Plan approved by the Superintendent

or

Other. Please describe:

---

---

---

---

**XI. PERSONNEL**

- Store manager and authorized employees will attend the Responsible Sales of Firearms Training
- Number of personnel adequate to control entire store
- The store manager and authorized employees have adequate knowledge and experience with basic firearm safety and regulation, including familiarity with federal, state and local laws pertaining to the possession, sale or transfer of firearms, and the safe handling and storage of firearms

**XII. MISC**

- Wipe down counters, doors and windows every night
- Post signs on the exterior and interior of the premises warning of the presence of an alarm system and surveillance cameras
- No alcohol is sold or consumed at the licensed premises
- Access to firearm and ammunition storage areas is monitored and carefully controlled
- Erection of vehicle resistance barriers, if possible
- Procedures for the detection and deterrence of straw purchases

**XIII. CERTIFICATION**

The person signing below attests that he/she is authorized to submit and sign this Safety Plan on behalf of the applicant/licensee and all statements are true, accurate and complete as of the date submitted to the Superintendent.

\_\_\_\_\_  
Name of applicant/licensee

By: \_\_\_\_\_  
(Sign here)

\_\_\_\_\_  
Date

\_\_\_\_\_  
(Print name of person signing)

**XIV. SAFETY PLAN APPROVAL OR DENIAL**

\_\_\_\_\_ Approved

\_\_\_\_\_ Denied

Basis of denial: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
Superintendent of Police

\_\_\_\_\_  
Date