

Short Version of Model Policies

Policies 1-2: Preventing Sales to Underage Customers

■ **Policy 1: Check Age Identification**

This establishment will check the identification of customers appearing to be under the age of 30 years old.

■ **Policy 2: ID Confiscation**

This establishment requires employees to confiscate false identification. (We recommend that you consult your local police department before implementing this policy).

Policies 3-10: Preventing Sales to Intoxicated Customers and Lowering Intoxication Levels

■ **Policy 3: No Sales to Intoxicated Customers**

This establishment will under no circumstances serve an alcoholic beverage to anyone appearing obviously intoxicated.

■ **Policy 4: Measure All Drinks**

This establishment will only serve measured drinks (i.e., no free-pouring).

■ **Policy 5: Drink Promotions**

This establishment prohibits all drink promotions that encourage excessive drinking.

■ **Policy 6: Promote Food and Non-Alcoholic Beverages**

This establishment will encourage promotion of food and non-alcoholic beverages.

■ **Policy 7: Alternative Transportation**

This establishment will offer alternative transportation to intoxicated customers (consult with an attorney before implementing this policy).

■ **Policy 8: Notify Arriving Staff**

This establishment requires all staff at the end of their shifts to notify arriving staff about the intoxication status of their customers.

■ **Policy 9: Fifteen Percent Gratuity**

This establishment will guarantee all servers a 15% gratuity if alcohol service is refused and the guest does not leave a tip.

■ **Policy 10: No Last Call**

This establishment will not announce last call. All alcohol service will stop one-half hour before closing time to prevent excessive drinking in a short amount of time.

Policies 11-18: Staffing and Training

■ Policy 11: Monitoring the Establishment for Suspicious Activities

This establishment requires management and staff to monitor all areas of the establishment for suspicious activities.

■ Policy 12: Compliance with the Fire Code

The number of customers on the premises should never exceed the limit set by the fire department.

■ Policy 13: No Drinking on the Job

This establishment forbids all employees to have alcohol in their systems while they are working.

■ Policy 14: Alcohol Awareness Training

This establishment will regularly provide Alcohol Awareness Training to its employees and managers

■ Policy 15: Incident Report Form

This establishment requires all staff to record all questionable incidents (e.g., cutting off an intoxicated customer, violent behavior in the establishment) in an incident report form.

■ Policy 16: Manager or Designated Lead worker on Duty at All Times

This establishment will have a manager or lead worker on duty at all times.

■ Policy 17: Mandatory Staff Meetings

This establishment will hold regular, mandatory staff meetings to discuss rules and ways to prevent and handle problem situations

■ Policy 18: Provide Copies of Establishment Policies to All Staff

This establishment will provide all employees with a written copy of its policies. All policies will also be kept in the establishment.