



## **Guidelines for Server Compliance Plans**

Your Server Compliance Plan is an important piece of your application. A detailed Server Compliance Plan gives members of your Beer Board insight on how you plan to eliminate underage alcohol sales and prevent over serving customers. As you are writing your Server Compliance Plan, be sure to consider the type of business you are and the environment you will be serving. If you are serving in an area with a lot of underage traffic, you should consider providing more specific detail on how you will prevent service to minors. Additional detail may be needed if you are serving off premises or on premises, as well as if you are a special event. It's important to address any potential concerns that could be unique to your business, environment, or special event in your Server Compliance Plan.

Ultimately, your Server Compliance Plan should describe how you intend to prevent sales or service of alcohol to people who are underage or impaired. There are different types of beer permits, so depending on the type of permit, Server Compliance Plans may contain different elements.

### **Elements of your plan may include, but are not limited to, the following:**

- Compliance training for servers/clerks/management/new hires;
- Frequency of compliance training;
- Signage visible to customers and staff that communicate laws and policies on drinking;
- Policy & procedure for checking IDs;
- Point-of-sale use of scanners/computers/calendars to confirm customer is a legal drinking age;
- Daily process for servers going over proper sale procedures;
- Frequency of checking IDs;
- Procedure for catching fake IDs;
- Procedure for preventing over serving alcohol;
- Procedure to refuse service or sale of alcohol;
- Use of wristbands or other indicators for age 21 and over customers;
- Number of alcoholic beverages that may be served at one time to a customer;
- Corrective action plan for employees who violate your alcohol policies and/or laws;
- Plan of how the public areas of your business will be monitored to prevent minors from obtaining alcohol served to other patrons;
- Internal compliance checks;
- Any other elements you may have.