



To: Liquor License Holders  
 From: Adeline Schroeder, Deputy City Clerk  
 Wayne Hicks, Police Sergeant  
 Date: March 29, 2017  
 Re: Liquor License Best Practices Program

The City of Hastings currently has a policy in place which imposes civil penalties in the case of a liquor license violations, including compliance check failure. In 2009, the Hastings City Council adopted ordinance changes relating to compliance checks with the creation of a Best Practice Business Program. The goal of the Best Practices Program is to team up with local liquor establishments on ways to eliminate sales of alcohol to youth. We believe that helping you to avoid liquor license violations, such as selling alcohol to underage people, will help the City to avoid the problems in the community that come with underage drinking. It is far less expensive and easier to prevent youth access to alcohol than to investigate the motor vehicle crashes, fights, and other crime that underage drinking promotes, not to mention the terrible tragedies that can result.

Best Practices Program Overview

Attached to this memo you will find information about the Best Practices Program, as well as, other supporting documentation including the forms that we will use. We strongly encourage your participation in this program which is given at “no charge” to offer a greater opportunity to partner with our local liquor license establishments to reduce and hopefully eliminate illegal alcohol sales. This program consists of a mix of required and elective elements to be fulfilled in order to be certified as a Best Practice Business. You will need to determine if you wish to participate in the training sessions offered by the City referenced below. Remember that you need to return the completed Licensee Best Practices Certification for the City to be considered enrolled in this program.

| <b>Required Items – all items in this column are required.</b>  | <b>How we want to partner with businesses – (you need attend only one of the sessions).</b>   |
|---|---|
| A minimum of 75% of alcohol selling employees (at any one time) have attended alcohol training conducted by Hastings Police Department (or other training pre-approved by City of Hastings)*      | The Hastings Police Department will conduct two employee trainings one on Wednesday, May 10, 2017 6:00 pm – 8:30 pm and the other training on Saturday, May 13, 2017; at 10:00 am – 12:30 pm. <b>The Wednesday, May 10<sup>th</sup> training will be at the Hastings City Hall, Community Room (2<sup>nd</sup> Floor), 101 East 4th Street, Hastings, MN. The Saturday, May 13<sup>th</sup> training will be at Hastings City Hall, Council Chambers (1<sup>st</sup> Floor), 101 East 4<sup>th</sup> Street, Hastings, MN.</b> This training will fulfill the training requirement for the Best Practice Program. Certifications obtained through Minnesota AGE will be good for a period of three years for each employee. Certifications will be issued to each participating employee who completes the training. There is no charge for the training conducted. |
| Business has an internal program in place for providing ongoing training of both new and current alcohol selling employees  | Establishments will be required to provide a copy of the program in place and how ongoing training is provided between more structured training programs.   |
| <b><i>Establishments that already have an employee training program and certification process in Place may apply for a waiver from the City- sponsored training to meet this requirement.</i></b> |   |

| <b>Electives (must have 40 points)</b> |   |   |
|--|---|---|
| <input type="checkbox"/> 10            | Business has an internal employee reward/recognition program for employees who catch any underage customer attempting to purchase alcohol | A copy of the written program, how it is implemented, and how employees are rewarded  |
| <input type="checkbox"/> 10            | Business uses an automated ID card scanner system** <i>or</i>   | Certification of the type of scanner used and how employees are trained   |
| <input type="checkbox"/> 20            | Business uses an automated ID card scanner system that is integrated into register system**   |   |
| <input type="checkbox"/> 10            | Business has an internal policy setting a minimum age of 21 for employees to sell alcohol products  | A copy of the written program and how it is implemented   |
| <input type="checkbox"/> 10            | Business agrees to meet immediately with City staff following a violation (instead of waiting for criminal court proceedings              | The Hastings Police Department will meet with an establishment after a violation to discuss the situation and how future violations can be avoided. |

\*\*cannot elect both automated ID systems

Once all certification requirements are met, **including filling out of the Licensee Best Practices Certification form with the City**, the licensee will be certified as a Best Practices Program participant and a certificate will be issued which can be displayed in your business to publicize your participation in this program. Note: The City will not require a business to show proof of each of the items the business will be certifying to; however you must be prepared to show that proof upon request, which will almost certainly be requested if you ever have a future liquor license violation, including an alcohol compliance check failure.

Licensees may choose to participate at any time during the license year. Information on additional classes offered throughout the year may be obtained by contacting AGE – Alcohol and Gambling Enforcement, 445 Minnesota Street, Suite 100, St. Paul, MN 55101, phone number - (651) 201-7500 or MLBA - Minnesota Licensed Beverage Association, 1983 Sloan Place, Suite 15, St. Paul, MN 55117, phone number (651) 772-0910. Renewal information for the City of Hastings BPP will be sent out prior to annual liquor license renewals to licensees.

In addition to taking a proactive approach to eliminating sales of alcohol to youth, licensees participating in the Best Practices Program will also generally have a lower presumptive civil penalty schedule with lesser penalties applied in the event of alcohol compliance check failures. Although the City Council retains authority to deviate from any presumptive penalty, should an illegal sale occur, the penalty schedule for BPP businesses identifies lesser penalties than the penalty schedule for licensees not participating in the BPP.

| Violation   | Best Practices Business                            | Non-Best Practices Business                        |
|---|--|--|
| 1 <sup>st</sup>                                       | \$500 civil penalty                                | \$1,000 civil penalty and 3 day license suspension |
| 2 <sup>nd</sup> (within 24 months of first violation) | \$750 civil penalty and 3 day license suspension   | \$1,500 civil penalty and 6 day license suspension |
| 3 <sup>rd</sup> (within 24 months of first violation) | \$1,000 civil penalty and 6 day license suspension | \$2,000 civil penalty and 9 day license suspension |
| 4 <sup>th</sup> (within 24 months of first violation) | Revocation   | Revocation   |

"Best practices" designation applies to those license holders who at the time of the violation have participated and are in compliance with the alcohol "Best Practices Program".

The City is looking forward to partnering with our local businesses on this program. In order to anticipate the interest and attendance at the upcoming trainings sessions, you can register for this free program by ***returning the attached form before May 5, 2017.***

City of Hastings  
2017 Best Practices Program  
Employee Training Program  
Given by  
Sergeant Wayne Hicks of the Hastings Police Department

Name of Establishment: \_\_\_\_\_

Contact Information: \_\_\_\_\_

Name

Phone

- YES, we are interested in participating in the City of Hastings' Best Practices Program
- We will attend the Wednesday, May 10, 2017, 6:30 pm – 9:00 pm Training  
\_\_\_\_\_ Number expected to attend
- We will attend the Saturday, May 13, 2017, 10:00 am – 12:30 pm Training  
\_\_\_\_\_ Number expected to attend
- NO, we are not interested in partnering in this program at this time

Topics included in training program:

Serving underage customers  
Over serving adult customers  
Cutting customers off who have over consumed  
Information on how alcohol affects your customers  
Laws that ALL servers need to be aware of in order to stay free of illegal serving practices  
Compliance checks  
Recognition techniques of common fraudulent ID's and drivers licenses  
Security features on current MN ID's  
Types of acceptable ID's including: tribal ID's, clipped ID's, out of state ID's, and ID's without photos  
Confiscating suspected fake ID's  
MN laws regarding when service should be denied based on ID

Return by May 5, 2017 to:

City of Hastings  
Attention: Adeline Schroeder, Deputy City Clerk  
101 Fourth Street East  
Hastings MN 55033 or

E-mail to [aschroeder@hastingsmn.gov](mailto:aschroeder@hastingsmn.gov) or Fax to: 651-437-1654  
Attention: Adeline Schroeder, Deputy City Clerk  
Thank you!