



Best Practices Program

City of Burnsville, Minnesota
Alcohol Compliance Program





CITY OF BURNSVILLE

January 1, 2004

Purpose

The Best Practices Program is a joint effort by the City of Burnsville, health professionals, school officials, businesses, and alcohol vendors to eliminate illegal sales of alcohol to youth. It is a voluntary program offered to liquor license holders in the city. The program offers incentives to the licensees to undertake certain practices believed to be helpful in avoiding sales to minors.

Benefits of Participation

Any vendor participating in the Best Practices Program will receive two benefits. The first is the availability of regularly scheduled, city-provided training at no cost. The training will not be offered to vendors who do not participate. Training of employees is usually required by liquor license insurance companies or results in premium discounts.

The second benefit is a reduction in penalties if a violation occurs. Participating vendors will be given the advantage of a different set of penalties. The following grid shows penalties counted over a two-year period.

The following violations are subject to civil penalties outlined on the grid:

- sales to minors
- failure of an underage compliance check

Violation	Best Practices Business	Non Best Practices Business
1 st Violation	\$500 fine	\$1000 fine and 3 day suspension of license
2 nd Violation within 2 yrs	\$750 fine and 3 day suspension of license	\$1500 fine and 6 day suspension of license
3 rd Violation within 2 yrs	\$1000 fine and 6 day suspension of license Best Practices review panel	\$2000 fine and 9 day suspension of license
4 th Violation within 2 yrs	Revocation*	Revocation*

**Minimum revocation period will be one year from the revocation date*

Participation

The licensee will be given the opportunity to participate in the program at the time a license and then annually at the time of license renewal. The licensee will indicate in writing their intent to participate. The first four items in the grid are mandatory. The licensee must choose items from the list of electives to equal a total of 60 points. The City will conduct spot checks of participants to determine compliance.



City of Burnsville

Best Practices Program Application

We choose to NOT participate in the Best Practices Program. _____
 Signature of applicant

Name of Business: _____

Business Address: _____

Manager's Name: _____ Business Phone _____

Tobacco License _____ **Alcohol License** _____

This business, operating in the City of Burnsville with the above mentioned license (s), agrees to be a Best Practices establishment. We understand we must complete the selected items below equaling at least 60 points. The first four items are mandatory. The City will conduct spot checks regarding our participation to determine compliance.

	Selected	Points	Items
1.	X	Required	Permit inspections of records to ensure criteria is being met.
2.	X	Required	Minimum of 75% of all selling employees trained by Burnsville Police Department.
3.	X	Required	Internal program in place for on-going training of new and current selling employees.
4.	X	Required	Policy requiring identification checks for anyone appearing to be 40 or under.
Electives			
5.		20	Participation on TIPS, SALES or similar (city approved) training program-75% of selling employees certified.
6.		10	Internal employee reward and recognition program (program to reward any employee who catches any underage customer attempting to purchase).
7.		10	Approved internal compliance check program.
8.		10	Automated identification card scanner system (can not do both eight and nine).
9.		20	Automated identification card scanner system integrated into register system (can not do both eight and nine).
10.		10	Pre-arrangement to meet immediately on violations (meet with Police Dept and City Staff immediately instead of waiting for criminal court proceedings).
11.		10	Policy requiring identification checks for every transaction regardless of apparent age.
12.		10	Pre-arrangement to work with Police on preventing secondary sales (sales outside store to underage youth).
13.		10	Minimum age of 21 for employees selling products.

Total Points Selected _____ (must equal 60 or more)

Manager's Signature _____ Date _____

Application Approved _____
 Date _____