



# Best Practices Program

City of Burnsville, Minnesota  
Tobacco Compliance Program



# CITY OF BURNSVILLE



## Purpose

The Best Practices Program is a joint effort by the City, health professionals, school officials, businesses, and tobacco vendors to eliminate illegal sales of tobacco to youth. It is a voluntary program offered to tobacco 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.

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 show the differences in penalties.

Violation	Best Practices Business	Non-Best Practice Business
1st Violation	\$150 fine	\$500 fine 3 day suspension of license
2nd Violation	\$400 fine	\$750 fine 5 day suspension of license
3rd Violation	\$750 fine 3 day suspension of license Best Practice Review Panel	\$1000 fine 10 day suspension of license
4th Violation	\$1000 fine 5 day suspension of license Administrative hearing	Possible revocation of license
5th Violation	Possible revocation of license	Possible revocation of license

## Participation

The licensee will be given the opportunity to participate in the program at the time a license is issued 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 elective to equal a total of 100 points. The City will conduct spot checks of participant 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.
			<b>Electives</b>
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 \_\_\_\_\_