



Sample Safe Alcohol Server Policy

You can be held responsible for service to an underage or intoxicated patron! If convicted of an illegal service, you could be fined and/or imprisoned.

This establishment requires you to follow the rules below to safeguard against improper service of alcohol:

- Complete a state-approved course on responsible alcohol service.
- Be familiar and comply with the laws regarding the serving/selling of alcohol.
- Do not serve alcohol to intoxicated patrons.
- Check ID's for patrons appearing to be under the age of 30.
- When in doubt, do not serve/sell alcohol.
- Ensure impaired patrons get home safely.
- Attend regularly scheduled staff meetings related to the serving of alcohol.
- Be familiar with posted signs outlining alcohol laws and policies.
- Notify management if you need assistance handling a situation.
- Complete an Incident Report Form for any alcohol-related occurrence.

This establishment will support your right to deny service to patrons unable to prove they are above the legal drinking age and/or exhibiting signs of intoxication.

Signs of intoxication might include, but are not limited to:

- Loud or boisterous behavior
- Slurring speech
- Nodding off or slumping in chair
- Weaving when walking
- Spilling drinks
- Dropping money or other objects
- Acting in ANY way you find odd or unusual

The above policy should be displayed prominently in your establishment.

EMPLOYEE ACKNOWLEDGEMENT OF ALCOHOL SERVICE POLICY

I acknowledge receipt of the above policy and understand my role in providing safe service of alcohol. I agree to comply with the above policy at all times.

Employee name _____

Employee signature _____ Date: _____

The above section should be reviewed with each employee. Each employee should sign the section below to ensure they understand and agree to comply with the policy.