

During Your Checks

Day of Checklist



Note: If you are preparing any of these items ahead of time, confirm them on the day of checks.

Ensure proper documentation

- Check that you have all youth forms completed
 - Underage Buyer Consent Form
 - Hold Harmless Release Form
 - Emergency Contact information
 - Law Enforcement has copy of Buyer's ID
- Check that each underage buyer has government issued ID

Prepare underage buyers

- Take and date a photo of the underage buyers at the time of check
- Conduct a primary breath test (PBT) of buyer(s) with officer(s)

Conduct Team Prep Meeting

- Share team expectations and concerns
- Establish communication approach for the team
Discuss contingency plans
- Review inspection forms and data to be gathered by buyers
- If necessary, role play scenarios that may be encountered

Conduct Checks

- Distribute cash to buyer
- Buyer(s) enter retailer and makes purchase attempt
- Plainclothes officer enters retailer (if applicable)
- Buyer(s) and officer witness server's sale or refusal
- Buyer does not consume alcohol and exists
- Uniformed officer(s) are notified of sale to execute enforcement actions - either issuing citations or filing charges with the district attorney's office
- Complete inspection form including all data from check
- Move on to next location

Post Check/Wrap Up

- Conduct a secondary PBT of buyer(s) with officer(s)
- Collect and document remaining cash
- Collect and document purchased item(s)
- Request feedback from team on improvements
- Compile and review all inspection forms
- Document any enforcement actions (warnings and/or citations)
- Complete team time and mileage logs