



Establishing Your Program

Getting Started Checklist

Assemble, establish commitment, and formalize collaboration among key stakeholders

- Invite Law Enforcement Agencies
- Invite Health Department(s)
- Invite Prevention Coalitions or stakeholders
- Review existing alcohol ordinances and enforcement
- Sign MOU

Make infrastructure decisions

- Roles and commitments
- Funding for staff, purchases, mileage, wages, law enforcement
- Decide on capacity for number and frequency of checks
- Consequences (citations)

Compile retailer list for checks

- Compile list of license holders
- Define license types to be checks
- Identify hot spots

Notify Retailers

Recommended: 4-6 weeks before checks start

- Compile training resources (i.e. ID checking) to share
- Send notification letters to all licensed establishments

Arrange underage buyers

- Establish incentives, stipends, or employment options
- Contact potential partners serving 18-20 young people
- Create a secure list to manage potential underage buyers
- Setup referral network
- Interview (check IDs) to screen potential buyers
- Conduct background checks
- Receive completed forms from all buyers

Arrange officers (plainclothes and uniformed)

- Determine available officers for each jurisdiction
- Identify shift times vs. overtime hours
- Do not use plainclothes officers in their own jurisdictions
- Ask law enforcement agencies to draft/sign compliance check authorization letter

Contact municipal prosecutors and judges

- Educate proactively about the compliance check program's protocol and their role

Choose data collection goals and methods

- Sign up for Wisconsin Alcohol Inspector for data collection
- Setup accounts for any data entry
- Add all retailer and inspector data
- Identify any data fields you'd like to collect beyond the template form