



Preparing for Your Checks

Pre-Check Checklist

Gather paperwork, tracking tools, and supplies

- Complete required buyer paperwork
 - Underage Buyer Consent Form
 - Hold Harmless Release Form
 - Emergency Contact information
 - Law Enforcement Agency makes copy of Buyer's ID
- Log sheets (time and mileage)
- Printed online forms
 - Clipboard, pens, envelope for completed form
- Inspector App Device (if applicable)
 - Tablet cell phone
 - Car charger
 - Wi-Fi hotspot backup
- Retailer incentives (if applicable)
 - Incentive tracking form

Develop route or area to be completed on day of checks

- Determine who is responsible for this - officers or staff coordinating the checks
- Verify the route covers a variety of establishments and takes into account factors such as hours of operation
- Note: If the route is determined electronically, consider bringing a printed map and/or establishment list.

Secure payment method(s)

- Follow protocol to document use of petty cash
- Consideration of non-personal debit/credit card
- Note: Identify how transactions will be tracked, receipts may not be available

Train underage buyer(s)

- Introduce process, procedures, and scenarios
- Answer questions, concerns, and collect paperwork
- Note: Stress that their safety is your main concern, document non-checks accordingly

Confirm team members participation

- Underage buyer(s) based on location, number, and availability for checks
- Officer(s) based on location, number, and availability for checks
- Other adults and/or supervisors that will be present (if applicable)
- Note: It is not recommended to transport non-team members to ensure validity of checks