

✓ Place of Last Drink (POLD) Project Setup Checklist

1. Collaborate and Assign Roles

- Identify partner organizations for POLD in your local community
 - Local health department
 - Coalition
 - Others
- Meet with partners to divide tasks.
- Assign roles:
 - **Data Collection:** Law Enforcement
 - **Data Analysis:** Agency or Partner
 - **Report Creation:** Agency or Partner
 - **Letters/Communication to alcohol establishments:** Agency or Partner

2. Set Feedback Frequency

- Decide timing for when POLD data will be reviewed:
 - Immediate
 - Quarterly
 - Semi-Annual

3. Data Collection Training

- Train law enforcement officers on how to gather POLD data during interactions with individuals during suspected alcohol-involved incidents (such as OWI stop)
- Learn purpose and value of collecting POLD data
- Learn how to enter data into Badger TraCS POLD form

4. Begin Data Collection

- Start collecting POLD data.
- Review data to ensure consistent data entry
- Keep officers in the loop on purpose and next steps

5. Data Retrieval / Reports

- The Badger TraCS system can create reports to tabulate POLD fields (i.e. how many times a certain place of last drink has been named). Reach out to the Badger TraCS team for help.
- Leverage partnerships to assist with more detailed analysis.

6. Share Results with Alcohol Establishments

- Decide on what will be communicated to the establishments
- Communicate with alcohol establishments (e.g. bars, restaurants, other locations) that have reports of multiple POLD events.
 - No POLD events, consider sharing positive results of no POLD events reported
 - 1 – 2 POLD events, consider initial notification or outreach for education
 - More than 3 events, determine whether to require a face-to-face meeting
- Choose method:
 - Send Law Enforcement Officer
 - Send Partner

7. Support Alcohol Establishments

- Offer education on overservice and overpouring.
- Provide Responsible Beverage Service Training for all interested retailers.
- Monitor for additional POLD events at the same locations.

8. Escalate if Needed

- If no change after notification:
 - Hold a meeting between law enforcement and partners.
 - Identify potential next steps with repeat establishments.
 - Consider involving licensing committee as background information for alcohol license review
- Discuss actions to reduce overservice.