

# NEW EMPLOYEE LICENSEE ORIENTATION

Establishment Name ARMEN'S BARRELS Name of Employee \_\_\_\_\_  
 LID # 107770 Employee Identification # (Use last 4 digits of SSN and date of birth) \_\_\_\_\_ / \_\_\_\_ / \_\_\_\_  
EXAMPLE: 0000-12/07/79 FOR DECEMBER 7, 1979

**FURNISHING OR SELLING ALCOHOL TO MINORS**

	EMPLOYEE INITIALS
<i>Pennsylvania Liquor Code (Administrative Liability)</i> Fines for licensees or employees for serving alcohol to a minor \$1,000 to \$5,000 fine and/or suspension or revocation of license and mandatory compliance with RAMP for the first offense. ....	[ ]
<i>Pennsylvania Crimes Code (Criminal Liability)</i> Fines for anyone furnishing or selling to a minor Minimum \$1,000 for the first offense and \$2,500 for each subsequent offense and possible imprisonment up to 1 year .....	[ ]
<i>Dram Shop Laws (Civil Liability)</i> Civil lawsuits for furnishing or selling alcohol to minors Licensees or employees can be sued for death, injury, or damage caused by a minor who is served alcohol .....	[ ]

**ACCEPTABLE FORMS OF IDENTIFICATION**

A valid photo driver's license issued by the Pennsylvania Department of Transportation or by any other state Must have photo and be valid (cannot be expired). ....	[ ]
A valid photo identification card issued by the Pennsylvania Department of Transportation or by any other state Must have photo and be valid (cannot be expired). ....	[ ]
A valid armed forces identification card containing the holder's photograph Must have photo and be valid (cannot be expired). ....	[ ]
A valid passport, passport card, or travel visa containing the holder's photograph Must have photo and be valid (cannot be expired). ....	[ ]

**CARDING PRACTICES**

It is recommended that anyone who appears to be under the age of 30 be considered a potential underage drinker and be asked to provide proper identification .....	[ ]
To defend yourself against citations for serving minors, you should document your age verification method. The Pennsylvania Liquor Code allows the following methods to be used in defense: photographs, photocopies, videos, ID swipe machines, or a completed Declaration of Age Card. ....	[ ]
House policies have been discussed regarding managing potential fake IDs .....	[ ]

**SELLING ALCOHOL TO VISIBLY INTOXICATED CUSTOMERS**

<i>Pennsylvania Liquor Code (Administrative Liability)</i> Fines for licensees or employees for selling or serving alcohol to a visibly intoxicated person \$1,000 to \$5,000 fine, and/or suspension or revocation of license and mandatory compliance with RAMP for the first offense. ....  <i>Any violation of Chapter 4 section 493(1) of the Liquor Code can be the basis of a criminal charge under the Liquor Code (misdemeanor)</i> Fines up to \$5,000 and/or imprisonment for 3 months to 1 year. ....  <i>Dram Shop Laws (Civil Liability)</i> Civil lawsuits for furnishing or selling alcohol to a visibly intoxicated person Licensees or employees can be sued for death, injury, or damage caused by a person who is served alcohol while visibly intoxicated .....	[ ]
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**SERVICE OF ALCOHOL TO VISIBLY INTOXICATED CUSTOMERS**

House policies have been discussed related to slowing down service of alcohol to customers when there is a concern that the customer is going to become visibly intoxicated .....	[ ]
House policies have been discussed related to refusing service or "cutting someone off" when the customer is visibly intoxicated. ....	[ ]
House policies have been discussed related to designated driver program or alternative transportation for customers who appear to be visibly intoxicated. ....	[ ]

**CRIMINAL ACTIVITY ON PREMISE**

House policies have been discussed as to how to handle situations when criminal activity is known to be occurring on the premises. ....	[ ]
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**ESTABLISHMENT SPECIFIC ORIENTATION FOR NEW EMPLOYEE (OPTIONAL)**

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EMPLOYEE SIGNATURE	DATE	OWNER/MANAGER SIGNATURE	DATE
[ ]	[ ]	[ ]	[ ]