

**Security Policy and Procedures Manual Template  
for Off-Site Alcoholic Beverage Sales Establishments**

The security plan should contain a heading for each topic. Under each heading, the policies and procedures pertaining to the topic should be outlined and fully detailed. Two (2) copies of the plan are required.

*At minimum, the security plan should include the following headings and information:*

**1. Individuals Responsible for Business**

- Up-to-date and complete contact information (e.g. business owner(s), operations manager)

**2. Age Verification Means**

- Procedures to prevent underage drinking

**3. Operations**

- Establishment of an employee to patron ratio (based upon the activity level of the business in order to ensure adequate staff to monitor beverage sales and patron behavior)
- Procedure for training all managers and employees selling alcoholic beverages
- Monitoring beverage sales

**4. Intoxicated and Disorderly Patrons**

- Procedure for staff to handle obviously intoxicated persons
- Procedure for handling persons involved in fighting, arguing, or violent behavior

**5. Security**

- Proposed security equipment (e.g. video surveillance, silent armed robbery alarm, timed-access cash controller or drop safe)
- Reduce criminal activity
  - Prevent loitering
  - Calling the police regarding observed or reported criminal activity

**6. Additional Headings**

- You may provide any additional headings that you may see fit and necessary. Please be detailed and as clear as possible with the information provided here.

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The Owner/Applicant agrees to the statements below and acknowledges that in order to operate in the City of Tustin the business must comply with the statements below. The security plan and statements below are binding on all persons who own or operate/manage the business.

*As an alcoholic beverage sales establishment owner/operator in the City of Tustin, I will:*

- *Comply with all applicable Department of Alcoholic Beverage Control laws*
- *Comply with all city-mandated conditions and requirements*
- *Operate in accordance to the Security Policy and Procedures Manual*
- *Ensure all managers and employees are trained to sell alcohol responsibly in a certified program*

*Applicant:* \_\_\_\_\_

*Date:* \_\_\_\_\_