

**Security Policy and Procedures Manual Template
for On-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**
 - 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 and patron behavior
 - Procedure for crowd control, specifically queuing lines
 - The locations and descriptions of any proposed electronic or non-electronic games
4. **Intoxicated and Disorderly Patrons**
 - Procedures for staff to identify and handle patrons reaching their drinking limit/potential intoxication and make sure that it is not exceeded (This procedure should include a description of the steps the server would take to warn, or refuse to serve the patron.)
 - Procedure for staff to help get intoxicated patrons home safely
 - Procedure for handling patrons involved in fighting, arguing, or violent behavior
5. **Security**
 - Proposed video surveillance
 - Mitigate potential 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.

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 serve alcohol responsibly in a certified program*

Applicant: _____

Date: _____