

## **EMPLOYEE POLICY AND PROCEDURES**

Upon being hired, all new employees are required to obtain RAMP Certification and complete Responsible Alcohol Management Program Server/Seller Classroom Training Curriculum within thirty (30) days of being hired.

In addition to obtaining RAMP Training, all new employees will receive New Employee Orientation from Employer.

As part of the Training, the new employee will be given instruction regarding Pennsylvania Liquor Code, Pennsylvania Liquor Regulations and Employer's policies.

### **A. Reporting of Incidents:**

Employee will be required to keep a daily record of any incidents. In the event any new incidents occur, the Employee will be required to complete an Incident Documentation Form before leaving the day of the incident. This Form will be required any time there are (a) attempts to purchase by a minor; (b) refusal of service; (c) bar fight; or (d) refusal of entry of a visibly intoxicated person.

Employee shall be prohibited from serving any individual who comes into the licensed premises that is visibly intoxicated. If the Employee has any doubt whatsoever as to whether the person is intoxicated, the Employee shall refuse to serve the customer and instruct the customer to leave the premises. Signs of being visibly intoxicated will include slurred speech, impaired coordination, difficulty walking and belligerent behavior.

### **B. Minors:**

It is Employer's policy to prohibit anyone under the age of twenty-one (21) years of age to be upon the premises without being accompanied by a parent or guardian. Employer will not permit any alcohol to be sold, furnished or given to a minor. It is also the policy of Employer to card any individual under the age of forty (40) years of age. An electronic scanner will be installed in order to scan IDs to insure that the patron is of legal age. The transaction scan device will be utilized each and every time someone is carded. In the event the transaction scan device is not working, photographs of the license will be taken and the patron will be required to sign the photograph. In addition, the video surveillance camera from the store will take pictures of the individuals attempting to purchase alcohol.

### **C. Consumption of Alcohol on the Premises:**

It is Employer's policy to permit the consumption of a maximum of two (2) twenty ounce (20oz) containers of alcohol on the premises. After a patron consumes two (2) twenty ounce (20oz) containers, the patron will be refused service at the premises. In addition, patrons will not be permitted to remove the containers from the licensed premises to the unlicensed convenience store. All alcohol purchases must be removed from the premises in a sealed bag when leaving the premises. All items from the licensed premises will be purchased at the register at in the licensed premises prior to leaving the licensed premises.

**D. Maximum Alcohol to be Sold:**

A customer shall be permitted to purchase up to one hundred ninety-two (192oz) ounces of beer (which is approximately two (2) six packs) per transaction for off premises consumption during the hours of operation.

**E. Extended Hours Food Permit:**

Although Employer has obtained an Extended Hours Food Permit which permits the Employer to serve food at any time, the sale of alcoholic beverages shall not be permitted prior to 7:00 a.m. on Monday through Saturday and prior to 9:00 a.m. on Sunday. During the time the sale of alcoholic beverages are not permitted, the coolers shall be locked and not accessible to patrons.

I \_\_\_\_\_ shall comply with all policies and procedures of Employer as set forth herein, the Pennsylvania Liquor Code, the Pennsylvania Crime Code, and Dram Shop Laws. I hereby acknowledge that in the event I fail to follow the policies and procedures of Employer as set forth herein, the Pennsylvania Liquor Code, the Pennsylvania Crime Code, and Dram Shop Laws, my employment shall be immediately terminated.

Dated: \_\_\_\_\_

\_\_\_\_\_  
Signature of Employee



**ATTENTION VIPS!**

**IF YOU APPEAR TO BE A  
VISIBLY INTOXICATED  
PATRON**

**WE CANNOT SERVE YOU  
ANY ALCOHOL.**

**IT'S THE LAW!**

[www.lcb.pa.gov](http://www.lcb.pa.gov)

Or call our toll-free line: 866.275.8237 • Hearing Impaired: TDD/TTY: 717.772.3725

Responsible  
Alcohol  
Management  
Program

**RAMP**



**pennsylvania**  
LIQUOR CONTROL BOARD

PLCB-2139 08/17



# Use the **FEAR** Method of Carding

**FEEL** for pin holes, bumpy surfaces, glue lines, rough edges.

**EXAMINE** the photo, date of birth, expiration date, consistency of font, holograms, state logo, reverse side, the UV feature, and the keystone laser perforation feature on the 2017 issued IDs.

**ASK** date of birth, zip code, and middle name.

**RETURN** the ID to the guest. At no time should you willingly confiscate a suspected fraudulent ID, as you have no authority to take anyone's personal property.

- *It is recommended that you card anyone who appears to be under the age of 35.*
- *If you have any doubt, refuse service and notify your manager.*

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866.275.8237 • TTD/TTY 717.772.3725  
www.lcb.pa.gov





# NOTICE

**YOU MUST BE AT LEAST 21 YEARS OF  
AGE TO PURCHASE OR CONSUME  
ALCOHOLIC BEVERAGES.**

We reserve the right to  
refuse service to any customer  
who cannot produce proper ID.

## **Acceptable IDs**

- A **valid photo driver's license** issued by the Pennsylvania Department of Transportation or any other state.
- A **valid photo identification card** issued by the Pennsylvania Department of Transportation or any other state.
- A **valid United States Armed Forces ID card** that contains the holder's photograph.
- A **Canadian driver's license or other bona fide Canadian identification**, such as a Canadian-issued passport that contains a photograph.
- A **valid passport, passport card or travel visa** that contains the holder's photograph.

For more information:

[www.lcb.pa.gov](http://www.lcb.pa.gov)

Or call or toll free line: 866.275.8237 • Hearing impaired: TTD/TTY 717.772.3725

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# B.E.E.R.

- **B**AG all alcohol purchases
- **E**VERY Customer's ID is scanned
- **E**QUIVALENCE to 192oz.\*
- **R**EFUSE Sale to VIPs and Minors

**\*192oz. is equivalent to:**

- 1 Twelve Pack
- 2 Six Packs
- 1 Six Pack and 4 24oz Singles
- 8 24oz. Singles
- 7 >24oz. Singles
- 12 16oz. Singles

Only 1 singularly purchased container of alcohol up to 25oz. may be consumed in-store by a customer per day.



## Store Employee Summary

Your store uses The BARS Program.

The BARS Program is monitoring one element of your job – do you ask for ID and enter DOB into POS of all customers alcohol is purchased.

At random times each month, a BARS Program Checker will visit your store. They will attempt to purchase alcohol. They are monitoring if ID is asked for and DOB entered into POS prior to asking for money to complete the sale.

If ID was asked for and DOB entered into POS, you will be given a Green Card. If not, you will be given a Red Card. After you are given a Green or Red Card, the BARS Program checker will ask your name. The alcohol product will be left on the counter.

Please remember, The BARS Program is a service that reinforces your store's commitment to company carding policy. The management is very concerned about asking all customers for ID if alcohol is purchased.

If you have any questions, please ask your manager.

Signature\_\_\_\_\_ Date\_\_\_\_\_

### Card Language

#### Green Card

##### **The BARS Program Congratulations!**

You have been tested by a BARS checker  
and you have successfully requested ID.

**Continue the Good Work!**

#### Red Card

##### **The BARS Program**

We represent The BARS Program, the program that monitors carding practices. No ID was asked for before alcohol was sold. Remember, part of your job is to ask for ID and enter DOB into POS of all customers that purchase alcohol. Had we been under age and working with local law enforcement, you could be facing criminal charges, be fined, and the store you are working for could lose their liquor sales license.

**YOU MUST ID.**