



Sheridan Police Department
Policies and Procedures
28.10
Chapter 28 – Call Response
Section 10 – Liquor License Enforcement

Date: January 1, 2013
Revised: 06/17/2022

Signature:

The Sheridan Police Department will conduct investigations of potential violations at liquor establishments licensed by the City of Sheridan with the ultimate goal of reducing problems affecting public safety and the welfare of the community.

28.10.1 Licensing

- A. The Sheridan Police Department will work in conjunction with the Sheridan City Clerk on all liquor license applications including initial applications and applications for transfer or renewal.
- B. When requested, employees of the police department shall assist the clerk by checking for previous liquor license violations by the applicant.
- C. If requested, officers will conduct a civil standby when the clerk posts the notice of application on the business.
- D. Officers will remain vigilant during application and renewal periods to ensure the required notice is appropriately displayed on the business.

28.10.2 Inspections

- A. The Sheridan Police Department, under the supervision of the chief of police or designee, will conduct a minimum of one (1) announced formal review annually on every licensed establishment, which may inquire into all aspects of compliance and may include:
 - 1. A review of the operation plan to determine whether the business is being operated in compliance with representations made to the city.
 - 2. A physical inspection to determine whether signs and licenses are properly posted including:
 - a. Capacity limits per International Fire Code adopted in Chapter 11 of City Ordinance..
 - b. Liquor license per Wyoming Statute 12-4-702.
 - 3. A review of compliance check results and any revised operation plans resulting from violations.
 - 4. A review of calls for service to the establishment with a focus on what can be done to reduce any problems, if identified.
- B. The Sheridan Police Department will conduct unannounced periodic checks of licensed liquor establishments to ensure the safety and welfare of patrons and employees.
 - 1. Officers will be alert for any criminal violation or safety hazard.
 - 2. Officers shall take corrective action upon detection of any criminal violation.

3. Officers will make every attempt to communicate with the owners and/or management of the establishment regarding any violations or concerns found during the check.
 4. Officers will attempt to conduct checks without the disruption of normal business.
- C. The Sheridan Police Department will conduct covert compliance checks as one means of enforcing the prohibition of the sale of alcohol to persons under the age of twenty-one (21) and the admittance of persons under age twenty-one (21) into a dispensing room.
1. Compliance checks are authorized by Wyoming Statute 12-6-103 and shall be conducted in accordance with the provisions of that statute.
 2. Officers can use persons eighteen (18), nineteen (19) or twenty (20) years old to assist them in compliance checks.
 3. Neither the eighteen (18) to twenty (20) year old nor his or her parents shall be coerced into participating.
 4. Underage participants should be of good character. They will have no record of liquor law violations or unlawful attempts to purchase alcoholic beverages.
 5. Underage participants should have the appearance, demeanor and mannerisms appropriate to their age. They will dress appropriately for their age group and will not alter their appearance in an attempt to appear twenty-one (21) or older. A photograph shall be taken of the participant immediately before the compliance check and retained.
 6. Prior to conducting compliance checks, officers will complete the alcohol compliance checklist and review standards to ensure proper procedure is followed.
 7. Underage participants will be told:
 - a. If questioned, they will state their true age.
 - b. If requested, they will provide their identification.
 - c. Not to try and persuade the licensee/employee to complete the sale.
 - d. That the success of the operation and their continued use is not dependent on making successful purchases.
 8. Officers conducting the compliance check will remain within sight or sound of the participant attempting to make the purchase.
 9. Following the compliance check, officers will inform a representative of the business of the results of the compliance check.
 10. Officers will prepare an alcohol compliance inspection form reporting the results of the compliance check. It will include:
 - a. The name of the person who supervised the check;
 - b. The age and date of birth of the person who assisted in the check;
 - c. The name and position of the person from whom the participant attempted to purchase alcoholic beverages;
 - d. The name and address of the business checked;
 - e. The date and time of the check; and
 - f. The results of the check.
 11. The compliance check coordinator will ensure a completed copy of the form is mailed to the business that was checked, or leave it with management at the time of inspection.
 12. Officers involved in conducting compliance checks will ensure that each establishment is treated fairly. The patrol supervisor/grant supervisor will be responsible for

establishing a schedule so each licensed establishment receives the same number of checks except additional checks may be conducted as part of an investigation in response to documented citizen complaints of underage purchases or unauthorized admittance.

- D. The Sheridan Police Department will respond to all calls for service at liquor establishments and take appropriate action. In general the department holds to a zero tolerance approach to any crimes involving intoxication and violence, or potential for violence, at bars. Action taken will be appropriately documented.

28.10.3 Violations

- A. While it is the intent of the Sheridan Police Department to work with each licensed establishment to prevent any violations, there may arise the need to take enforcement action for violations.
- B. When citing the owner or employee of a licensed liquor establishment, the following should be included in the incident report:
 - 1. Name of the business;
 - 2. Date and time of the violation;
 - 3. The specific charge;
 - 4. The name of the person in charge of the establishment at the time of the violation;
 - 5. The name(s) of the person(s) committing the violation(s) or allowing the violation(s) (i.e. - licensee, waitress, bartender, etc.); and
 - 6. A report of all the facts of the case including statements made by the licensee or person in charge of the establishment and employees at the time of the violation.
- C. When preparing an incident report for the following, include all of the information listed in B 1-6 of this procedure in addition to the following:
 - 1. Sale to Minors / Consumption by Minors / Minors in Bar
 - a. The name and address of the minor and all persons in the company of the minor;
 - b. Evidence of the minors age;
 - c. Type and brand of alcoholic liquor and price paid;
 - d. The facts concerning the minor's misrepresentation of his or her age, if any, with documents used by the minor; and
 - e. Preliminary breath test results if available.
 - 2. Sale to Intoxicated Person
 - a. The name and address of the intoxicated person;
 - b. A description of the intoxicated person's actions to establish he or she was intoxicated;
 - c. Preliminary breath test results if available; and
 - d. Documentation that the beverage was alcoholic in nature.
 - 3. Failure to Notify Police of Fight or Assault
 - a. Information regarding the persons involved.
 - b. Information to show employees knew of the incident.