PLCB-2228 2/09 Reorder Item #4428
COMMONWEALTH OF PENNSYLVANIA
PENNSYLVANIA
LIQUOR CONTROL BOARD

NEW EMPLOYEE LICENSEE ORIENTATION

BUREAU OF ALCOHOL EDUCATION
RESPONSIBLE ALCOHOL MANAGEMENT PROGRAM

Establishment Name _____ Name of Employee _____

LID #_____ 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
Pennsylvania Liquor Code (Administrative Liability)	
Fines for licensees or employees for serving alcohol to a minor	
$1,000 to $5,000 fine and/or suspension or revocation of license	
Pennsylvania Crimes Code	
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	
Dram Shop Laws (Civil Liability)	
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 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: polaroid photographs, photocopies, videotapes, ID swipe machines, and a completed Declaration of Age Card	
House policies have been discussed regarding managing potential fake IDs	
SELLING ALCOHOL TO VISIBLY INTOXICATED CUSTOMERS	
Pennsylvania Liquor Code (Administrative Liability)	
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	
Any violation of Chapter 4 of the Liquor Code can be the basis of a criminal charge under the Liquor Code (misdemeanor)	
Fines up to $5,000 and/or imprisonment for 3 months to 1 year	
Dram Shop Laws (Civil Liability)	
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	
SERVICE OF ALCOHOL TO VISIBLY INTOXICATED CUSTOMERS	
House polices have been discussed related to slowing down service of alcohol to customers where 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	

ESTABLISHMENTS SPECIFIC ORIENTATION FOR NEW EMPLOYEE (OPTIONAL)

EMPLOYEE SIGNATURE	DATE	OWNER/MANAGER SIGNATURE	DATE	PLCB REPRESENTATIVE SIGNATURE	DATE REVIEWED