

**NEW EMPLOYEE  
 LICENSEE ORIENTATION**

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, passport card, 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 policies 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)**

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