

Alcohol Service Policy

General

- 1). Employees shall comply with all the Iowa liquor laws, rules, and regulations governing the sale of alcoholic beverages.
- 2). All employees are expected to complete the I-PACT training prior to engaging in the sale or delivery of all alcoholic beverages. Proof of this completion must be supplied to management. Training is available for free online at: <https://i-pact.com/portal>. In addition, all employees are expected to take TIPs (Training for Intervention Procedures) and receive certification from that training within 90 days of employment. Management will provide dates and times of upcoming trainings, and sessions can also be arranged by calling 319-390-1884

Underage Drinking

- 1). It is illegal to sell, furnish, give, or deliver alcoholic beverages to a person under 21 years of age. It is the responsibility of the employee to ask for identification for all patrons ordering such beverages, verifying that they are of legal age.
- 2). Upon obtaining identification from the patron, employees will verify that the information and picture on the identification match, and that the persons' age indicates they are at least 21 years of age. If the patron refuses such identification, the sale must be refused and management notified. If the identification shows signs of being tampered with, or appears false, management is to be notified immediately and no alcohol is to be served until such time as cleared by them.
- 3). Seating at the bar is prohibited to anyone under the age of 21; all minors must sit in the dining area.
- 4). If a patron attempts to order drinks for other patrons, said persons must show proper identification prior to being served. All alcoholic drinks are to be delivered to the table, and not picked up at the bar.
- 5). A patron is allowed only one alcoholic beverage at a time.

Intoxicated Persons

- 1). It is illegal to sell, dispense, or give an intoxicated person, or any one simulating intoxication, any liquor, wine or beer.
- 2). If a visibly intoxicated person attempts to order an alcoholic beverage, the sale must be refused and manager notified immediately. Employees are to encourage, consistent with their training, other non-alcoholic drinks, and are to stress other menu options. The patron will continue to be monitored at all times, and be afforded time to sober up.

3). All attempts will be made to arrange alternative transportation for persons showing signs of intoxication. This includes offering to call friends, family members, and cab companies. In the event the patron refuses alternative transportation, management is to be notified immediately. Management will then notify law enforcement, describing details of the patron and their vehicle of transportation.

4). In the event any appearing intoxicated person becomes argumentative, assaultive, disorderly, or in any way threatens the safety or well-being of the patrons, staff or the community, the manager will immediately call the police.

5). All incidents involving intoxicated patrons will be written down in an incident report, noting the date, time, name of employees involved and brief statement of facts regarding the incident. All reports must be turned in to management.

Signs of intoxicated persons include, but are not necessarily limited to:

- Loss of inhibitions: being overly friendly, bravado, loud speech, changing from quiet to loud, drinking alone, annoying other customers.
- Impaired judgment: complains about the strength of a drink, orders doubles, argumentative, foul language, careless with money, buys drinks for strangers, irrational statements.
- Loss of reactions: lights more than one cigarette at a time, unable to light a cigarette, eyes are glassy, dilated or bloodshot, loss of train of thought, slurred speech, thick tongue when speaking.
- Loss of coordination: can't pick up change, spilling drinks, unable to sit up straight or falls off stool, staggering or unbalanced walk, stumbles or bumps into objects.

General Practice

1). Staff is not allowed to consume alcoholic beverages during their shift.

2). If a patron notifies any staff member that they are a designated driver, they should be provided with free soft drinks, so long as they refrain from any alcoholic beverage for the duration of their stay and show no signs of intoxication.

3). All employees will report for work sober and will not have consumed any alcoholic beverages prior to arrival, or consume any alcohol while on duty. This includes the use of illicit substances, as well as taking any prescription medication in a manner other than how it was prescribed.

Compliance Checks

1). In the event a staff member fails a compliance check and sells to an underage person, they are subject to immediate termination and liable for their portion of the fine. Selling to underage persons will in no way be tolerated.

I have read and understand the above policy. I hereby agree to the terms outlined above. I understand that there could be consequences for violating this policy.

_____/_____
Signature of Employee / Date

_____/_____
Signature of Supervisor / Date