



Administrative Policy #65

TOWN OF SEEKONK MASSACHUSETTS

BOARD OF SELECTMEN
100 PECK STREET
SEEKONK, MA 02771
TEL: (508) 336-2910 FAX: (508) 336-3137

TRAINING REQUIREMENTS FOR LIQUOR LICENSE HOLDERS AND EMPLOYEES (Adopted by vote of the Board of Selectmen August 22, 2012)

- A. All Liquor Licensees shall participate in a program designed to train employees who sell or serve consumable alcohol of any kind, in methods of observation and detection to avoid selling or serving to intoxicated persons and/or minors. This program must take place in a classroom setting and be based on the type of license held by the licensee.
- B. All managers must be trained in an insurance industry approved and qualified program offered by a certified trainer and endorsed by the Board of Selectmen. Listed below are the **only** programs currently available that meet the requirements of this policy:
1. **ServSafe Alcohol** & offered by the National Restaurant Association (www.servsafe.com/alcohol/ , then click on "Find a Class")
 2. **SAFE ID Check** offered by J.B.S. Professional Services, LLC (617-539-0118)
 3. **Alcohol Intervention Methods (A.I.M.)** offered by Campbell/Trent (508-756-8542)
 4. **Training for Intervention Procedures by Servers of Alcohol (TIPS)** offered by Health Communication, Inc. (www.gettips.com/, then click on "Get Tips Certified, 'training session' " to find a class.
 5. Approved for OFF-PREMISE sales license only: **Beverage Alcohol Training (B.A.T.)** offered by the Massachusetts Package Store Association (MassPack Contact: Frank Anzalotti 800-322-1383, or, to find a class, go to www.masspack.org/server_training)
- C. The particular training program that personnel who engage in selling, pouring, or serving alcohol shall be required to receive certification in shall be appropriate to the type of license held. New employees of any establishment will have forty-five (45) days from the date of employment to complete one of these training programs. A trained and certified employee must be on the premises during all hours of operation that alcohol is sold.

D. Licensed establishments must maintain during operating hours, in an accessible place, a roster (with certificate copies) of trained personnel. Rosters must be updated and kept current. Changes must be forwarded to the Selectmen's office. An updated roster shall be submitted with the annual application for renewal of the license. The roster shall include:

1. Employee name
2. Hire date
3. Training program attended
4. Date of training
5. Date of expiration
6. An attached copy of each certification


E. All personnel shall be required to be **recertified every three years** through an approved program.


F. Failure to comply with this policy may result in the revocation or non-renewal of the license.

TRAINING REQUIREMENTS TO INCLUDE ONE-DAY LIQUOR LICENSE HOLDERS

G. Any applicant for a one-day liquor license shall, as a condition of their being granted the license, ensure that at least one person to be engaged in the sales/service of alcoholic beverages at their event has been certified in a program from the list of Board of Selectmen sanctioned programs. A copy of their certification must accompany the application.

(Adopted by vote of the Board of Selectmen August 22, 2012)


Francis Cavaco, Chairman


Pamela Nolan, Town Administrator



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Alcohol Awareness Server Training Affidavit

I hereby certify that I have read the Training Requirements for Liquor License Holders and Employees. I understand that failure to comply with this policy may result in the revocation or non-renewal of the license. Below is a current roster of my employees and the related alcohol awareness server training information.

*** NOTE: Copies of all original certificates MUST accompany this form. ***

Company / Organization

Manager (Note: Manager training MUST be current)

Date

Employee Name	Date of Hire	Type of Training (certification)	Date Valid	Date of Expiration