

# LICENSEE NEW EMPLOYEE ORIENTATION

INSTRUCTIONS LOCATED ON PAGE 2.

Employee Name: \_\_\_\_\_ Employee ID#: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

Establishment Name: \_\_\_\_\_ LID# \_\_\_\_\_

FURNISHING OR SELLING ALCOHOL TO MINORS	EMPLOYEE INITIALS
<b>Pennsylvania Liquor Code (<i>Administrative Liability</i>)</b> • Fines for licensees or employees for serving alcohol to a minor. • \$1,000 to \$5,000 fine and/or suspension or revocation of license and mandatory compliance with RAMP for the first offense.	
<b>Pennsylvania Crimes Code (<i>Criminal Liability</i>)</b> • 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.	
<b>Dram Shop Laws (<i>Civil Liability</i>)</b> • 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.	
<b>ACCEPTABLE FORMS OF IDENTIFICATION</b>	
A valid photo <b>driver's license</b> issued by the Pennsylvania Department of Transportation or any other state. • Must have photo and be valid (cannot be expired).	
A valid photo <b>identification card</b> issued by the Pennsylvania Department of Transportation or any other state. • Must have photo and be valid (cannot be expired).	
A valid <b>U.S. Armed Forces ID card</b> that contains the holder's photograph. • Must have photo and be valid (cannot be expired).	
A <b>Canadian driver's license or other bona fide Canadian identification</b> , such as a Canadian-issued passport that contains a photograph. • Must have photo and be valid (cannot be expired).	
A valid <b>passport, passport card, or travel visa</b> that contains the holder's photograph. • Must have photo and be valid (cannot be expired).	
<b>CARDING PRACTICES</b>	
It is recommended that anyone who appears to be under the age of 35 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: photographs, photocopies, videos, ID swipe machines, or a completed Declaration of Age Card.	
<b>SELLING ALCOHOL TO VISIBLY INTOXICATED PATRONS (VIPs)</b>	
<b>Pennsylvania Liquor Code (<i>Administrative Liability</i>)</b> • Fines for licensees or employees for selling or serving alcohol to a VIP. • \$1,000 to \$5,000 fine and/or suspension or revocation of license, and mandatory compliance with RAMP for the first offense.	
<b>Pennsylvania Liquor Code (<i>Criminal Liability</i>)</b> • Any violation of Chapter 4, Section 403(1) of the Liquor Code can be the basis of a criminal charge (misdemeanor). • Fines up to \$5,000 and/or imprisonment for 3 months to 1 year.	
<b>Dram Shop Laws (<i>Civil Liability</i>)</b> • Civil lawsuits for furnishing or selling alcohol to a VIP. • Licensees or employees can be sued for death, injury, or damage caused by a person who is served alcohol while visibly intoxicated.	
<b>SERVICE OF ALCOHOL TO VISIBLY INTOXICATED CUSTOMERS</b>	
Discussed house policies relating to the slowing down of alcohol service to customers when there is a concern that the customer is going to become visibly intoxicated.	
Discussed house policies relating to the refusal of service or "cutting someone off" when the customer is visibly intoxicated.	
Discussed house policies relating to a designated driver program or providing alternative transportation for customers who appear to be visibly intoxicated.	
<b>CRIMINAL ACTIVITY ON PREMISE</b>	
Discussed how to handle situations when criminal activity is known to be occurring on the premises.	
<b>ESTABLISHMENT, SPECIFIC ORIENTATION FOR NEW EMPLOYEE (OPTIONAL)</b>	

EMPLOYEE SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

OWNER/MANAGER SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

## LICENSEE NEW EMPLOYEE ORIENTATION

1. Licensees applying for or maintaining RAMP certification must have each member of the alcohol service staff complete a Licensee New Employee Orientation (NEO) form within 30 days of hire. This includes anyone who serves alcohol or checks identification, including owners and managers, regardless of whether or not they have been trained in a RAMP server/seller course.
2. The NEO must be completed in its entirety.
3. Alcohol service staff must complete the top section, which includes Establishment Name, Name of Employee, LID #, and the Employee Identification Number — the last four digits of a SSN and the date of birth (for example: 0000-12/12/79 for Dec. 12, 1979).
4. Alcohol service staff must read and initial all of the statements listed under each topic on the NEO form.
5. Please make sure that both the owner/manager and employee sign and date the form.
6. Completed forms must be maintained as part of the licensee's operating records and kept for two years in accordance with Section 493(12) of the Liquor Code. You are also encouraged to keep the original, completed forms for the duration of the employee's employment.
7. This form needs to be completed only one time by each member of the alcohol service staff. If you wish to review this information again in the future with an employee who previously completed the form, simply review the information and have the employee sign and date the back of the form.

**Please note:** Failure to accurately maintain these records may void your current RAMP certification.