

CITY OF WOBURN
LICENSE COMMISSION

Alcohol Enforcement Compliance Check Policy

These guidelines are intended to provide the basic framework to be used when conducting underage drinking compliance checks on licensed premises within the City of Woburn

1. Notification that a compliance check will be taking place shall be made to the media prior to the start date.
2. The underage person taking part in the compliance check should reasonably look their age. Efforts to make them appear older should be avoided.
3. A photo of the underage person should be taken and attached to the information requested in ¶6.
4. The underage person should not be carrying any identification when taking part in the compliance check.
5. The underage person should not carry any money with them other than that given by the law enforcement officer supervising them.
6. The underage person shall sign a release form provided by the Police Department prior to starting participation in this program. The underage person and the law enforcement officer should also sign and date a copy of these guidelines.
7. Unless circumstances warrant, the underage person shall be given a Breath Alcohol Concentration (BAC) test at the beginning and at the conclusion of the investigation. They should be informed of this prior to beginning the investigation.
8. The underage person shall enter the licensed premises under observation by a law enforcement officer.
9. The underage person shall attempt to purchase any alcoholic beverage. They should attempt to purchase the same thing at each location.
10. At no time shall the underage person attempt to misrepresent their age or provide any identification.
11. If asked for identification, the underage person should leave the establishment.
12. If served at an on-premise establishment, the underage person shall remain on the licensed premises for a period of time instructed by the supervising law

- enforcement officer. They should then exit the licensed premises leaving the alcoholic beverage. If served at an off-premises establishment, the underage person shall carry the alcoholic beverage out to the supervising law enforcement officer.
13. At no time, under any circumstances, shall the underage person consume any alcoholic beverages.
 14. The safety and welfare of all underage participants will be of utmost importance to law enforcement personnel. Underage persons shall not be exposed to any unusual, unnecessary or unreasonable risk.
 15. The underage person will not wear, exhibit or carry law enforcement identification or falsely represent themselves as an employee of any law enforcement unit while participating in this program. They shall not under any circumstance carry a weapon.
 16. Law enforcement personnel should only enter the premises to observe on an as-needed basis where circumstances warrant.
 17. Notice to licensees of alleged violations will be given upon conclusion of the compliance check. Official notification shall include date, time and place of hearing.
 18. Establishments who are targeted by local law enforcement compliance checks and abide by the laws of the Commonwealth of Massachusetts with respect to the sale of alcohol to minors during said compliance checks shall be so notified in writing by local law enforcement within thirty days, with a copy to the Commission.

Adopted: May 15, 2014