

Compliance Check Activity Report Form



LIQUOR LINCENSE #:	BUSINESS TRADE NAME:
DATE OF CHECK: (mm/dd/yy)	LIQUOR CONTROL OFFICER NAME:
TIME OF CHECK:	LOCAL LAW ENFORCEMENT OFFICER NAME:

Minor operative's characteristics

OPERATIVE #1 (Made the purchase attempt)

Operative Age: _____

Operative Gender: Male Female

If operative #2 also attempted to buy alcohol, fill out an additional form, it was a second compliance check at this establishment.

OPERATIVE #2 (Accompanied #1 on the attempt)

Operative Age: _____

Operative Gender: Male Female

Type of outlet (select the one best answer)

- | | | |
|--|---|--|
| <input type="checkbox"/> gas station only | <input type="checkbox"/> market/small grocery store | <input type="checkbox"/> state liquor store |
| <input type="checkbox"/> convenience (with gas) | <input type="checkbox"/> supermarket/ grocery store | <input type="checkbox"/> tavern/bar/lounge in restaurant |
| <input type="checkbox"/> convenience (without gas) | <input type="checkbox"/> drugstore/pharmacy | <input type="checkbox"/> restaurant (food section) |
| <input type="checkbox"/> other _____ | | |

Type & brand of alcohol attempted to purchase (select the one best answer)

- | | |
|---|---|
| <input type="checkbox"/> No purchase attempt made (ID checked at door, closed, recognized, etc...) | |
| <input type="checkbox"/> six-pack of beer | <input type="checkbox"/> 4- or 6-pack of wine coolers or malt beverage |
| <input type="checkbox"/> 20,22,24-ounce bottle/can of beer | <input type="checkbox"/> bottle of hard liquor – type: _____ |
| <input type="checkbox"/> 40-ounce bottle/can of beer | <input type="checkbox"/> single 12 or 16-ounce bottle/can/glass of beer |
| | <input type="checkbox"/> other: _____ |

Brand Name: _____

Sales attempt information

- | | |
|---|--|
| Clerk/server asked for ID: <input type="checkbox"/> Yes <input type="checkbox"/> No | <input type="checkbox"/> Yes , a sale was made (failed check) |
| Clerk/server asked for age: <input type="checkbox"/> Yes <input type="checkbox"/> No | <input type="checkbox"/> No , a sale was <i>not</i> made (passed) |
| Gender of clerk/server: <input type="checkbox"/> Male <input type="checkbox"/> Female | |
| Approximate age of clerk/server: _____ (+/- 5 yrs) | Number of other staff in the immediate area: _____ |

Follow-up activities (check all that apply)

What action(s) were/will be taken to notify the outlet of their performance in this compliance check?

- | | |
|--|--|
| <input type="checkbox"/> written notification of compliance | <input type="checkbox"/> citation issued to clerk/server from LLEA |
| <input type="checkbox"/> written warning (out of compliance) from LCB | <input type="checkbox"/> media (brochures, posters, videos, etc...) |
| <input type="checkbox"/> citation issued to licensee (AVN) from LCB | <input type="checkbox"/> Other: _____ |

RUAD COMPLIANCE FORM INSTRUCTIONS

Definitions:

Compliance Check: The attempted buy at a single business by your team on a particular date and time.

Compliance Activity: A series of compliance checks conducted within a set time frame, typically 1 day.

SECTION 1: Basic information

License #	6-digit liquor license ID. For a state liquor store please use the store #
Business Trade Name	Business name on liquor license
Date of check	The date you are making the compliance check of this business. mm/dd/yy
Time of check	The time you conduct the compliance check. Military time.
LCB Officer Name:	Name of the LCB Officer participating in this particular compliance check.
Local Officer Name:	Name of the officer participating in this particular compliance check.

SECTION 2: Minor operative's characteristics

Operative Initials:	Removed on 4/8/04 version
Operative Age	The age of the youth operative.
Operative Gender	The gender of the youth operative
<i>Research shows that the characteristics of the youth operative can have an effect on the results of a compliance check. By controlling for operative characteristics we may be able to explain trends or patterns in compliance rates. Operative race/ethnicity also plays an important role in determining the likelihood of a sale but we do not ask that on this form.</i>	

SECTION 3: Type of outlet

Gas station only	This is a business whose primary function is the sale of gasoline and related products. Snacks (e.g., candy or chips) or beverages may sometimes be sold from vending machines or from a few racks and shelves.
Convenience (with gas)	This is a business that sells gasoline and related products and has a designated food, beverage, and general merchandise area. Examples include AM/PM minimarts and 7-Eleven stores with gasoline pumps.
Convenience (without gas)	This is a business that sells food, beverages, and general merchandise. Examples include AM/PM minimarts and 7-Eleven stores.
Market/small grocery store	This is a small store with a limited number of food items and merchandise, generally a local independent grocery store.
Supermarket	This is a large chain store or independent grocery store that offers a wide variety of food, merchandise, and other services. Examples include Safeway, Albertson's, Fred Meyer, and large independent stores.
Drugstore or pharmacy	This is a business that has as part of its name the words "drugstore" or "pharmacy" and that dispenses medication through prescriptions. Examples include Right Aid, Longs, or local independents.
State Liquor Store	This is a state-owned liquor store.
Tavern/Bar/Lounge	This is a business that serves alcoholic beverages on-site. Sale of alcohol is the primary function of this business. This classification also includes lounges and bars <i>within</i> restaurants if the compliance check was done within the bar/lounge and not in the dining section.
Restaurant	This business serves food. Alcohol may also be served with the food in the dining section. Compliance check was done while seated in the food section.
Other	Anything that doesn't really fit the others. Private/service clubs for instance.
<i>Research has shown that the compliance rate varies greatly by the type of business. For instance, on-premises locations tend to be less compliant than off-premises businesses. Recent data shows that off-premises licensees were non-compliant 16% of the time, while on-premises licensees were non-compliant in 26% of checks. Having this information will assist in targeting training and outreach to the hospitality industry.</i>	

SECTION 4: Type of alcohol attempted to purchase

six-pack of beer	6 cans or bottles of any brand beer.
20,22,24-ounce bottle/can of beer	A single large bottle or can of beer or malt liquor. Smaller than a forty. Examples include Fosters "oil can", Budweiser 22 ounce bottle.
40-ounce bottle/can of beer	A single large bottle or can of beer containing 40 ounces of beer or malt liquor. Examples include Old English 800.
four- or six-pack of wine coolers	4 or 6 wine coolers or any other flavored malt beverage. Examples include Mike's Hard Lemonade, Smirnoff Ice, Bartles & James Coolers.
bottle of hard liquor	A bottle of hard liquor only available through a state liquor store.
single 12 or 16-ounce bottle/can/glass	A bottle, can, or glass of beer either bought in a store or ordered in a bar or restaurant. Compliance checks at bars would typically use a bottle of Budweiser or Bud Light or similar product.
Other	We do not recommend buying specialty products on compliance checks, but if you were to try buying wine, pear cider, or some other non-standard compliance check beverage, it would be listed here.

No Purchase Attempt	If, for whatever reason the minor operative is denied the ability to place an order or attempt a purchase, check this box. For instance, if the bouncer denies access to a club or the store is closed at the time of the check.
Brand	Please list the brand of alcohol that was attempted to buy. Consistent buying practices throughout the checks will ensure fidelity of the data collected.

SECTION 5: Sales attempt information

Clerk/server asked for ID:	Did the clerk ask the youth operative to produce an ID for the purpose of verifying their age? This would also include bouncers or staff at the door who deny access to the establishment prior to an actual buy attempt.
Clerk/server asked for age:	Did the clerk ask the youth their age? Answer this question even if the clerk /server asked the operative for ID.
Gender of clerk/server:	Record the gender of the clerk that conducted the sale. If more than one clerk was present, select the one that rang up the sale and took the money.
Approximate age of clerk/server:	Record the approximate age of the clerk. Best guess. This is useful in determining age difference between clerk/server and minor operative.
Yes , a sale was made No , a sale was <i>not</i> made	The result of the attempted alcohol buy by the minor operative at this establishment. In the case that the operative was denied access to the business prior to attempting a buy because their ID was checked, select "NO, a sale was not made."
Number of other staff in the immediate area:	Record the number of staff in the immediate area of the sale. If they could see what was happening and had an opportunity to question, comment, or stop that sale, count them.

SECTION 6: Required signage - REMOVED in 10/27/03 version

SECTION 7: Follow-up activities

no contact made	There will not be any notification of compliance status from this check.
written notification of compliance	A letter or document signifying compliance was mailed or handed to staff of the business.
written warning (out of compliance)	A letter or document signifying non-compliance was mailed or handed to staff of the business from the Liquor Control Board.
citation issued (AVN) from LCB	Legal action was taken by LCB to sanction this business's liquor license. Please list the details of the AVN in the space provided.
citation issued to clerk server from LLEA	Legal action was taken by the local law enforcement agency towards the clerk or server who provided the alcohol to the minor operative.
media (brochures, posters, videos, etc...)	Other information about alcohol sales.
Other	Anything else. Please describe.