

# **Town of Burlington**

## **Policy on Licensing Servers of Alcoholic Beverages**

adopted 9/25/06  
amendments (on last page)

### **I. Policy Statement**

This policy exists to promote cooperation between the Town of Burlington, the public and liquor license holders to reduce opportunities for improper service of alcoholic beverages.

This policy is not intended to and does not supersede any existing laws or regulations. The purpose of this policy is primarily preventative, not punitive. It is the Town's position that those establishments offering alcoholic beverages for sale are in the best position to prevent alcohol abuse on and off their premises.

The Town of Burlington takes seriously the responsibility of granting liquor licenses and expects all applicants to adhere to the policy requirements relative to server registration.

### **II. Policy Application**

1. This policy applies to any establishment licensed by the Town of Burlington to serve alcoholic beverages on their premises, or to offer them for sale in order that they may be taken off the premises and consumed elsewhere.

These include:

- 1: Package Stores
- 2: Inn Holders
- 3: Clubs
- 4: Restaurants
- 5: Any holder of a Special or One-Day License
- 6: Any other establishment in the business of selling alcoholic beverages

2. All employees serving alcohol to the public are required to have successfully completed an acceptable or accredited alcoholic beverage server program. For the purpose of this policy, the Town of Burlington will accept completion of Training for Intervention by Servers (TIPS), the ServSafe (formerly BarCode) program or the equivalent.

Affected employees include Manager, Assistant Manager and persons responsible for viewing identification cards to determine ages of patrons for service of alcohol.

It shall be the license holder's responsibility to ensure each applicable server has received this training

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3. All employees engaged in serving alcohol and/or viewing identification as previously described shall be certified within thirty days of employment. Managers and Assistant Managers shall be certified within fourteen days of assuming the duties of their position.
4. In the case of One-Day License holders, all persons engaged in furnishing alcoholic beverages at a licensed function, whether by sale or without charge, are required to be certified servers. This must be done prior to the event.

All servers must be certified as having completed an approved alcoholic beverage training program as described in subsection 2 and have evidence of such valid certification in their possession. For the purposes of this subsection, a server identification card, as described below is not required.

In addition, this subsection shall apply to any server described in above subsection 2 employed as such in the Town of Burlington for less than 30 working days in a calendar year. A working day is considered any part of any day that a server is engaged in furnishing alcoholic beverages, or in the supervision of those who do so.

**III. Server Identification Cards**

1. Town of Burlington Alcohol Server identification cards shall be required for all certified servers that are employed in the direct sale and service of alcoholic beverages. This shall include all persons listed above in subsection 2.
2. For purposes of this policy, a server is not deemed certified until an identification card has been issued.
3. Identification cards will be issued by the Chief of Police or his designee upon proof of completion of a certified training program.
4. The Burlington Police Department shall keep records of all certified servers.
5. Identification cards shall be carried on the server's person or be otherwise available for inspection.
6. All licensed establishments will maintain records of all certified servers. These records must be kept on the premises and be available for inspection.
7. A non-refundable fee of \$15.00 will be paid to the Town of Burlington for each card

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8. Identification cards will remain the property of the Town of Burlington and shall be surrendered to the Chief of Police or his designee upon termination of employment. Only those persons described in Section II, part 2, may possess server identification cards.
9. Identification cards are transferable within the Town of Burlington so long as the server notifies the Burlington Police Department of such a change of employment. In the case of multi-establishment employment, only one identification card is required, but all such employment shall be reported.
10. All identification cards will expire three years from the issue date. It is necessary for the server to obtain retraining in a certified alcohol server program as described above. Such proof shall be presented to the Burlington Police Department for issuance of a new identification card.
11. No server will be allowed to perform his or her duties with an expired or otherwise invalid identification card.

**IV. Compliance**

1. It shall be the responsibility of the establishment, management and the server to comply with this policy.
2. The Chief of Police reserves the right to initiate compliance checks at any time.
3. Refusal to cooperate with a police officer designated by the Chief of Police to perform compliance checks will be considered a violation of this policy.
4. Any violation of this policy will be reported in writing to the Chief of Police
5. Violations shall be dealt with at an administrative level with all parties given notification and due process.

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**V. On-line server courses accepted by the Town of Burlington**

1. ServeSafe online

[www.nraef.org/servsafe/alcohol/online](http://www.nraef.org/servsafe/alcohol/online)

Click “Order Now”

Bottom of page, purchase “ServSafe Alcohol online course and PRIMARY EXAM”. The cost will be \$30.00

Follow instructions

This is a very visual interactive course and includes a pre and post test in order to ready you for the final exam.

2. eTIPS

[www.gettips.com/eTIPS.shtml](http://www.gettips.com/eTIPS.shtml)

Bottom of page click on “Buy eTIPS” icon. The cost will be \$40.00

Fill out registration form and follow instructions

**Notes**

Both will take approximately 3 hours from start to completion

Neither has to be done in one session. You may leave off and go back later to finish

Exam results are immediate.

Required certificates are mailed within 5 to 10 business days to address provided. A signature is required upon postal delivery.

Hint: SafeServe is much more interactive, eTIPS is more text oriented.

Policy History:

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Amended 5/20/13 (fee amended)