



Alcohol Licensing Security Plan Requirement

This is a guideline for coordination with the Sioux Falls Police Department to satisfy requirements for license approval through the Planning and Development Services Department. The purpose of this requirement is to show that you have considered and planned for most situations that could occur, and that you have reviewed or will review the guidelines, with assistance from the Sioux Falls Police Department.

What You Need to Do:

1. Show on paper, in “bullet point” statement fashion, what the company/business policy will be to prevent problems with underage customers.
2. Make a copy of those procedures available to the City of Sioux Falls. (A Community Resource Officer will work with you on any measures you plan to take, and will make safety suggestions as needed.)
3. This plan, or a draft thereof, will be forwarded to the Planning Commission. Some items in the plan may not take effect until after the business opens, such as training of staff.
4. The purpose of the plan is to consider as many possibilities of criminal activity and plan ahead for what might happen. By planning ahead, the business is able to eliminate many potential problems. Another purpose is to work as a group with the business, management, and police to handle any problems as they occur.
5. A sample of the security plan is listed on next page. Your plan may need to be more detailed, depending on your business and its customer base.
6. Once the plan has been approved by the Sioux Falls Police Department, it will need to be sent to Jamie Palmer, City Licensing, at City Hall, 224 West Ninth Street (605-367-8082).

Contact: Officer Kyle Johnson, Administration Division, 605-978-6866 of kmjohnson@siouxfalls.org.

Sample Security Plan

Sioux Falls Bar and Grill

- We will conduct training of all employees at beginning of hire, and require annual refresher training. This training will include:
 - How to check IDs
 - Business policies and procedures on the sale of alcohol
 - Applicable state laws
- We will work with the Sioux Falls Police Department on proper reporting of violations, how to deal with problem customers, and on related safety issues.
- A copy of this plan will be made available to the Sioux Falls Police Department Administration Division.
- The business will conduct an annual review of the plan will be conducted to ensure continued enforcement of the plan.
- We will have security or other personnel stationed at entrances to check IDs of customers as appropriate. Any employee who serves alcohol will also have the option of checking a customer's ID at any time while the customer is on the premises.
- We understand we have the right to refuse service to any person if they do not show a valid ID or any person who has shown potential for disorderly conduct.
- We will inform employees of consequences for violation of this plan.