

City of Rawlins Liquor Licensing Enforcement

RMC 5.08.430 Inspection of Licensed Premises.

- ✓ The city may inspect any licensed premises, including dispensing rooms and any locations where alcoholic liquors or malt beverages are served, sold, dispensed or brewed at any time the city in its sole discretion deems appropriate to insure compliance with the requirements of this chapter and the health and safety requirements imposed upon the premises.
- ✓ Check for signs of weekly operation.
 - ✓ Presence of open signs, doors open to the public, exterior signage or flags.
 - ✓ Verify hours/days of operation pursuant to renewal application.
- ✓ Dispensing Room Size (please see RMC 5.08.420 for Drive-In Facilities).
 - ✓ Verify all licensed dispensing rooms (city clerk will notate if more than one dispensing room has been licensed).
 - ✓ Verify correct room sizing (i.e. 20 foot x 20 foot room provided by the city clerk to code enforcement, utilize tape measure as needed).
 - ✓ No Alterations to size in any manner.
 - ✓ Verify no dispensing room violations (minors present see RMC 5.08.550 Dispensing Room vs. rooms where alcohol is served but not dispensed, see licensed employees under the age of 21, etc.).
 - ✓ Ensure dispensing room is properly discernable or marked (enclosed/portioned space RMC 5.08.010).
 - ✓ Verify alcohol/malt beverage is in original packaging if licensed facility is for off-site consumption (no open alcoholic beverages).
- ✓ Verify City of Rawlins Liquor License Prominently Placed RMC 5.08.440 every licensee shall display the license issued in a conspicuous place viewable by the public near the location where the alcohol or malt beverage is being dispensed.
 - ✓ Verify current licensed year.
 - ✓ Verify posted visibly.
 - ✓ Obtain photographic evidence for file.
- ✓ Verify State of Wyoming Sales Tax License Prominently Placed.
 - ✓ Verify current valid license.
 - ✓ Verify posted visibly.
 - ✓ Obtain photographic evidence for file.
- ✓ Verify State of Wyoming Department of Health, Food Service Permit Prominently Placed (if applicable).
 - ✓ Verify current valid license.
 - ✓ Verify posted visibly.
 - ✓ Obtain photographic evidence for file.
- ✓ Responsible Server Training
 - ✓ Verify at least one person is TIPS certified, verify card is current and is the correct training (i.e. onsite or offsite).

- ✓ Verify TIPS Certificate is three years or less.
- ✓ Every establishment is required to have at least one TIPS certified person available at all times alcohol is sold.
- ✓ New employees have 4 months from their hire to obtain TIPS certificate, accordingly verify dates of employment, specifically their hire date.
- ✓ Obtain photographic evidence of all TIPS cards for file.
- ✓ RMC 5.08.40 Penalties for violations include a \$750.00 Administrative Penalty.
- ✓ Other Pertinent Permits
 - ✓ Temporary Dispensing Room Permits RMC 5.08.320, limited to 24 hours a retail liquor license holder may obtain a permit authorizing the sale of alcoholic or malt beverages in one additional dispensing room. No one license shall be issued more than six permits in any one year period.
 - Verify permit is for the correct day.
 - ✓ Extended Club Hours RMC 5.08.330 granted by the Rawlins City Council annually permits retail liquor licenses to operate until 4:00 a.m. See City Council Resolution for specific extended club hour dates.
 - Verify no sales or continued operation after 4:00 a.m.
 - ✓ Open Container Permits 5.08.340 allow the waiver of RMC 5.08.510 public consumption or possession of an open container.
 - Verify permit is for that specific place, date and time.
 - Verify no public consumption or possession of an open container occurs outside of an open container permit, within the fenced boundaries of the Carbon County Fairgrounds who have written consent of the Carbon County Fair Board and obtained an open container waiver permit issued from city for that place, date and time.
 - For purposes of this section “Public Place” is defined as any place within the municipal boundaries of the city which is owned by the city or any other government entity, or has been dedicated to the city, another government entity or the public or private property upon which the public has been invited for vehicular traffic.
 - ✓ Street Closure Permits please see RMC 5.08.350.
 - Verify current/valid permit is for the place, date and time of the event.
- ✓ Work with RPD on alcohol compliance checks of retail liquor licenses and work with RFD for occupancy load violations.
- ✓ Record Keeping. Please prepare a narrative report including any items which should be documented, persons you spoke with, list all violations and provide details on your enforcement actions, i.e. warning, citation, administrative fee, etc.
 - Send copies of all reports and photographs to the City Clerk for her file.

- Be prepared to provide annual report to council in January providing all inspections, violations, and recommendations for licensees with continued violations.
- Be sure to provide City Manager and City Clerk with notification of violations that require their attention or that should be monitored, lastly keep the city clerk updated on your enforcement efforts for all alcohol related code enforcement.
- ✓ When in doubt, please call the City Clerk, City Manager or City Attorney for direction.