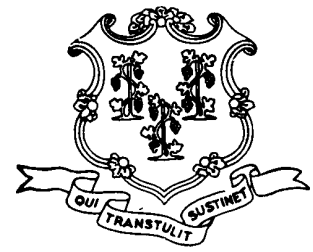


STATE OF CONNECTICUT
DEPARTMENT OF CONSUMER PROTECTION
Liquor Control Division
Telephone: (860) 713-6210
Web Site: <http://www.ct.gov/dcp>



LAW ENFORCEMENT REFERRAL

Instructions: In completing the referral, you will find that most items are self-explanatory.

- Please fill in all the requested information and answer every question fully. Use additional pages as needed.
- Attach copies of all related police reports. Note that your police report that outlines probable cause to arrest an individual for a criminal offense may not be sufficient to proceed in an administrative hearing against a permit premise. You should always determine the elements of an offense prior to filing a police referral.

Common Charges

Sale of Alcohol to Minor – Section 30-86(b)

To proceed with this charge, you must show proof of direct service or sale of an alcoholic beverage from an employee to a minor. List the name, address, DOB, phone, and I.D. of the server. List the same information for the minor, along with a specific type of alcoholic beverage that was served. Was the minor asked for identification? If so, did the minor present a fake I.D.?

Sale of Alcohol to Intoxicated Patron – Section 30-86(b)

This charge applies only when the service or sale of alcohol is made by an employee to an already intoxicated person. You must be able to show proof of direct service or sale of an alcoholic beverage from an employee to the intoxicated person. The person must be demonstrating signs of intoxication observable by the employee at the time of service or sale, or it should be reasonably obvious based on quantity served that the person is intoxicated. List the specific type and quantity of the alcoholic beverage served, along with observations and any field tests administered to establish intoxication.

Unlawful Conduct – Section 30-6-A24a

Any unlawful conduct referral must involve the premises or an employee of the premises. The narcotics arrest of a patron cannot be referred as a violation against the premises if no employee is arrested for the offense. Brawls and disturbances may be reported if an employee is unlawfully involved or the disturbance occurs inside the permit premises.

After Hours Sales – Section 30-91(a)

Allow fifteen (15) minutes to allow for clock differences. For restaurant permits (LIR), patrons may remain on the premises if the liquor has been locked in a secure area. For café permits (LCA), no patron may remain on the premises after legal closing hours.

**IF YOU HAVE ANY QUESTIONS ABOUT THE POLICE REFERRAL PROCESS, PLEASE
CONTACT A LIQUOR CONTROL AGENT AT (860) 713 -6210.**

**STATE OF CONNECTICUT
DEPARTMENT OF CONSUMER PROTECTION
LIQUOR CONTROL DIVISION
LAW ENFORCEMENT REFERRAL**

**REPORT OF A VIOLATION OF CRIMINAL LAW AND/OR LIQUOR CONTROL REGULATION
INVOLVING PREMISES LICENSED TO SELL/DISTRIBUTE ALCOHOLIC BEVERAGES BY THE
DIVISION OF LIQUOR CONTROL**

**FAILURE TO COMPLETE THIS FORM IN ITS ENTIRETY & SUBMITTING
SUPPLEMENTARY DOCUMENTATION MAY RESULT IN A REFERRAL BEING DENIED OR
DELAYED**

Name of Business: _____ Permit #: _____

Business Address (include street, city, state): _____

Name of Permittee (can be found on liquor permit): _____

Name of Backer (can be found on liquor permit): _____

Name of Person In-Charge of Premises at time of Alleged Violation and/or Incident (include DOB,
residential address, phone number):

Law Enforcement Agency Submitting Referral: _____

Identity of Law Enforcement Officer (s) who can testify to facts of incident (Include full name, rank,
cellphone number/direct contact, and e-mail address):

1.) _____

2.) _____

Law Enforcement Case Number: _____ Date of Incident: _____

Check applicable violations of the Liquor Control Act: *After Hours* *Failure to Cooperate*
 Gambling *Sale to Intoxicated Patron* *Unlawful Conduct* *Sale to Minor*

Other: _____

Bodycam Software Used to Capture Incident: *Axon* *WatchGuard* *Other*

Agency Contact to release Bodycam Footage (name, email, telephone): _____

Did you or your Agency request the premises to hold surveillance footage of the incident? YES NO

Arrests made? (YES or NO) If YES, supply name, DOB, address of accused, daytime phone, and charges:

Superior Court handling criminal case (include G.A. #): _____

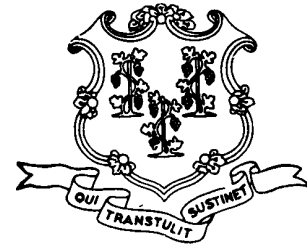
Attach Copy of Completed Referral, Police Reports, and Accompanying Documents:

E-Mail:

DCP.Liquorcontrol@ct.gov (please list your agency, town, and "Police Referral" in the subject line)

If you have any questions, please call (860) 713-6210 to speak with a Liquor Control Agent

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Law Enforcement Referral Guide

This information is designed to aid Police Departments and other Law Enforcement Agencies with making effective referrals for unlawful incidents occurring inside the premises of an on-premises (e.g., Restaurant, Café) or off-premises (e.g., Package Store, Grocery Store) liquor permit.

Law Enforcement Referrals:

Unlawful incidents occurring inside the permit premises should be referred to the Liquor Control Division. Keep in mind that unlawful incidents near the premises such as those on the street or in the parking lot should not be referred to the Division unless you have direct evidence that the incident started inside the permit premises. After a successful referral, a Liquor Control Agent will be assigned to conduct a follow-up inspection with the permittee or owner. Your Law Enforcement Referral will be addressed, and we will educate them about our laws and regulations to prevent future violations. If we sustain the charges in your investigative report or uncover our own violations, the investigation may conclude with the premises receiving an administrative penalty, which may include a fine, suspension, and/or revocation of the liquor permit.

Violations to Refer:

1. Sale of Alcohol to Minor – C.G.S 30-86(b): To proceed with this charge, we must show proof of direct service or sale of an alcoholic beverage from an employee to a minor.

- List the name, address, DOB, phone, and I.D. of the server.
- List the name, address, DOB, phone, and I.D. of the minor.
- State the specific type of alcoholic beverage served.
- State whether the minor paid with cash, card, or other payment method.
- State whether the minor was asked for identification, and if so, did the minor present a fake I.D. If a Fake ID was used, attach a photograph or scanned copy of the Fake ID in the referral.

****Note that minors are allowed to be in an establishment permitted with a Restaurant Liquor Permit (LIR). A minor in an establishment does not necessarily create a violation.****

2. Sale of Alcohol to Intoxicated Patron – C.G.S 30-86(b): To proceed with this charge, we must show an employee served or sold alcohol to an already intoxicated person.

- List the name, address, DOB, phone, and I.D. of the server.
- List the name, address, DOB, phone, and I.D. of the intoxicated person.
- Include details about direct service or sale to the intoxicated person.

- Include details about the conduct and state of the intoxicated person at the time of service or sale; include your own observations if service observed firsthand and any field tests administered to determine intoxication.
- List the specific type and quantity of the alcoholic beverage served or sold to the patron.
- If possible, obtain camera footage for the timeframe the patron was at the premise and detail your observations about the conduct and state of the patron; you can advise permit holder that if any known footage is available and s/he fails to comply with the request, Liquor Control may pursue a charge for failure to cooperate.

****Note that a DUI or public intoxication arrest on its own does not necessarily constitute a violation. If a minor is arrested for DUI, also include the information for “Sale to a Minor”(above).****

3. Sales Off-Hours for On-Premises Permit Types – C.G.S 30-91(a): “On-premises” permits are places where alcohol is consumed at the business, such as restaurants, bars, cafes, and theaters. To proceed with this charge, we must demonstrate that a sale occurred or alcohol was served outside of allowable hours. Allow fifteen (15) minutes to account for clock differences.

- List the name, address, DOB, phone, and I.D. of the server.
- List the name, address, DOB, phone, and I.D. of the patron.
- State the specific type of alcoholic beverage sold or served.
- State whether the patron paid with cash, card, or other payment method.
- Identify the time of sale and/or service.
- Lawful hours (*note: hours may be more restrictive by town or city ordinances*):
 - *Monday – Thursday: 9:00am to 1:00am*
 - *Friday & Saturday: 9:00am to 2:00am*
 - *Sunday: 10:00am to 1:00am*

****Note that for restaurant permits (LIR), patrons may remain on the premises if the liquor has been locked in a secure area. For café permits (LCA), no patron may remain on the premises after legal closing hours; premise staff can remain on premises performing working duties, i.e. clean up, trash disposal, etc.****

4. Sales Off-Hours for Off-Premises Permit Types – C.G.S 30-91(a): “Off-premises” permits are places where alcohol is consumed away from the business, such as package stores and grocery stores. To proceed with this charge, you must demonstrate that a sale occurred or alcohol was served outside of allowable hours. Allow fifteen (15) minutes to account for clock differences.

- List the name, address, DOB, phone, and I.D. of the employee.
- List the name, address, DOB, phone, and I.D. of the patron.
- State the specific type of alcoholic beverage sold.
- State whether the patron paid with cash, card, or other payment method.
- Identify the time of sale and/or service.

- Lawful hours (*note: hours may be more restrictive by town or city ordinances*):
 - *Monday – Saturday: 8:00am to 10:00pm*
 - *Saturday: 9:00am to 6:00pm*
 - **No sales allowed on:** Thanksgiving Day, Christmas Day, or New Year’s Day (Alcohol may be sold on the Monday following any Christmas or New Year’s Day which falls on a Sunday; sales do not follow the “observed” calendar).

****Note: No patrons may be in a package store before or after legal hours, however patrons may still shop in grocery stores for grocery items outside of beer sale hours.****

5. Unlawful Conduct – Regulation 30-6-A24a: To proceed with this charge, we must demonstrate that another law was broken inside the premise and usually involving an employee of a premise. For example, the narcotics arrest of a patron cannot be referred as a violation against the premises if no employee is involved; however, if an employee is actively selling narcotics from the premise, or if the owner knows drugs are actively being sold and turns a blind eye, then the matter is appropriately referred.

- List the name, address, DOB, phone, and I.D. of all employees involved.
- List the name, address, DOB, phone, and I.D. of all patrons involved.
- Provide a detailed summary of the unlawful conduct that occurred and police involvement. Append reports and provide photos or video available.
- Types of common unlawful conduct:
 - Narcotic sales
 - Brawls and disturbances (must occur or start inside the premise)
 - Gambling machines or any other form of illegal gambling (slot machines, sports pools, dice games, etc.)
 - Games or contests designed to promote the rapid consumption of alcohol
 - Hookah or other smoking inside the premise or an enclosed patio (except a tobacco bar)
 - Untaxed cigarettes
 - Violations of town, fire, zoning, or other state or local laws and ordinances

Other Routine Charges:

Below is a list of other useful statutes and regulations that may result in violations; brief summaries of each statute or regulation are included.

Sec. 30-20. Package store permit. Grocery store beer permit: Alcohol cannot be consumed inside a package store premise (LIP) or a grocery store premise (LGB).

Sec. 30-53. Permit to be recorded: All permits granted by the Department must be stamped by the town clerk where the business is operating.

Sec. 30-76. Purchase for resale: All retail permittees (on-premises and off-premises) may only buy alcohol from a wholesaler or Connecticut manufacturer.

Sec. 30-77. Disposing of liquor without permit: Permittees can only sell the alcohol allowed by their permit. For example, a grocery store can only sell beer. A restaurant wine and beer holder cannot serve spirits. **NOTE:** The sale of alcohol without any permit should not be referred. We are a regulatory agency and therefore only have authority over those holding liquor permits with us. Check with your prosecutor and chain of command to pursue this criminally. Common situations are “pop up bars” without a liquor permit, “moonshining” and “bootlegging”.

Sec. 30-90. Loitering on permit premises. Unaccompanied minors prohibited.

Exception: Minors and intoxicated persons are not allowed to loiter in a barroom. Be mindful of effective separation and whether a barroom is “open concept.” A minor may be in a restaurant dining room and a minor may be accompanied by a parent in a barroom. A minor cannot sit or stand at any bar without a parent.

Sec. 30-6-A10. Refusal of cooperation by permittees and backers: A permittee, backer, and/or an employee must cooperate with lawful requests from the Department, police, and any other enforcement agency investigating issues arising from conduct at the permit premise.

Sec. 30-6-A27. Records of liquor purchases and sales: Every premise must maintain all invoices and records of alcohol sales for at least two years on the premise; an individual premise may get permission from the Department to keep invoices at another location.

Sec. 30-6-A24(a). Conduct of a permit premise (smoking): No hookahs, e-cigs, vapes or other smoking allowed inside a premise or enclosed patio (except a tobacco bar).

Submitting the Referral:

To submit a referral to the Liquor Control Division, the following items are required:

- Law Enforcement Cover Sheet containing the name of business, business location, and person in charge at the time of the incident. Also include involved Officers’ names, email, cell phone (for investigator follow-up). If applicable, please provide contact information for a Liquor Control Agent to obtain Axon/Watchguard Bodycam Footage of the referred incident.
- Copy of Police Report of the incident, including any supplemental information that will be of use by our Agents to sustain your referral charges (witness statements, photographs, etc.) The rules of evidence apply in all our administrative proceedings. Without this evidence and information your case may be closed due to the lack of solvability factors. It is critical that the referral is submitted in a timely manner to better substantiate any charges.

Contact a Liquor Control Agent at 860-713-6210 with any questions.