

## 224. REPORTING CALLS TO LIQUOR ESTABLISHMENTS



### **RICHFIELD POLICE DEPARTMENT POLICY**

Effective Date: 07/15/91  
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Authority: Chief Jay Henthorne

*NOTE: This policy is for internal use only and does not enlarge an employee's civil or criminal liability in any way. It should not be construed as the creation of a higher standard of safety or care in an evidentiary sense, with respect to third party claims. Violations of this policy, if proven, can only form the basis of a complaint by this Department, and then only in a non-judicial administrative setting.*

### **I. PURPOSE**

The purpose of this Policy is to establish a procedure for documenting calls to liquor establishments.

### **II. POLICY**


Based on licensing requirements for city liquor establishments, a need has developed to identify the exact nature and details of the calls to these establishments. It is the policy of the Richfield Police Department that whenever an officer responds to an establishment that serves liquor, wine, or on-sale beer, and there is any substance to the call and/or if the officer(s) take action, a report shall be written.

### **III. PROCEDURE**

When there is a call to a liquor establishment a police report shall be written.

In the case where there is no obvious complainant, victim, or arrestee, or where no crime has been committed, a Uniform Crime Report will be completed listing the name of the establishment as complainant and a brief description of the nature of the call. If any contact is made with the management of the establishment, it should be noted in the narrative.

By Order Of:

  
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Chief of Police