



EDUCATION PROGRAMS

Enforcement Division
Policy Number: LE 1.03.00

Effective Date: 2/1/08

POLICY

The Texas Alcoholic Beverage Commission (TABC) offers various education programs to the public for the purpose of fostering compliance with the law and improving public safety. The Enforcement Division will offer educational programs as required by these policies and procedures and, as resources allow, will provide education to the public upon request.

Some educational programs produced by the TABC are made possible by grants. The Enforcement Division will satisfy all grant requirements and will rely on the Education and Prevention Division to communicate these requirements.

EDUCATION PROGRAMS

- a. **Manager's Awareness Program (MAP)** – A two-hour educational program designed for owners and managers of establishments licensed to sell alcoholic beverages. MAP provides information and skills that managers need to help employees provide responsible alcohol service. Topics covered in the program include responsible management practices, defenses to administrative action (safe harbor), civil liability for the licensed establishment, minors, private clubs, intervention techniques, signs of intoxication, refusing sale, and checking employee certification for seller/server training. TABC personnel teach two versions of MAP—one for on-premises establishments and one for off-premises establishments.
- b. **Project SAVE (Stop Alcohol Violations Early)** – The TABC offers different versions of this educational program that target the specific concerns of school groups, different types of permit and license holders, and other concerned citizens. TABC provides the program to alcoholic beverage permit and license holders in order to instruct employees on alcoholic beverage laws and strategies to facilitate and foster the legal service of alcoholic beverages.
- c. **Shattered Dreams** – A two-day educational event that dramatizes community and peer response to alcohol-related tragedies.
- d. **Liquor Law Education** – Instruction in the Alcoholic Beverage Code and Commission Rules provided to other law enforcement agencies upon request.

PROCEDURES

- a. **Identifying the Need for Education.**
 1. CPOs will offer education as directed by these policies and procedures.
 2. CPOs may offer education when the CPO identifies a citizen, or group of citizens, that would benefit from one of the programs conducted by the TABC.
 3. CPOs will accept requests for education and communicate these requests to their sergeant or supervisor.

b. Planning an Education Program.

1. When a CPO alerts a sergeant or supervisor to a need or request for education, the sergeant or supervisor will approve or reject the request.
2. If the sergeant or supervisor approves a request, or several requests, he or she will choose a lead agent to conduct the education.
3. The lead agent will choose the appropriate education program and determine whether additional personnel will be necessary.
4. The lead agent will attempt to schedule education for multiple citizens at one time to effectively utilize agency resources.
5. The lead agent will choose a location at which to hold the education program and schedule a specific time.
6. The lead agent will ensure the availability of all necessary resources.

c. Conducting the Education Program.

1. The lead agent will conduct the education program using materials approved by supervisors and the Education and Prevention Division.
2. The lead agent will attempt to tailor his or her presentation to address the specific needs of the audience.

d. Documenting the Education Program.

1. The lead agent will ensure that each permittee and licensee who attends an educational program records his or her name and signature on an *Education Program Sign-In Sheet*.
2. The lead agent and any other participating CPOs will record the educational program as part of their *Daily Activity Report*.

e. Grant-Funded Education Programs.

1. In addition to the procedures described above, all CPOs will conform to any additional forms or procedures required by grants. The Education and Prevention Division will communicate the additional forms or procedures to the captains. Captains will ensure the dissemination of this information to supervisors in the field.
2. Supervisors will ensure that CPOs who provide education understand the requirements of specific grants.

FORMS

Educational Program Sign-In Sheet
Daily Activity Report

RELATED INFORMATION

Human Resources Manual 1.10, Off-Duty Employment.
