



SUBJECT: Liquor License Inspections and Violations

TO: Members of the Department

This Order establishes department policy and member responsibilities for the following:

Section 40.1	LIQUOR LICENSE INSPECTIONS AND VIOLATIONS	1
40.1.1.	Inspection of Licensed Liquor Establishments	1
40.1.2.	Reporting Violations--Licensed Establishments	1
40.1.3.	Prosecution of Liquor Violations	2
Section 40.2	REVISION RESPONSIBILITY	2

40.1 LIQUOR LICENSE INSPECTIONS AND VIOLATIONS

Officers shall enforce the provisions of the [Michigan Liquor Control Code \(MCL 436.1101 - 436.2303\)](#) and the [Rules and Regulations of the Liquor Control Commission \(LCC\)](#). Inspections of licensed establishments outside of municipalities having an organized police agency shall be made whenever possible.

40.1.1. INSPECTION OF LICENSED LIQUOR ESTABLISHMENTS

Each liquor inspection, and the name and location of the establishment, shall be listed on the officer's Daily Report. No further report is required unless a violation is observed.

40.1.2. REPORTING VIOLATIONS--LICENSED ESTABLISHMENTS

A. Violations of the "Michigan Liquor Control Code" or of the Rules and Regulations of the LCC involving licensed establishments shall be reported to the [Liquor Control Commission \(LCC\)](#). Violations involving unlicensed establishments; e.g., "blind pigs," private clubs, etc., shall not be reported to the LCC.

B. Violations involving licensed establishments shall be reported to the LCC by preparing and submitting the [Violation Report, LC-600](#).

(1) An original and three copies of this form shall be prepared.

- (2) If there is a question about information necessary to either properly complete the form or to ensure that sufficient proofs have been obtained to properly prepare a case, the local LCC investigator may be contacted for technical assistance.

If the establishment is being cited for selling to minors, it is imperative that the minor who made the purchase identifies the seller.

- (3) After proper completion of the [LC-600](#), the original shall be forwarded to the LCC, using the address on the LC-600. One copy of the LC-600 shall be attached to the master file and one copy shall be attached to the work file.

The name of the LCC investigator shall not appear on the LC-600 unless he or she was a witness to the violation. The LCC investigator's name shall be included with the information submitted in the electronic incident report if he or she was contacted for assistance.

- (4) Copies of the departmental incident report and any supplemental reports may only be released to the LCC through the Records Resource Section, in compliance with Official Order No. 20.

- C. Liquor violations not involving licensed establishments shall be investigated and reported in the same manner as other types of criminal activity.

40.1.3. PROSECUTION OF LIQUOR VIOLATIONS

Reporting violations involving licensed establishments to the LCC does not preclude criminal prosecution. Therefore, it is the policy of this department to initiate prosecution in every case.

40.2 REVISION RESPONSIBILITY

Responsibility for continuous review and revision of this Order lies with the Field Services Bureau, in cooperation with the Office of the Director.

DIRECTOR