

STATE OF CONNECTICUT  
DEPARTMENT OF CONSUMER PROTECTION  
LIQUOR CONTROL DIVISION  
Telephone (860) 713-6210  
Web site: [www.ct.gov/dcp](http://www.ct.gov/dcp)

INSTRUCTIONS FOR COMPLETING THE LAW ENFORCEMENT REFERRAL

Please fill in all of the requested information. In completing the referral, you will find that most items are self-explanatory.

Attach copies of all related police reports. Answer all questions fully. Use additional pages as needed.

It is important to 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)

In order to proceed with this charge, you must show proof of direct service of alcoholic beverage from an employee. List name, address, DOB, phone and ID of server. List same information for minor. Specific type of alcoholic beverage served. Was minor asked for identification? If so, did minor present a fake or valid ID?

Sale to Intoxicated Patron-section 30-86(b)

This charge applies only when the service of alcohol is made by an employee to an already intoxicated person. Proof of direct service of an alcoholic beverage from an employee. Specific type and quantity of alcoholic beverage served on premises. List observations and any field tests administered to establish intoxication.

Unlawful Conduct-section 30-6-A24a

Any unlawful conduct 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)

Wait fifteen (15) minutes to allow for clock differences.

Restaurants- Patrons may remain on the premises as long as the liquor has been locked in a secure area.

Cafes-No patron may remain on the premises after legal closing hours.

**IF YOU HAVE ANY QUESTIONS ABOUT THE POLICE REFERRAL PROCESS, CALL  
(860)713-6210 AND SPEAK TO A LIQUOR CONTROL AGENT.**