



City of Minneapolis  
Licenses and Consumer Services  
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Minneapolis, MN 55415  
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[www.minneapolismn.gov/businesslicenses](http://www.minneapolismn.gov/businesslicenses)

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## Police Department safety plan review

### Alcohol business

### Extended hours license

All businesses licensed by the City of Minneapolis must provide adequate security to prevent criminal activity, loitering, lurking and disorderly conduct at their business, including parking areas, per MCO 259.250 (4). Additionally, all alcohol license holders must prevent negative secondary effects directly attributable to the existence of their business, per MCO 360.55.

Not providing adequate security to make your business safe could have an impact on the success of your business and your ability to continue to operate.

Adequate security is not “one size fits all”. Even a well-vetted plan does not fit every circumstance. The following considerations and major components of a safety plan were developed in collaboration with successful business owners, the Minneapolis Police Department, the Office of Violence Prevention, and the Minnesota Licensed Beverage Association.

It is important that this review happens with the Minneapolis Police Department. Business owners meeting face to face with Police representatives is a way to develop a positive connection.

**This portion to be completed by applicant**

Name of Business: \_\_\_\_\_ Address: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Phone Number: \_\_\_\_\_

### Business safety plan requirements and process

1. Please review the following components of a business safety plan.
2. Draft a plan that will best ensure the safety of your business, customers and the surrounding community, according to your business model.
3. Schedule a review of your plan by MPD Personnel to be determined by the Precinct Commander. The review should occur at the proposed business, if possible.
4. You must include copies of your License Application, Business Plan, Safety Plan and Sound Plan with this form. A Sound Plan is not required for off sale alcohol licenses.
5. Request peer support from a member of the business community by contacting your [Business Association](#).

## Business safety plan

Based on industry best practices, a successful business will have a safety plan that includes the following components:

### A. Staffing and procedures

*Definition: Staffing for your business includes the following: Staff levels, different job titles and job expectations. This will include when the business is operating and closed. Please focus on staffing related to providing a safe environment for your customers, staff, and community.*

1. Who will perform hiring? Will you perform criminal background checks to inform hiring decisions? Will each job have a detailed job description? Will staff, especially management, have experience in industry or training?
2. Will you have dedicated safety personnel? Will you hire contracted safety personnel? Or, will you have regular in-house staff perform safety duties? If so, what levels during the week and during the weekend? Will you change this during special events or when you increase your occupancy? Will safety personnel be recognizable/wear uniforms? Will any safety personnel you have at your establishment be armed with a firearm or other weapon?
3. What will your scheduling plan look like? Will it differ from summer to winter? Will special events at the business or in the city impact your staffing numbers? Will there be managers and/or supervisors? Will you cross train your staff to perform many duties?
4. Duties: Inside the premises? Outside the premises? Frequency of rounds? How will you address loitering? Will you have dedicated parking lot security staff if you have a parking lot? Will you work with neighboring parking lots that your customers use? This can help ensure safety.
5. Security Philosophy of Respectful Enforcement considerations: Will you offer regular de-escalation training? What procedures will you follow if it is necessary to escort a patron from the premises? Will your staff work in teams? *\*\*Please note that if you hire an outside professional security company, or contract with security personnel that are not your W-2 employees, they must be licensed by the Minnesota Board of Private Detective and Protective Agent Services. Any company can hire someone as an employee (W-2) to protect their own property (326.3381 Subd 1a. Proprietary Employers). However, any individual or company who offers this service as a contractor (1099), or offers this service to another company, needs to be licensed by the state of MN (326.338 Subd 4 Persons Engaged as Protective Agents).*
6. Incident Logs: How will you communicate policies, incidents, and updates to employees?
7. Do you plan to create a No Admittance List? Who has the responsibility for managing the list? What will be your criteria for adding or removing someone? Will you share this list with Business Licensing?
8. Add to your plan how your business will follow Hennepin County curfew times.

### B. Exit strategies

*Definition: How you will move customers out of and away from your business before the time you can no longer have them there? This could be 1:30am, 2:30am, or the time your conditions need you to close.*

1. Before closing time: Will you inform customers in advance? Alter lights and/or music? At what time will you stop alcohol and/or food service?
2. Closing Time: Will you provide escorts for customers and/or staff? Will you be monitoring your parking lot for illegal activities and/or disturbances? Will your business take part in traffic management?

3. Will you use valet services? Contracted or in-house? Make sure your safety plan includes protecting customers during high volume closing times. In some busy areas of the city, grid-lock can occur at closing time. This could be due to your valet service. How will you work with neighbors to assure access and safety for the neighborhood?

4. What are your plans for an emergency evacuation, sheltering in place, and an active shooter?

### **C. Training**

*Definition: Training your staff on your safety plan can be the best way to make sure they follow it.*

Describe staff training that includes the following:

- staff meetings
- formal presentations
- name of trainer (or training company)
- topics covered
- ongoing training program (and for new-hires)
- policy for carding
- use of electronic ID scanners
- reward/discipline policy for staff that have served alcohol to minors
- self-audits.

The following information is on our website:

[Alcohol Server Training](#)

[De-escalation Presentation Prepared by the Barbara Schneider Foundation \(Dec 7, 2020\)](#)

[Trespassing Presentation Prepared by City Attorney's Office and Trespass Notice Form \(Nov 18, 2020\)](#)

Other types of training can include, but are not limited to:

- racial equity
- sensitivity
- hospitality
- bystander intervention
- sexual harassment
- any others that could help you and your staff create a safe and welcoming place for patrons to visit

### **D. Crime prevention through environmental design (CPTED)**

*Definition: CPTED uses design to discourage crime and promote building security. Architects design buildings/properties to hold up to the elements and natural disasters. We can also design them to prevent crime.*

1. Having enough interior and exterior lighting levels can promote safety. What lighting will your business provide?

2. Having video surveillance can help protect your business from crime. It can also help support Police investigating crimes that may happen there or nearby. What video surveillance will your business provide?

3. Natural sight lines allow for you to see someone or something from any given point in a room. It can also add to the safety of your business. Consider how much of the business your staff can see at any given point.

4. Make sure that private spaces are only accessible by staff to prevent a crime from happening in them.

**E. Peer and professional support**

*Definition: Peers are other businesses willing to offer guidance to your new business. Professional support would be who you hire or contract to help keep your business safe.*

- 1. Who will be your business peer support?
- 2. Will you need extra professional support? Professional Security? Part-time Police Officers?

**F. Regular review**

*Definition: Safety plan review should occur at regular intervals of time to keep it fresh and up to date.*

- 1. How often will you review your safety plan? Annually? Proactively before a special event? Reactively after an incident?
- 2. When you perform a self-review, will you keep records of this so that you can share it with others if you decide to do so?

**G. Large crowds arriving at once**

*Definition: If an event or bus let out at your business, you could have a large crowd arriving at once, that could overwhelm your staff.*

- 1. What is your occupancy?
- 2. Will you allow party buses or pedal pubs to drop off a large crowd of people at your business? If so, how will you handle the crowd entering your business?
- 3. If applicable, how will your business handle let outs from concerts or games?

**This portion to be completed by MPD**

Police representative \_\_\_\_\_ Badge # \_\_\_\_\_

Comments:

MPD signature \_\_\_\_\_ Date \_\_\_\_\_

Applicant signature \_\_\_\_\_ Date \_\_\_\_\_

**The Minneapolis Police Department does not approve safety plans or endorse license applicants or applications.**