

PROCEDURE MANUAL

07-10



MICHIGAN STATE POLICE

Liquor License Inspections and Violations

Purpose: This manual provides guidance and procedures that members shall enforce according to provisions of the [Michigan Liquor Control Code \(MCL 436.1101 - 436.2303\)](#) and the [Department of Licensing and Regulatory Affairs Liquor Control Commission General Rules](#). Inspections of licensed establishments outside of municipalities having an organized police agency shall be made whenever possible.

Effective Date: April 19, 2022

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Definitions:

None

Section 1: Inspections and Violations

1.1 Inspections 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.

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, LCC-600](#).
 - i. An original and three copies of this form shall be prepared.
 - ii. 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.
 - iii. 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 they were a witness to the violation. The LCC investigator's name shall be included with the information submitted in the electronic incident report if they were contacted for assistance.
 - iv. 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 directives on the release of information.

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

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.

Review Responsibility: Field Operations Bureau

Accreditation Standards: CALEA