



NIGHTCLUBS _____

BEST PRACTICES

To aid owners and managers of nightclubs to develop a safe nightlife atmosphere.



If you've recently become a nightclub owner, it's crucial to prioritize the safety of your staff and patrons.

Nightlife establishments should prioritize safety and security for their customers by having trained security personnel, properly functioning surveillance cameras, and clear emergency exit routes. Additionally, it is important to comply with alcohol serving regulations and ensure that customers are not overserved. Maintaining a clean and well-maintained establishment can also enhance the customer experience. Finally, promoting responsible behavior through signage and messaging can encourage customers to make smart choices while enjoying the establishment.

Establishing a Safe Nightlife Environment

One of the most important factors in providing a positive experience for your customers and staff is creating a safe and secure environment. Here are some recommended steps you can take to ensure the well-being of everyone involved:

- **Staff Training:** Educate your employees on how to handle potential incidents and de-escalate conflicts.
- **Clear Policies:** Establish policies regarding acceptable behavior, drug use, and underage drinking.
- **Security Measures:** Utilize security cameras and trained personnel to prevent and respond to incidents.
- **Regularly Review Policies:** Keep policies up to date and effective by regularly reviewing and assessing their effectiveness.
- **Inclusive Culture:** Encourage a welcoming atmosphere by promoting respect and inclusivity.

Additional Tips:

1. **Promote Responsible Drinking:** Offer non-alcoholic drink options to encourage responsible drinking habits.
2. **Promote Safety:** Provide well-lit areas and clear signage to promote safety and prevent accidents.
3. **Cooperate with Law Enforcement:** Work with local law enforcement to ensure a swift response in the event of an emergency.
4. **Encourage Responsible Transportation:** Consider implementing a designated driver program or partnering with ride-sharing services to promote responsible transportation options.
5. **Recognizing Drug Use:** Train staff to recognize and respond to signs of drug use.
6. **Implement a Dress Code:** Consider implementing a dress code that fosters a respectful and inclusive environment.
7. **Have a Plan:** Establish a clear plan for handling incidents of harassment or assault and communicate it to your staff.

By implementing these measures, you can ensure that your establishment provides a safe and enjoyable nightlife experience for all patrons.



Intoxication

Nightclubs should have policies in place to prevent serving alcohol to patrons who are visibly intoxicated. This can help reduce the risk of alcohol-related incidents such as fights, injuries, and drunk driving. Additionally, it is a responsible business practice that can improve patrons' and employees' safety and well-being.

Here are some additional points to consider:

- Nightclubs should train their staff to recognize signs of intoxication and to refuse service to patrons who exhibit those signs.
- Nightclubs should have clear policies and procedures in place for dealing with intoxicated patrons, including offering non-alcoholic drinks and arranging for transportation home.
- In addition to preventing alcohol-related incidents, prevention of over-serving can also help reduce liability for the nightclub in the event of an incident.
- Nightclubs may also consider offering incentives for designated drivers or for patrons who choose not to drink.
- By promoting responsible alcohol consumption, nightclubs can create a safer and more enjoyable environment for everyone.



Prevent sexual assaults in bars and nightclubs

Bars and nightclubs can be high-risk environments for sexual assault. To prevent such incidents, there are several steps that can be taken. These include training employees to recognize and intervene in potentially dangerous situations, promoting a culture of consent and respect, providing a safe and secure physical environment, and offering resources and support for those who have experienced sexual assault. It is also important to hold perpetrators accountable for their actions and to work towards creating a society where sexual violence is not tolerated.

In addition to the steps mentioned above, here are some design-related strategies that can be implemented to prevent sexual assaults in bars and nightclubs:

1. **Proper lighting:** Ensure that all areas of the space are well-lit, leaving no dark corners or shadows where perpetrators can hide.
2. **Clear sightlines:** Design the space in a way that allows employees and security personnel to have a clear view of all areas, including the bathrooms, dance floor, and secluded areas.
3. **Adequate staff:** Make sure there are enough staff members on duty to monitor the environment and intervene if necessary.
4. **Secure entry and exit points:** Have controlled entry and exit points that are monitored by staff members to prevent unwanted individuals from entering.
5. **Gender-neutral bathrooms:** Offering gender-neutral bathrooms can make everyone feel more comfortable and safer, especially those who may be targeted based on their gender identity.

By incorporating these design strategies with the aforementioned preventative measures, bars and nightclubs can create safer and more inclusive spaces for everyone to enjoy.

Employees

It is recommended that employees of nightclubs meet certain expectations. It is encouraged that employees should have excellent communication skills to ensure smooth interactions with customers and team members. They should also be able to handle high-pressure situations and remain calm and professional at all times. Additionally, employees should have a thorough understanding of safety procedures and be able to enforce them to prevent any incidents. Finally, encourage employees to be well-groomed and presentable, as they are the face of the nightclub and can impact the overall atmosphere and experience for patrons.

In addition to the recommendations mentioned above, it is further recommended that employees of nightclubs should also possess the following skills and attributes:

1. Strong customer service skills to ensure that patrons feel welcome and have an enjoyable experience.
2. Ability to work well in a team and be a team player.
3. Adaptability and flexibility to handle unexpected situations and changes in the work environment.
4. Knowledge of the club's policies and procedures, including legal requirements around serving alcohol.
5. Physical fitness and stamina to work long hours and be on their feet for extended periods of time.
6. Ability to multitask and prioritize tasks effectively in a fast-paced environment.
7. Conflict resolution skills to handle any disputes or disagreements that may arise.

By possessing these qualities, employees can help create a safe and enjoyable environment for patrons while contributing to the success of the nightclub.



Age verification

Age verification is a crucial aspect of nightclub and bar operations. It is essential to ensure that only individuals of legal drinking age are allowed entry to the establishment. This helps to maintain the safety of patrons and prevent underage drinking, which is illegal and can lead to serious consequences. Methods of age verification can include checking government-issued identification such as a driver's license or passport or using electronic scanners to verify the authenticity of identification documents. It is important for nightclub and bar staff to be properly trained in age verification procedures to ensure compliance with legal requirements and maintain a safe and enjoyable environment for all patrons.

In addition to traditional age verification methods such as checking government-issued identification, there are also newer technologies available to enhance age verification processes. For example, some nightclubs and bars use facial recognition technology to verify the age of patrons as they enter the establishment. This technology can quickly and accurately determine the age of a patron by analyzing their facial features. Another option is the use of mobile apps that scan and validate IDs, making the process faster and more efficient.

It's important to note that age verification is not only required by law, but it's also a responsibility that nightclub and bar owners have to their patrons. Ensuring that only those of legal drinking age are served helps to prevent alcohol-related incidents and promotes a safe and enjoyable atmosphere for everyone. By implementing proper age verification procedures and providing ongoing training to staff, nightclub and bar owners can create a safer, more responsible environment for their patrons.



Ensuring Patron Safety: The Importance of Nightclub Policies and Security Plans

Every entertainment establishment and club operator must prepare a written safety plan. Security plans may include trained security personnel, bag checks, and metal detectors to monitor the crowd and prevent incidents. It's strongly recommended that nightclubs regularly review and update their policies and security measures to adapt to any new challenges.

Consider the following recommended details to ensure a safe and enjoyable environment for all patrons:

- Nightclubs should have clear and visible signage outlining their policies and rules for patrons to follow.
- Security personnel should be properly trained and equipped to handle potentially dangerous situations, such as fights or disturbances.
- Nightclubs can also use technology such as surveillance cameras to monitor the crowd and identify potential threats.
- Nightclubs should have a plan in place for emergencies, such as natural disasters or medical emergencies.
- A clear process for handling complaints or incidents involving patrons should be established, and any reports of harassment or assault should be taken seriously.
- Prioritizing patron safety helps maintain a positive reputation, attract more customers, and create a loyal following.

In addition to the safety suggestions listed above, all entertainment establishments and clubs must comply with all applicable laws, and ordinances, and are required to submit a written safety plan to the City of Birmingham in accordance with the Kelvyn Felder Ordinance.



**GENERAL CITY CODE FOR THE CITY OF BIRMINGHAM, ALABAMA
REGULATIONS FOR THE OPERATION OF LIQUOR-LICENSED ESTABLISHMENTS**

**ARTICLE C. REGULATIONS FOR THE OPERATION OF LIQUOR-LICENSED
ESTABLISHMENTS**

Sec. 12-10-40. Short title.

This article shall be known as the Kelvyn Felder Ordinance.

(Ord. No. 13-74, § 1(12-10-40), 5-21-2013; Ord. No. 13-86, § 1, 6-4-2013)

Sec. 12-10-41. Definitions.

The following words, terms and phrases, when used in this article, shall have the meanings ascribed to them in this section, except where the context clearly indicates a different meaning:

Adequately lighted means ambient lighting that is adequate for the purposes of observing the operation of or patrons within the premises, but which does not include as a light source lighting that emanates from a screen or theatrical lighting directed toward the staging area.

Club means a bona fide organization which fully complies with the definition of the term "club" as prescribed by state laws relating to alcoholic beverage licensing and the regulations of the Alabama Alcoholic Beverage Control Board.

Entertainment means sporting events and live or taped shows or performances, such as plays, motion pictures, concerts, music venues, circuses and dance routines, performed or conducted by actors, dancers, musicians, disc jockeys or other performers.

Licensed dinner entertainment establishment means a restaurant that is a licensed entertainment establishment.

Licensed entertainment establishment means an establishment that sponsors, provides or has entertainment, which activity may or may not require privilege licensure, and that is licensed to sell alcoholic beverages for on-premises consumption.

Non-licensed means an establishment or club that is not licensed for the on-premises sale of alcoholic beverages, whether or not privilege licensure is obtained or required for other activity.

Non-licensed area means an area, including a performance area, that is within the same building and that is under common ownership, possession and control as a licensed entertainment establishment, but which is not licensed to sell alcoholic beverages for on-premises consumption.

Non-licensed club means any private or public social club or any other establishment which charges a membership fee, door charge, gate fee, cover charge or any other like or similar type fee that is collected one time, annually, semi-annually, quarterly, monthly, weekly, daily, or in any other manner.

Non-licensed entertainment establishment means an establishment, which may or may not serve food or meals prepared on the premises, that sponsors, provides or has entertainment,

which activity may or may not require privilege licensure, and that is not licensed to sell alcoholic beverages for on-premises consumption.

Open-air performance area means a performance area that is in an outdoor amphitheater, park or other open space, and which may be covered by a temporary tent or enclosure for protection from the elements.

Performance area means that portion of the establishment where entertainment is provided and shall include without limitation the staging or screening area and the seating section or other area where patrons view the entertainment. The term shall not include areas or rooms separated from the performance area by a wall or partition which cannot be reached or accessed except through a door or doors.

Private parties means parties, shows, receptions, weddings or other events which are not open to the general public or are by invitation only and which are sponsored, conducted or held by persons that do not receive any form of compensation therefore, except for voluntary donations or gratuitous gifts.

Restaurant means that portion of an establishment:

- (1) That is licensed as a restaurant according to state and local alcoholic beverage licensing; or
- (2) That is licensed to sell beer or table wine for on premises consumption and which meets the definition of a restaurant under the state and local alcoholic beverage control laws except that it is not licensed to sell liquor or fortified wine for on-premises consumption.

Sporting event means live or taped sporting events including without limitation athletic competitions, team sports, sporting exhibitions, equestrian events, and figure skating.

Staging area means that part of a performance area that is used to present or contain the entertainment such as stages, rings, rinks and band stands.

(Ord. No. 13-74, § 1(12-10-41), 5-21-2013)

Sec. 12-10-42. Persons under 21 prohibited from premises; non-licensed sales of alcoholic beverages prohibited.

- (a) It shall be unlawful for any person or licensee of a licensed entertainment establishment, either directly or indirectly, or by the servants, agents, or employees of the same, or for any servant, agent or employee of the same to admit within the performance area of a licensed entertainment establishment as a patron a person under 21 years of age.
- (b) It shall be unlawful for any person or licensee of a licensed entertainment establishment, either directly or indirectly, or by the servants, agents, or employees of the same, or for any servant, agent or employee of the same to sell, provide, serve or allow consumption of alcoholic beverages within any areas of the establishment, including without limitation performance areas, that are not licensed for the on-premises consumption of alcoholic beverages. Private parties that are held within a licensed entertainment establishment where alcoholic beverages are served shall be held within areas of the establishment licensed for the on-premises sale of alcoholic beverages and the licensee shall be responsible for the provision of alcoholic beverages.
- (c) It shall be unlawful for any person, either directly or indirectly, or by the servants, agents, or employees of the same, or for any servant, agent or employee of the same to sell, provide, serve or

allow consumption of alcoholic beverages on the premises of a non-licensed entertainment establishment or a non-licensed club.

(Ord. No. 13-74, § 1(12-10-42), 5-21-2013)

Sec. 12-10-43. Exemption for certain secured areas.

- (a) *Secured areas.* Subject to state and local laws concerning alcoholic beverages and minors, the prohibition of section 12-10-42(a) shall not apply to performance areas of licensed entertainment establishments that:
- (1) Have adequate security measures in place for the policing and enforcement of alcoholic beverage control laws, which measures shall include but are not necessarily be limited to:
 - a. Adequately lighted performance areas where alcoholic beverages are sold, served or consumed;
 - b. Tamper proof measures that identify persons of legal drinking age; and
 - c. Provision of a sufficient number of security personnel based on the size or anticipated size of the audience or based on a prior history for an event; and
 - (2) Do not have stadium or row seating in the performance area, except for open-air performance areas.
- (b) *Civic centers, stadiums and sports arenas.* Subject to state and local laws concerning alcoholic beverages and minors, the prohibition in section 12-10-42(a) shall not apply to performance areas of civic center arenas or stadiums, including without limitation sports stadiums, that have adequate security measures in place for the policing and enforcement of alcoholic beverage control laws, which measures shall include but are not necessarily limited to:
- (1) Adequately lighted performance areas where alcoholic beverages are sold, served or consumed or, in the alternative, segregated sections within performance areas for the selling, serving or consuming of alcoholic beverages which sections are limited to persons 21 years of age and above;
 - (2) Tamper-proof measures that identify persons of legal drinking age; and
 - (3) Provision of a sufficient number of security personnel based on the size or anticipated size of the audience or based on a prior history for an event.

(Ord. No. 13-74, § 1(12-10-43), 5-21-2013)

Sec. 12-10-44. Applicability.

- (a) The prohibition in section 12-10-42(a) shall not apply to a non-licensed entertainment establishment or a non-licensed club that conducts, holds or leases space for private parties provided that there is no cover charge, admittance fee or other form of remuneration charged to or paid by attendees or invitees, and further provided that there is no charge for the provision of alcoholic beverages; provided, however, persons under 21 years of age shall not be admitted to any non-licensed establishment or non-licensed club conducting, holding or leasing space for a private party where alcohol is served or consumed unless:
- (1) The area where the party is held is adequately lighted;
 - (2) Alcoholic beverages are furnished by the host of the party; and
 - (3) The establishment or club provides a sufficient number of security personnel based on the number or anticipated number of attendees or based on prior history.

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- (b) It shall be unlawful for any entertainment establishment or club to allow the consumption, sale, service, or dispensing of alcoholic beverages at events, public or private, where a cover charge, admittance fee or other form of remuneration is charged or paid by attendees or invitees, or where there is a charge for the provision of alcoholic beverages, without first obtaining the proper licenses from the city and the state alcoholic beverage control board.

(Ord. No. 13-74, § 1(12-10-44), 5-21-2013)

Sec. 12-10-45. Provision of free or discounted alcoholic beverages unlawful; exception.

It shall be unlawful for any licensed entertainment establishment or club to sell or deliver any alcoholic beverage to any patron where the sale or delivery is directly or indirectly related to the payment of any admission or cover charge. It shall also be unlawful for any licensee to give any alcoholic beverage to any patron without monetary consideration according to the restrictions provided in this article. No alcoholic beverage shall be sold, served or delivered to any patron for less than the entire cost of the ingredients of the beverage to the licensee; and no licensee shall reduce the cost of any beverage at any time to less than 50 percent of the regular, established and posted price; however, this section shall not be construed to prohibit the practice by licensees wherein patrons are admitted on December 31 of each year for New Year's Eve celebrations, wherein for a stated fee, meals, drinks and entertainment are provided.

(Ord. No. 13-74, § 1(12-10-45), 5-21-2013)

Sec. 12-10-46. Entertainment establishments and clubs to comply with applicable laws and ordinances; written safety plan required.

- (a) All entertainment establishments and clubs must comply with all applicable laws and ordinances, including but not limited to zoning, building codes, health and safety regulations and must obtain approval from the proper departments.
- (b) The term "written safety plan" means a written document produced by an entertainment establishment or club operator that includes at minimum the following information about the establishment:
- (1) The number and location of all security personnel;
 - (2) The occupancy load of the establishment, average patron attendance, and the type of entertainment/events held at the establishment;
 - (3) The establishment identification checking and patron search procedures;
 - (4) Procedures for ensuring that only persons 21 years or older are served alcohol;
 - (5) The establishment's procedures for handling violent incidents, other emergencies, and calling the police department;
 - (6) A description of the training provided or completed by security and other personnel, including conflict de-escalation training;
 - (7) The establishment's procedures for crowd control and preventing overcrowding;
 - (8) The establishment's plan for maintaining order upon the accessory premises or open space adjacent to such premises;
 - (9) Current contact information for the person or position responsible for addressing safety, security, or city Code related complaints by patrons or neighborhood residents; and

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- (10) Show proof that security officers employed or contracted by the club are licensed by the state security regulatory board or that they are exempted from such licensing by state law. Notwithstanding the foregoing provision, all security officers are subject to city business licensing and/or occupational tax.
- (c) Written safety plan required.
- (1) Every entertainment establishment and club operator shall prepare a written safety plan.
 - (2) For existing establishments, safety plans shall be filed with the chief of police and the chairman of the public safety committee of the city council or their designees within 45 days of the effective date of the ordinance from which this article is derived. New establishments shall file safety plans at the time they make application with the department of finance and shall be included with the applicant's information provided to the chief of police and the public safety committee of the city council.
 - (3) Establishments subject to this article shall have an updated copy of their safety plan reviewed by personnel employed by the establishment. The safety plan shall be made available upon request by a police officer or other designated city enforcement personnel, patron or neighborhood residents.
 - (4) Establishment operators shall file an updated written safety plan annually with the chief of police. If there have been no material changes to a establishment's programming, operation, ownership, or size, the updated written safety plan may take the form of a letter from the establishment operator to the chief of police certifying that there have been no material such changes.
 - (5) Written security plans shall provide for compliance with the minimum requirements of section 12-10-52.

(Ord. No. 13-74, § 1(12-10-46), 5-21-2013)

Sec. 12-10-47. Information required from employment applicants; certificate required.

- (a) Every person seeking employment as a manager of an establishment subject to this article shall, prior to accepting employment, file with the city and with his or her employer a certificate on forms made available by the city containing the following information and statements:
 - (1) The name, age, place of birth and place of residence of the applicant during the preceding three years.
 - (2) If the applicant has during the three years immediately preceding the date of such application had a license for the sale of intoxicating beverages issued by the state alcoholic beverage control board revoked.
 - (3) If the applicant has been convicted within three years prior to the date of such certificate of:
 - a. A felony;
 - b. Any law of the state or provision of this article or other ordinance of the city regulating or controlling intoxicating beverages;
 - c. Solicitation;
 - d. Illegally using, carrying or possessing a pistol or other dangerous weapon;
 - e. Making or possessing burglar's instruments;
 - f. Buying or receiving stolen property;
 - g. Theft of property;
 - h. Unlawful entry of a building;

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- i. Unlawful breaking and entry of a motor vehicle;
 - j. Unlawfully possessing or distributing habit forming narcotic drugs;
 - k. Vagrancy;
 - l. Violating any law or ordinance prohibiting sale or possession of obscene literature or material;
 - m. Indecent exposure; or,
 - n. Prostitution.
- (b) Every person seeking employment as a hostess, cashier, bartender, waiter, waitress, or in any job category the duties of which require direct contact with customers in the establishment shall file the same certificate required of managers with the licensee and no such person or manager shall be employed who answers affirmatively to questions given in subsections (a)(2) or (3) of this section, unless they shall have first obtained the written consent of the city council.

(Ord. No. 13-74, § 1(12-10-47), 5-21-2013)

Sec. 12-10-48. Employment without certificate unlawful.

It shall be unlawful for any licensee to employ any person from whom a certificate is required under section 12-10-47 without first obtaining the required certificate.

(Ord. No. 13-74, § 1(12-10-48), 5-21-2013)

Sec. 12-10-49. False responses unlawful.

It shall be unlawful for any person to answer falsely the certificate required by section 12-10-47.

(Ord. No. 13-74, § 1(12-10-49), 5-21-2013)

Sec. 12-10-50. Certificate to be maintained on premises of establishment.

The certificate required by section 12-10-47, or a copy thereof, shall be maintained on the premises of an establishment for current employees at all times and shall be available for inspection by any authorized representative of the city at any time while the establishment is open for business.

(Ord. No. 13-74, § 1(12-10-50), 5-21-2013)

Sec. 12-10-51. Manager required to be on premises during business hours.

- (a) It is unlawful for a licensed entertainment establishment or licensed club to remain open for business unless the licensee, a manager or a person in charge, as defined by ABC regulations, is on the premises. The name of the responsible person shall be posted in a public area of the establishment, readily available to ABC board personnel and the police department, in letters not less than one inch in size, during the time he is in charge.
- (b) The licensee shall be responsible for the provision of alcoholic beverages at all licensed entertainment establishments and licensed clubs.

(Ord. No. 13-74, § 1(12-10-51), 5-21-2013)

Sec. 12-10-52. Interior security personnel required at certain times; security camera systems required; premises to remain clean and free of trash and debris.

- (a) After 10:00 p.m. and while open to the public, all establishments and clubs shall provide minimum interior security personnel of a number equaling one security person per each occupancy level, as established according to the city's technical codes, as amended, city's fire marshal of 150 occupants, or any portion thereof. For example, if the occupancy level of an establishment is 500, at least four interior security personnel are required. If the occupancy level is 50, at least one interior security person is required.
- (b) All establishments shall maintain a security camera system capable of recording and retrieving video images. Cameras must be equipped with a timestamp set to the correct date and time and must be activated and recording video during all hours of operation. These cameras shall, at a minimum, continuously capture interior and exterior images of the entrance and exit doors. Cameras shall be located at all pedestrian and employee entry and exit points. These cameras shall be of high enough quality to capture and record facial-quality identification in low light or dimly lit areas or environments. These cameras shall also have capabilities of capturing and recording the same facial-quality identification in normal or daylight situations. This camera system must also be capable of recording and storing the video images for a length of time or no less than 30 days. This camera system must also have the capabilities of downloading these saved images to an external device when needed for review by law enforcement. Each business shall have at least one employee trained on the operation and downloading features of the system and must be able to respond to the business as needed for video or image review or downloading. In the event of an incident involving injury or death to a patron, member of the public or employee of the establishment, video images recorded for the day of and at the time of the incident shall be stored for a minimum of 30 days. Each establishment required to have cameras pursuant to this provision shall prominently display signage on the premises to notify patrons of the presence and use of security cameras. Existing establishments shall comply with security camera system requirements within 45 days of the effective date of the ordinance from which this article is derived. New establishments shall have compliant, operational security camera systems upon opening.
- (c) All establishments and clubs shall maintain their premises, and all accessory premises such as parking lots or open space adjacent to such premises, clean and free from trash and debris at all times.

(Ord. No. 13-74, § 1(12-10-52), 5-21-2013)

Sec. 12-10-53. Duty of manager to maintain order on premises; duty to report incidents.

- (a) It shall be the duty of each owner, and of each manager or supervisor at any time charged with the management and supervision of any retail liquor or retail malt or brewed beverage licensed premises, or any other type of establishment where intoxicating beverages are sold or provided for on-premises consumption, while open to the public, to maintain order upon the premises and to exclude from the premises any person who is drunk and disorderly or who commits any breach of the peace, or who uses offensive, disorderly, threatening, abusive or insulting language, conduct or

behavior with the intent to provoke a breach of the peace, or whereby a breach of the peace might be occasioned.

- (b) It shall be the duty of each owner, and of each manager or supervisor at any time charged with the management and supervision of any retail liquor or retail malt or brewed beverage licensed premises, or any other type of establishment where intoxicating beverages are sold or provided for on-premises consumption, while open to the public, to maintain order upon the accessory premises such as parking lots or open space adjacent to such premises, to control crowds, admittance lines and patrons congregating at the property to prevent nuisance to adjacent residents and businesses, and to exclude from the accessory premises any person who is drunk and disorderly or who commits any breach of the peace, or who uses offensive, disorderly, threatening, abusive or insulting language, conduct or behavior with the intent to provoke a breach of the peace, or whereby a breach of the peace might be occasioned.
- (c) It shall be the duty of each officer, owner, manager or person in charge of any retail liquor or retail malt or brewed beverage premises, or any other type of establishment where intoxicating beverages are sold or provided for on-premises consumption, within the city to immediately make an appropriate report by telephone to the police division of each assault, assault and battery, or affray occurring on the licensed premises while such premises are open for business. It shall further be the duty of the person to make a written report of such incidents to the police department within 36 hours. Failure to make either report shall be grounds for revocation or suspension of the license for the operation of the establishment.
- (d) Habitual breaches of the peace, affrays, assaults, assaults and batteries, and the continued and habitual presence of disorderly persons upon the premises of a licensee shall be grounds for revocation or suspension of the license for the operation of the establishment. In addition, repeated and habitual incidents of vandalism, breaches of the peace, disorderly conduct or other violations of state and local laws and ordinances, including violations of title 11, chapter 8, pertaining to noise, which unreasonably interfere with the peace, quiet, comfort and repose of persons of ordinary sensibilities in the neighborhood where such incidents may be attributable to the presence in the neighborhood of the licensed establishment shall also be grounds for revocation and suspension of the license of the establishment.

(Ord. No. 13-74, § 1(12-10-53), 5-21-2013)

Sec. 12-10-54. Compliance with local or state alcoholic beverage control laws required.

Nothing in this article shall be construed to allow activity which is contrary to state or local alcoholic beverage control laws including without limitation laws regulating minors and laws regulating admittance by persons under 19 years of age to establishments defined as and licensed as lounges according to state beverage control board regulations.

(Ord. No. 13-74, § 1(12-10-54), 5-21-2013)

Best Practices

and Post-Incident

Protocols

Nightclubs can be vulnerable to crimes and serious incidents, making it crucial for owners and staff to have solid plans in place to handle them safely and effectively. Here are some best practices to consider:

1. Train staff on how to identify and handle potential incidents, including de-escalation techniques and emergency response procedures.
2. Establish clear communication protocols between staff, security personnel, and law enforcement to ensure a coordinated response in case of an incident.
3. Conduct regular security assessments to identify vulnerabilities and take steps to mitigate them, such as installing surveillance cameras and improving lighting and access control measures.
4. Implement strict policies on alcohol service and consumption to reduce the risk of intoxicated behavior and related incidents.
5. Have a plan in place to manage large-scale incidents, such as a mass shooting or natural disaster, and train staff on how to execute it.

By following these best practices, nightclub owners and staff can help ensure the safety and well-being of their patrons and employees.

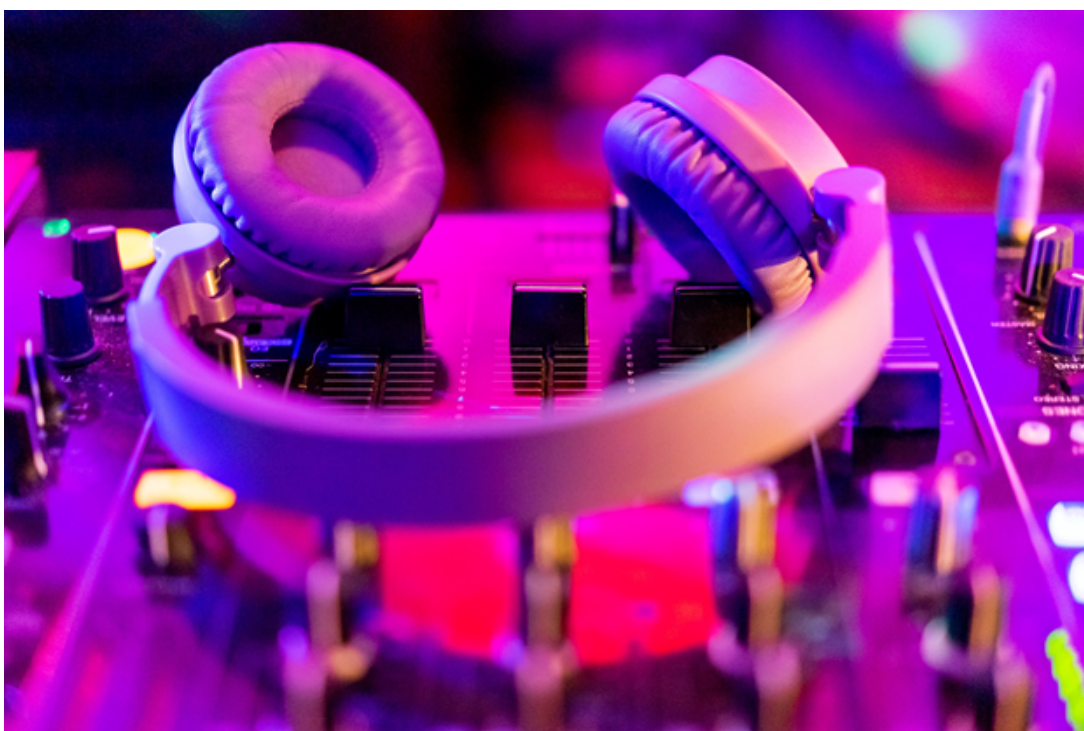
Post-incident protocols for nightclubs

It is recommended that Nightclubs have post-incident protocols in place to ensure the safety of patrons and staff. These protocols should include procedures for handling incidents such as fights, accidents, medical emergencies, or other disturbances. The first step is to immediately notify the appropriate authorities, such as law enforcement or emergency medical services, and then take steps to secure the area. Staff should also be trained to provide first aid and other necessary assistance until help arrives. Additionally, it's important to have a system for documenting incidents and following up with any necessary actions or investigations. By having clear post-incident protocols in place, nightclubs can help mitigate potential risks and ensure the safety of everyone involved.

Having post-incident protocols is crucial for nightclubs to ensure the safety of their patrons and staff. Here are some additional points to consider:

1. Regularly train staff on post-incident protocols and ensure they are aware of their roles and responsibilities during an incident.
2. Have a designated area for first aid and medical emergencies and ensure it is well-stocked and easily accessible.
3. Develop a communication plan to notify staff and patrons of any incidents and provide clear instructions on what to do.
4. Provide support to staff and patrons who may have been affected by an incident, such as offering counseling services or connecting them with resources.
5. Review and update post-incident protocols regularly to ensure they are effective and up-to-date with current safety standards.
6. Consider implementing technology, such as cameras or panic buttons, to enhance safety and security measures.

By implementing comprehensive post-incident protocols, nightclubs can create a safer and more secure environment for everyone who enters their doors.



Internal Offense Incident Report Form – EXAMPLE

REPORTED BY: _____

DATE OF REPORT: _____

TITLE / ROLE: _____

INCIDENT NO.: _____

OFFENSE INCIDENT INFORMATION

INCIDENT TYPE: _____

DATE OF INCIDENT: _____

TIME OF INCIDENT: _____

LOCATION: _____

CITY: _____

STATE: _____

ZIP CODE: _____

SPECIFIC AREA OF LOCATION (if applicable): _____

OFFENSE
INCIDENT
DESCRIPTION

FOLLOW-UP
ACTION

NAME / ROLE / CONTACT OF PARTIES INVOLVED

NAME / ROLE / CONTACT OF WITNESSES

VEHICLES INVOLVED

1. ITEM NAME: _____ OWNER: _____ YEAR: _____

VALUE: _____ COLOR: _____ MAKE: _____

STATUS: _____ STATE & TAG: _____ VIN: _____

2. ITEM NAME: _____ OWNER: _____ YEAR: _____

VALUE: _____ COLOR: _____ MAKE: _____

STATUS: _____ STATE & TAG: _____ VIN: _____

PROPERTY INVOLVED

ITEM NAME: _____ COLOR: _____ BRAND: _____

VALUE: _____ DESCRIPTION: _____

POLICE REPORT FILED? _____

PRECINCT: _____

REPORTING OFFICER: _____

PHONE: _____

SUPERVISOR
NAME: _____

SUPERVISOR
SIGNATURE: _____

DATE: _____

INTERNAL SECURITY INCIDENT REPORTING FORM Example

REPORTED BY: _____

DATE OF REPORT: _____

TITLE / ROLE: _____

INCIDENT NO.: _____

SIGNATURE: _____

SUPERVISOR: _____

SECURITY INCIDENT INFORMATION

INCIDENT TYPE: _____

DATE OF INCIDENT: _____

LOCATION: _____

CITY: _____ STATE: _____ ZIP CODE: _____

SPECIFIC AREA OF LOCATION (if applicable): _____

INCIDENT DESCRIPTION:

[Redacted area for incident description]

NAME / ROLE / CONTACT OF SUSPECTS:

- 1. _____
- 2. _____
- 3. _____

DESCRIPTION OF UNAPPREHENDED SUSPECTS:

- 1. _____
- 2. _____
- 3. _____

WITNESS OR VICTIM NAME / CONTACT / SPECIFIC RELATIONSHIP TO INCIDENT:

- 1. _____
- 2. _____
- 3. _____

POLICE REPORT FILED? _____

PRECINCT: _____

REPORTING OFFICER: _____

PHONE: _____

FOLLOW-UP ACTION

[Redacted area for follow-up action]

THANK YOU

BPD Business Compliance
Unit

<https://police.birminghamal.gov>



The Birmingham Police Department Business Unit has developed this document as a guidebook for new and existing nightclub/ bar owners. This guidebook is not all-inclusive and should only be used as a basic reference to help guide owners on developing a written safety plan.