
**DOUGLAS COUNTY ADMINISTRATIVE
POLICIES AND PROCEDURES**

NUMBER: 300.010
EFFECTIVE DATE: 3/1/12
REVISED: 3/1/12
AUTHORITY: BOCC
COUNTY MANAGER: Sm
PAGE 1 OF 2

SUBJECT: ALCOHOL

- I. PURPOSE:** Douglas County has a fiduciary obligation to manage its funds in a manner consistent with the best interests of the citizens of the County and of the State of Nevada. Purchasing certain items such as alcoholic beverages may cause the public to believe that the County is not exercising its responsibility in an appropriate manner. The purpose of this policy is to establish clear rules for the purchasing of alcoholic beverages for special events. These rules shall apply to all County departments as well as those political subdivisions of the County (hereinafter "other public entity") that utilize the County's Finance/Comptroller's Office.
- II. PROCEDURE/POLICY:** The County recognizes the need for establishment of a policy that allows for the purchase and of alcoholic beverages for special events where it may be appropriate to serve alcoholic beverages.
- A. Alcoholic beverages may only be purchased with County funds. No State or Federal funds shall be used to purchase alcoholic beverages
 - B. Any County department that wishes to buy alcoholic beverages for a special event must first receive permission from the County Manager.
 - C. The County Costco card or a tax-exempt credit account with a vendor may be used to purchase alcoholic beverages. The County Costco card has a \$5,000 limit and is tax exempt. Use of the procurement card to purchase alcohol must be in accordance with the provisions of the procurement card policy. Petty cash may not be used to purchase alcohol.
 - D. If the sponsoring County department or other public entity intends to sell alcohol, the County department or other public entity must either hire a Licensed Liquor Vendor approved by the Douglas County Sheriff's Office or must apply for and obtain a Liquor Sale License for each special event with the Douglas County Sheriff's Office pursuant to Douglas County Code.
 - E. A public entity that intends to serve or sell alcohol at a special event, must provide the County Manager with a valid Certificate of Insurance covering the special

event. The certificate of insurance must include Additional Insured Coverage, and must be deemed adequate by the County Manager.

- F. Special events where alcohol is sold or served, must conform to all federal laws, state laws, county ordinances, and county policies.
- G. The following individuals are prohibited from consuming alcohol during the special event:
 - i. Any person driving a county car to attend the event;
 - ii. Persons serving alcohol;
 - iii. Any individuals designated as the representative for the County Department or other public entity during the event; or
 - iv. Any employee who is working the event as part of the course and scope of their employment with the County.
- H. Any unopened bottles of alcoholic beverage, which cannot be returned, must be inventoried and used for future events. The department or other public entity must store this excess alcohol in a secure location.
- I. Violations of this policy are subject to revocation of the use of the County Costco card or procurement card.

IV RESPONSIBILITY FOR REVIEW:

The County Manager and Finance Director will review this policy as needed or at least once every 3 years.